



# BOGNOR REGIS TOWN COUNCIL

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

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

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 10<sup>th</sup> JULY 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 10<sup>th</sup> July from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

**DATED THIS 3<sup>rd</sup> DAY OF JULY 2023**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To APPROVE the Minutes of the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023 and the Special Council Meeting held on 5<sup>th</sup> June 2023
  4. Reports from WSCC County and ADC District Councillors (if available)
  5. Written Questions from Councillors
  6. Adjournment for public question time and statements
  7. To consider any written dispensation requests received from Town Councillors
  8. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
  - 8.1 **Policy and Resources Committee Meeting of 5<sup>th</sup> June 2023** with resolutions, recommendations and reports
  - 8.2 **Community Engagement and Environment Committee Meeting of 12<sup>th</sup> June 2023** with resolutions, recommendations and reports including: -
    - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson - Min. 7.1 refers
  - 8.3 **Planning and Licensing Committee Meetings of 23<sup>rd</sup> May and 6<sup>th</sup> and 27<sup>th</sup> June 2023** with resolutions, recommendations and reports
  - 8.4 **Events, Promotion and Leisure Committee Meeting of 30<sup>th</sup> May 2023** with resolutions, recommendations and reports
  9. 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
  10. To note the List of Payments and Transfers made in [April](#) and [May](#) 2023 and to note the [balances, bank reconciliations and financial reports](#) (June 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)
  11. To consider purchasing a plaque to commemorate the late Alderman Mrs. Pat Stinchcombe - Min. 5 refers
  12. Planning and Licensing Committee - to consider any appointments to fill the current vacancies - Min. 10.1 refers
  13. To consider any additional appointments of Representatives to 'Outside' Bodies deferred from the previous Meeting - Min. 11 refers
  14. Consideration of any Resolutions made at the Annual Town Meeting of Electors on 13<sup>th</sup> March 2023
  15. Consideration of whether to include a resident's request for the Town Council to ask Arun District Council to conduct a review of parishing arrangements, following the small number of those voting in the Arun parishes during local elections in May 2023 on a future agenda - Min. 16 refers

16. To consider the appointment of a Working Party and its membership, to discuss the future of Bognor Regis Town Hall
17. Mayor's Report and duties undertaken
18. Town Crier's Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive Correspondence
21. Picturedrome Site update including: -
  - Director's report, any urgent actions taken for ratification

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



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

**HELD ON MONDAY 22<sup>nd</sup> MAY 2023**

### **PRESENT:**

Cllr. J. Barrett (Mayor 2022/2023); Cllrs: K. Batley, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
Cllr. K. Greenway (WSCC) (part of meeting)  
AC Amy Wales (Mayor's Cadet) (part of meeting)  
AC Kraig Melville-Bellwood (Mayor's Cadet) (part of meeting)  
Lt (SCC) G. Edgington MBE (Bognor Regis Sea Cadets) (part of meeting)  
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)  
6 members of the public (part of meeting)

*The retiring Mayor, Cllr. J. Barrett, presented Able Cadet Amy Wales, from the Bognor Regis Sea Cadets, with a certificate in recognition of her services as the Mayor's Cadet since September 2021. Able Cadet Kraig Melville-Bellwood, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2023/2024 and presented with his badge and certificate as he begins a year of service in the role*

*The Meeting opened at 6.34pm*

### **1. ELECTION OF MAYOR FOR 2023/2024**

The outgoing Mayor welcomed those present to the meeting.

The Town Clerk's report was **NOTED**, including the reference to current Deputy Mayor, Cllr. Stanley unfortunately being unable to take on the role of Mayor for 2023/2024, due to other commitments.

Members unanimously **RESOLVED** 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.

Cllrs. Oppler and Woodall were both proposed and seconded to be elected as Mayor and a Member called for a signed ballot to be undertaken. After cases for both nominees had been made, Members were provided with voting cards.

Following the signed ballot, and having received the majority of votes, it was **RESOLVED** that Cllr. Oppler be elected Mayor for the 2023/2024 Municipal Year.

***Cllr. Oppler, as the newly elected Mayor, took the Chair for the Meeting***

A presentation on behalf of the Council was made by the new Mayor to the retiring Mayor, Cllr. Barrett, and he was thanked for his hard work during his mayoral year.

**2. THE MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor made the following Statutory Declaration of Acceptance of Office: -

***I, Francis Oppler, having been elected to the Office of Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability***

**3. ELECTION OF DEPUTY MAYOR FOR 2023/2024**

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Miss. Needs be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Miss. Needs be elected Deputy Mayor for 2023/2024.

**4. THE DEPUTY MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

***I, Claire Needs, having been elected to the Office of Deputy Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability***

**5. ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED MAYOR**

The Mayor made the customary speech of acceptance and was honoured that Members had elected him as Mayor for 2023/2024, thirty years since he'd first held the position. Cllr. Oppler commented on the familiar faces, whom he had served with during his previous time as a Town Councillor, and his hopes of living up to expectations. Taking on board comments during the nomination

process for the role of Mayor, Cllr. Oppler assured Members that the Town Council will act as a 'single Town Council', in the delivering of services, best benefiting the constituents. He recognised that local politics had played a role in previous administrations but hoped that cohesive working between all Councillors would be the prime concern over the next four year term.

The Mayor conveyed his eagerness at meeting local organisations, who he stated do a great job of improving the Town and serving the residents. He spoke of the large number of residents who, during the election process, had impressed upon him the importance of 'pride in place', including better provision of dog bins, road improvements, smaller issues that make a big difference to people's lives. Cllr. Oppler hoped that the Council can shine a light on these issues.

He praised the work of the 'active' Town Council in the organisation and funding of events in the Town, the Christmas lighting displays, as well as the Town Force team and the Picturedrome cinema as a fantastic asset, offering reasonably priced entertainment for local people.

Cllr. Oppler took the opportunity to remember the late Pat Stinchcombe, who was an Alderman and past Mayor of Bognor Regis Town Council. Cllr. Oppler remembered fondly her 'can do' attitude and spoke highly of her championing of all residents across the Town, and her desire to ensure everyone's needs were taken into consideration. When local government was reorganised in 1974 there was no Parish Council for Bognor Regis and Alderman Stinchcombe was the driving force behind the formation of Bognor Regis Town Council, initiating the Neighbourhood Council and working tirelessly to push for Town status. She was the first Mayor of Bognor Regis Town Council, and an important figure in the history of the Town Council and the Town itself. Cllr. Oppler asked the Town Clerk to add an item to the Agenda, at an appropriate meeting, to consider a plaque to commemorate Pat Stinchcombe, noting her many achievements.

Lastly, the Mayor reminded Members of the protocol for speaking once on an item, and that Minutes being brought to Council Meetings are just for noting. All queries on the items themselves should be raised at the appropriate Committee Meeting, not at the Council Meeting. He further stated that there may, on occasion, be times where items to be raised are confidential. He reminded Members of the importance of abiding by this.

**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**

The Town Clerk reported that all the Declarations of Acceptance were complete. This was **NOTED** by Members.

## **7. APOLOGIES FOR ABSENCE**

There were none.

## **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 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 Agenda item 24, as an advocate of regeneration***

***Cllr. Nash declared an Ordinary Interest in Agenda item 18.1 as Chairman of the Southdowns Music Festival***

***Cllr. Oppler declared an Ordinary Interest in any discussion relating to Town Council owned allotments, as an allotment holder***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 23, due to his employment in the financial services. He further stated that if this item were to be debated, he would leave the room temporarily***

***Cllr. Wells declared an Ordinary Interest in any discussion relating to the Bognor Regis BID, as a levy payer***

A Councillor commented on whether Members should stand when addressing the Meeting as set out in Standing Orders. The Mayor, as Chairman confirmed no preference. The Town Clerk stated that Members of the previous administration had chosen not to stand whilst speaking but the matter could be placed on a future Agenda to be considered by the Policy and Resources Committee, if Councillors wished.

**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**

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

Members unanimously **RESOLVED** that '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'.

**10. APPOINTMENT TO COMMITTEES**

The Town Clerk's report, including the proposed Committee Membership, was **NOTED**.

Members were reminded that 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 accurately 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 three Members. ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Mayor and Deputy Mayor would be Ex-officio to the Policy and Resources Committee only.

**10.1** There was a brief discussion around the earlier start time currently in place for meetings of the Planning and Licensing Committee, which could affect the committee's membership. The Clerk advised Members that the start time of this committee would be discussed later in the agenda and, following a suggestion by the Clerk, Members **AGREED** to **DEFER** consideration of filling any vacancies on the Planning and Licensing Committee until the next Council

Meeting.

- 10.2** The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1**.

- 10.3** Cllr. Waterhouse was proposed and seconded as Chairman of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Waterhouse as Chairman of the Policy and Resources Committee.

Cllr. Wells was proposed and seconded as Vice-Chairman of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Wells as Vice-Chairman of the Policy and Resources Committee.

- 10.4** Cllr. Barrett was proposed and seconded as Chairman of the Community Engagement and Environment Committee. It was unanimously **RESOLVED** to appoint Cllr. Barrett as Chairman of the Community Engagement and Environment Committee.

Cllr. Smith was proposed and seconded as Vice-Chairman of the Community Engagement and Environment Committee. It was unanimously **RESOLVED** to appoint Cllr. Smith as Vice-Chairman of the Community Engagement and Environment Committee.

- 10.5** Cllr. Mrs. Warr was proposed and seconded as Chairman of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Warr as Chairman of the Planning and Licensing Committee.

Nominations for Cllrs. Goodheart and Woodall were proposed and seconded for Vice-Chairman of the Planning and Licensing Committee. Cllr. Goodheart declared he would withdraw his nomination. As such, it was unanimously **RESOLVED** to appoint Cllr. Woodall as Vice-Chairman of the Planning and Licensing Committee.

- 10.6** Nominations for Cllrs. Batley and Brooks were proposed and seconded for Chairman of the Events, Promotion and Leisure Committee. Following a vote, it was **RESOLVED** to appoint Cllr. Batley as Chairman of the Events, Promotion and Leisure Committee.

Nominations for Cllrs. Brooks, Nash and Woodall were proposed and seconded for Vice-Chairman of the Events, Promotion and Leisure Committee, however, Cllrs. Nash and Woodall withdrew their nominations. As such, it was unanimously **RESOLVED** to appoint Cllr. Brooks as Vice-Chairman of the Events, Promotion and Leisure Committee.

- 10.7** Membership of the Allotments Sub-Committee would comprise all Events, Promotion and Leisure Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

## 11. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES

*Cllr. Brooks declared a Disclosable Pecuniary Interest in any discussion relating to Bognor Regis Carnival or the Southdowns Music Festival, as a supplier of equipment for both organisations*

*Cllr. Dawes declared a Disclosable Pecuniary Interest in any discussion relating to Grandad's Front Room CIC, as the owner of the business*

The Town Clerk's report including the list of previously appointed Town Council Representatives to 'outside' bodies as appended, was **NOTED**.

**11.1** Members asked for further information on the work of the 'Arun Partnership Advisory Board Early Help'. The Town Clerk confirmed further details would be circulated, and Members **AGREED** to **DEFER** the appointment of a Representative to Arun Partnership Advisory Board Early Help until the next meeting.

**11.2** Following a vote, it was **RESOLVED** to appoint Cllr. Goodheart as one of the Representatives to Arun District Association of Local Councils. It was **AGREED** that the remaining Representative vacancy would be placed on the Council Agenda for July 2023.

**11.3** A Member expressed disappointment that there was only an Officer Representative appointed to the Bognor Regis BID Board and the Bognor Regis BID Town Centre Task Force Delivery Group, and queried whether a Councillor Representative could also be appointed. The Town Clerk stated that the inclusion of Representatives was at the discretion of these Outside Bodies, but that she would make enquiries as to whether these organisations would like a Councillor Representative, and report back to Members in due course.

Another Member explained that, as the previous administration had decided that the Town Council would not be a BID levy payer, they do not automatically get the right of representation. It was suggested that this decision may be reviewed by Members, to enable the Town Council to have further representation. Members **AGREED** that, once the Clerk had discussed the matter with the Bognor Regis BID, this should be an item on a future Council Agenda.

**11.4** Nominations for Cllrs. Goodheart and Wells were proposed and seconded as Representative to the Bognor Regis Town Centre Forum Group. Cllr. Goodheart subsequently withdrew his nomination for this position. It was therefore **RESOLVED** that Cllr. Wells be appointed as the Representative, with Cllr. Goodheart as the Reserve Representative to the Bognor Regis Town Centre Forum Group.

**11.5** Nominations for Cllrs. Brooks, Goodheart and Smith were proposed and seconded as Representative to the Bognor Regis Regeneration Board. Following a vote, it was **RESOLVED** that Cllr. Smith be appointed as the Representative to the Bognor Regis Regeneration Board.

Nominations for Cllrs. Brooks and Goodheart were proposed and seconded as Reserve Representative and, following a vote, it was **RESOLVED** that Cllr. Brooks be appointed as the Reserve Representative and Cllr. Goodheart as the 2<sup>nd</sup> Reserve to the Bognor Regis Regeneration Board.

- 11.6 Nominations for Cllrs. Goodheart and Mrs. Warr were proposed and seconded as Representative to Bognor Regis Seafront Lights. Following a vote, in which the Mayor used his casting vote, it was **RESOLVED** that Cllr. Mrs. Warr be appointed as the Representative to Bognor Regis Seafront Lights.
- 11.7 Nominations for Cllrs. Nash and Wells were proposed and seconded as Representative to Bognor Regis Youth & Community Centre. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to Bognor Regis Youth & Community Centre.
- 11.8 There was some discussion regarding the Bognor Regis Chamber of Commerce, as Members believed it to have been inactive for quite some time. Some Councillors recalled when the Chamber of Commerce was a strong voice and presence within the community and conversation turned to how the organisation could be encouraged to move forward again, starting with regular meetings.

Following a vote, it was **RESOLVED** to appoint Cllr. Brooks as the Representative to the Chamber of Commerce with the hope that meetings could be reinstated. It was **AGREED** that the Reserve Representative vacancy would be revisited once the position of the Chamber of Commerce going forward was known.

- 11.9 Nominations for Cllrs. Barrett and Goodheart were proposed and seconded as Representative to the Rampion 2 Community (Coastal) Project Liaison Group. Following a vote, it was **RESOLVED** that Cllr. Barrett be appointed as the Representative to the Rampion 2 Community (Coastal) Project Liaison Group.

Cllr. Goodheart requested his appointment as a Reserve for 'Rampion 2 Community (Coastal) Project Liaison Group' be considered. The Town Clerk advised that there is not a Reserve position to be appointed but that she would approach the organisation to enquire whether they would be agreeable to this.

- 11.10 Nominations for Cllrs. Wells and Woodall were proposed and seconded as the Representative to the Sussex Police Focus Group. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to the Sussex Police Focus Group.
- 11.11 Members **RESOLVED** to appoint the vacancy for Reserve Representative to West Sussex ALC Ltd. at the Council Meeting in July.

***Cllrs. Brooks and Dawes both redeclared their Disclosable Pecuniary Interests at this point***

- 11.12 Nominations for Cllrs. Goodheart and Woodall were proposed and seconded as the Representative to Grandad's Front Room. Following a vote, it was

**RESOLVED** that Cllr. Woodall be appointed as the Representative, and Cllr. Goodheart appointed as the Reserve Representative, to Grandad's Front Room.

**11.13** Nominations for Cllrs. Batley and Goodheart were proposed and seconded as the Representative to UK Harvest. Following a vote, it was **RESOLVED** that Cllr. Batley be appointed as the Representative, and Cllr. Goodheart appointed as the Reserve Representative, to UK Harvest.

**11.14** Members **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2023/2024 Municipal Year, as amended and attached as **Appendix 2**.

**11.15** A Member commented on the time taken at the meeting to decide upon the appointment of Representatives to Outside Bodies, particularly as prior to the meeting, the Town Clerk had asked Group Leaders for their nominations. Members were in agreement and the Town Clerk asked for any suggestions for improving the process to be emailed to her for consideration going forward.

## **12. TO CONFIRM BANK SIGNATORIES**

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

A Member asked for an update on the Town Council's potential use of internet banking. The Town Clerk reported that preliminary investigations had established that one bank did not offer a debit card, whilst another required a meeting with the Town Council's Accountant, and that a full update would be given in due course.

Members unanimously **RESOLVED** 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;
- 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);
- That the Resolutions as detailed in the report will continue to apply for all Town Council accounts.

## **13. TO NOTE THE CALENDAR OF MEETINGS FOR 2023/2024 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**

The Town Clerk's report, including the Calendar of Meetings for 2023/24 as Appended, was **NOTED**.

**13.1** Following a vote, it was **RESOLVED** to **AGREE** that the start time of the Planning and Licensing Committee Meetings remain at 4.00pm for the 2023/2024 Municipal Year.

- 13.2 Members **NOTED** the amendment to the date of the Allotments Sub-Committee Meeting to Monday 19<sup>th</sup> 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**

The Minutes of the Council Meeting held on the 6<sup>th</sup> March 2023 and the Extraordinary Council Meeting held on 12<sup>th</sup> April 2023 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

15. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

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

*The Chairman adjourned the Meeting at 8.03pm*

*Cllr. Oppler declared an Ordinary Interest in any discussion relating to Arun District Council, as a currently serving District Councillor*

A member of the public began by congratulating the new Mayor, and voicing his condolences on the passing of Alderman Pat Stinchcombe, whom he'd known for many years.

The member of the public went on to read his Motion which had been resolved upon at the Annual Town Meeting of Electors on 13<sup>th</sup> March 2023, which the Mayor confirmed would be on the Agenda for consideration at the Council Meeting to be held on 10<sup>th</sup> July 2023.

The same member in the public gallery spoke of the recent local elections and the poor turn out in the smaller surrounding parishes, within the Arun District. He asked Members of the Town Council to consider requesting a parish review to be undertaken by Arun District Council. The Mayor responded by saying that it was important for the Town Council to maintain positive relations with neighbouring councils and that he personally believed that the decision should remain with parishes, whilst it was in the gift of Arun District Council to carry out any review. The Town Clerk suggested that the matter could be included on a future Agenda for consideration as to whether Members of the Council wished to debate this issue or not, but that caution should be taken in relation to making any comment at that time. If a positive response was received then the matter could then be placed on the Agenda for a future meeting.

In closing, the member of the public spoke about the façade of the Picturedrome cinema and the display boards outside, which he felt needed refurbishment and asked that the appropriate Committee discuss this.

*The Chairman thanked the member of the public for their questions and reconvened the Meeting at 8.12pm*

**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**

The Town Clerks report, confirming that written dispensation forms had been received from all Councillors who may be in receipt of the Basic Parish Allowance, was **NOTED**.

Members present **RESOLVED** to **GRANT APPROVAL** of 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 further **NOTED** that the dispensations are to take effect immediately and cover the Councillors current term of office, which will cease in May 2027.

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

**19. 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**

The Chairman of the Committee Cllr. Waterhouse, reported.

**19.1 Min. 151 - 27<sup>th</sup> March 2023 refers - 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**

Members unanimously **RESOLVED** to adopt the Council's Terms of Reference, in addition to the various Terms of Reference for Committees and Sub-Committees.

**19.2 Min. 161 - 27<sup>th</sup> March 2023 refers - Recommendation to adopt the updated Publication Scheme & Information Guide, and Document Retention Policy**

Members unanimously **RESOLVED** to adopt the updated Publication Scheme & Information Guide, and Document Retention Policy.

**20. Meeting of the Community Engagement and Environment Committee of 11<sup>th</sup> April 2023**

Cllr. Brooks, who Chaired the meeting on 11<sup>th</sup> April 2023, reported. There were no recommendations to Council.

21. **Meetings of the Planning and Licensing Committee of 14<sup>th</sup> March, 4<sup>th</sup> and 25<sup>th</sup> April 2023**

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

22. **Meeting of the Events, Promotion and Leisure Committee of 20<sup>th</sup> March 2023**

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

23. **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'.

24. **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**

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

25. **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**

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

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

25.2 Members **RESOLVED** to **AGREE** to 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.

**26. TO NOTE TRAINING SESSION FOR ALL COUNCILLORS ON WEDNESDAY 26<sup>th</sup> JULY 2023**

The Town Clerk's report, detailing the Councillor Training Session to be held at 6pm on Wednesday 26<sup>th</sup> July 2023 was **NOTED**.

**27. 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."*

***Cllr. Stanley redeclared his Ordinary Interest, stating he would leave the Meeting if the item was not referred without discussion***

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

Cllr. Wells spoke on his Motion, which was seconded by Cllr. Batley. Cllr. Wells explained this Motion had come following the closure announcements of the Bognor Regis branches of HSBC and Barclays. He acknowledged that whilst the way people use banking is undoubtedly changing, these branches in the Town Centre serve a purpose, and expressed concerns around the impact of these closures on the Town Centre and local people who rely on their 'in person' services. Cllr. Wells, through this Motion, asked the Town Council to consider making representation, to the two banks in question, expressing these concerns.

Members **AGREED** this Motion should be **REFERRED** to the next Policy and Resources Committee Meeting, for discussion. Cllr. Stanley asked that his abstention from the vote be recorded.

**28. 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)**

***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Regeneration Board***

Contrary to the Town Clerk's Report, which at the time of writing, conveyed that the Minutes had not yet been released, Members present **NOTED** the Minutes of the Bognor Regis Regeneration Board meeting held on 26<sup>th</sup> April 2023, had now been circulated.

**29. TO NOTE OUTGOING MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

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

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

### 31. **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.

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

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

31.3 The Town Clerk requested that, going forward, Representatives provide a brief written report, following any attendance at meetings, that could be circulated to Members.

### 32. **TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

The Assistant Clerk's report was **NOTED** and Members **AGREED** that an update on information shared at the Focus Group Meeting on 17<sup>th</sup> May 2023, would be emailed to Members in due course.

### 33. **TO RECEIVE CORRESPONDENCE**

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

### 34. **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)**

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

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

#### 34.2 **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**

Members **CONFIRMED** 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.

#### 34.3 **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 **RESOLVED** to **ADOPT** the accounts for Year Ended 31<sup>st</sup> December

2022 and **NOTED** the Director's Report.

**34.4 To note receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2023)**

Members **NOTED** receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2023).

**34.5** A Member suggested that it would be useful for a briefing to be arranged for all Councillors at which the mechanisms of the Bognor Pier Company Ltd., loans etc, could be explained.

**34.6** The Clerk advised Members that she had an update for them in relation to the refurbishment work being carried out at the Picturedrome Cinema and it was **AGREED** that this would be circulated by email to Members.

***The Meeting closed at 8.28pm***

## **TOWN COUNCIL COMMITTEES**

### **POLICY AND RESOURCES COMMITTEE**

Mayor (Ex Officio)	Francis Oppler (LD)
Deputy Mayor (Ex Officio)	Claire Needs (LD)
	John Barrett (LD)
	Steve Goodheart (Ind Grp)
	Paul Ralph (LD)
	Nigel Smith (L)
Chairman	Bob Waterhouse (LD)
Vice Chairman	Paul Wells (LD)
	Phil Woodall (A.N.O)

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

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

### **PLANNING AND LICENSING COMMITTEE**

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

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

Chairman	Kenton Batley (LD)
Vice Chairman	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)
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## **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.

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

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

Stonepillow (Christian Care Association)	Patron	Mayor
Sussex Police Focus Group	Representative Officer	Cllr. P. Wells
The 39 Club	Representative	Cllr. K. Batley
West Sussex ALC Ltd	Representative Representative	Cllr. S. Goodheart Vacant

### **Grant Aid Recipients**

Bognor Regis Carnival Association (2023)	Representative Reserve	Cllr. S. Goodheart Cllr. P. Woodall
Bognor Regis Foodbank (2023)	Representative Reserve	Cllr. K. Batley Cllr. Mrs. G. Yeates
Grandad's Front Room (2023)	Representative Reserve	Cllr. P. Woodall Cllr. S. Goodheart
Southdowns Music Festival (2023)	Representative Reserve	Cllr. S. Goodheart Cllr. P. Woodall
UK Harvest (2023)	Representative Reserve	Cllr. K. Batley Cllr. S. Goodheart



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
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## **MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 5<sup>th</sup> JUNE 2023**

### **PRESENT:**

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, J. Brooks, D. Dawes, Miss. C. Needs, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)

*The Meeting opened at 8.04pm*

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

The Mayor welcomed all those present and read the Council's opening statement.

Apologies for absence were received from Cllr. K. Batley, owing to family matters, Cllrs. S. Goodheart, M. Stanley and Mrs. G. Yeates, all of whom had another meeting, and R. Nash who was on annual leave.

### **36. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

*There were no declarations of Interests*

**37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2023 INCLUDING:**

**37.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2022/2023 (Page 3 of the AGAR)**

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2022/2023 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

A Member commented that the Town Council should be aiming for a balanced budget and needed to think early on about not raising the Precept. He believed that there was some benefit in comparing the Annual Internal Audit Reports of other councils. The Chairman responded by saying that it was always a balancing act in trying to keep the Precept low, however, the community still needs and wants the services provided.

**37.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2022/2023. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk**

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm “yes” as the Council’s response to Statements 1 to 8 on the Annual Governance Statement for 2022/2023, noting that Statement 9 was not applicable to this Council.

It was therefore unanimously **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2022/2023 should be completed to reflect the Council’s response to Statements 1 to 8 as “yes”.

It was further unanimously **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 37.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31<sup>st</sup> March 2023 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk**

Having regard to the recommendation of the Policy and Resources Committee, Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31<sup>st</sup> March 2023 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

- 37.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2022/2023 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2022/2023. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2022/2023.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2022/2023 were previously signed by the RFO prior to presentation for approval.

***The Meeting closed at 8.11pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 5<sup>th</sup> JUNE 2023**

### **PRESENT:**

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, P. Wells and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)  
Cllr. Mrs. Warr seated in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 22<sup>nd</sup> MAY 2023**

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chairman and Cllr. P. Wells was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023.

### **2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

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

Apologies for absence were received from Cllr. S. Goodheart who had another meeting.

### **3. 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. Miss. Needs declared an Ordinary Interest as a Member of Arun District Council***

***Cllr. Oppler declared an Ordinary Interest as a Member of both Arun District Council and West Sussex County Council***

***Cllr. Ralph declared an Ordinary Interest as a Member of Bersted Parish Council***

***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board, and the Bognor Regis Business Improvement District***

#### **4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27<sup>th</sup> MARCH AND THE EXTRAORDINARY MEETING OF 19<sup>th</sup> APRIL 2023**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27<sup>th</sup> March and the Extraordinary Meeting of 19<sup>th</sup> April 2023 and these were signed by the Chairman.

## 5. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

## 6. **CLERK'S REPORT FROM PREVIOUS MINUTES**

### 6.1 **30<sup>th</sup> January 2023 - Min. 119.4 - Bognor Regis Twinning Association Interpretive Signage Board for Place St Maur**

This Committee previously agreed to support the Bognor Regis Twinning Association by contributing up to £350 towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions. ADC have now confirmed their agreement for the board to be installed and the artwork has also been completed. Arrangements will now be made for Town Force to install the sign when their workload allows.

### 6.2 **30<sup>th</sup> January 2023 - Min. 136 - Correspondence request to Nick Gibb MP to support the signing of the Early Day Motion to address concerns regarding intimidation at community, parish and town councils**

As previously reported to Members, Nick Gibb MP had forwarded the letter sent by the Town Council, in relation to concerns regarding intimidation at community, parish and town councils, to Lee Rowley MP at the Department for Levelling Up, Housing and Communities. A response was received from Mr. Rowley in which he firstly expressed his gratitude for the work that the Town Clerk and her colleagues do as clerks. The letter goes on to say that he completely agrees with the sentiments that good behaviour should be encouraged and stated that the Government is committed to working with all tiers of local government and their representative organisations in reinforcing their reputations for ethical local standards. A Member requested that the response be circulated to the Committee.

### 6.3 **27<sup>th</sup> March 2023 - Min. 154 - Improvement Works to Seafront Showers**

At this 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. Members are asked to note that having liaised with the Town Council's Accountant the additional £250 agreed to increase the Maintenance Budget is not provided for within the 2023-24 Budget and will therefore result in an overspend at the end of the financial year.

### 6.4 **14<sup>th</sup> June 2022 - Min. 6.1 - Treasury Management Report**

The Town Council's Treasury Management Policy was last amended in May 2019. This is reviewed on an annual basis by the RFO to establish if any amendments are required. Having liaised with the Town Council's Accountant regarding this Policy and the need for any changes, he has confirmed that no changes are required at the current time as this is working very effectively and therefore no further amendments are necessary.

**7. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/ TASK & FINISH GROUPS ETC. INCLUDING: -**

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

**7.1 Joint Consultative Sub-Committee (Staffing)**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; J. Brooks, R. Nash, Miss. C. Needs, F. Oppler, B. Waterhouse, P. Wells, P. Woodall and the three senior Officers.

**7.2 Bognor Regis Heritage & Arts Partnership Board**

Members **NOTED** the appointments of Cllrs; J. Barrett, J. Brooks, S. Goodheart and N. Smith as Representatives, and Cllrs. B. Waterhouse and Mrs. G. Yeates as Reserve Representatives.

Cllr. Wells requested that he be appointed to fill one of the two vacancies as Reserve Representative to the Bognor Regis Heritage & Arts Partnership Board. This was **AGREED** and will be ratified at the next Council Meeting.

**8. TO NOTE THE TERMS OF REFERENCE AS ADOPTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup> MAY 2023 INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Heritage & Arts Partnership Board**

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

Members **NOTED** the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), and Bognor Regis Heritage & Arts Partnership Board as detailed in the report.

**9. INTERNAL AUDIT - TO CONSIDER THE INTERNAL AUDIT REPORT 2022-2023 (FINAL)**

The Town Clerk's report and Internal Audit Report 2022-2023 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

**10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2022/23**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2022/23.

Mr. Kemp thanked the Chair and spoke of how nice it was to see some familiar faces. In relation to the financial statements, which form the basis of the AGAR, he explained that council audit regulations only require the completion of the Annual Governance Statement (Section 1 of the AGAR).

However, this Statement does not tell members of the public what the Council have done with taxes, how much has been spent on services, nor what income has been generated. Therefore, Mr. Kemp advised Members that it was still good practice to produce financial statements. These statements are looked at by an Internal Auditor, but not approved as it is not necessary to subsequently submit the statements to an External Auditor. Mr. Kemp then went on to highlight various points within the financial statements for Members information, including that there was a surplus of nearly £82,000 at the end of the financial year.

- 10.1** In past years, surplus budgets have been transferred into the Rolling Capital Programme fund and, when asked, Mr. Kemp recommended that as General Reserves were above the comfortable minimum, £80,000 could be transferred, but the decision to do so was up to the Council. A Councillor spoke in support of this action and Members unanimously **RESOLVED** to **AGREE** that £80,000 of the surplus remaining at the end of the 2022-23 financial year should be transferred to the Rolling Capital Programme fund.
- 10.2** A Member felt that it would be useful to have sight of the Bognor Pier Company Ltd. Accounts, to better understand the logistics of how it works. The Town Clerk reminded Members that this had been mentioned at the Annual Town Council Meeting, held on 22<sup>nd</sup> May 2023, and suggested that a Member's Briefing be arranged with Mr. Kemp in attendance. This was **AGREED** by Members, subject to Mr. Kemp's availability.

With no further questions, the Chairman thanked Mr. Kemp for his attendance and input to the meeting.

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2023 INCLUDING: -**

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

- 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2022/2023 (Page 3 of the AGAR) and to recommend approval to Council**

Members unanimously **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2022/23 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR)**

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

**11.3 To Recommend Approval to Council of the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2022/2023 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

**11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2023 and agree that these be signed by the Chairman of the meeting of the Council approving the accounts and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2023 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

**11.5 To consider the Accounting Statements for 2022/2023 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2022/2023 as detailed in Section 2 of the AGAR.

**11.6 To Recommend Approval to Council of the Accounting Statements for 2022/2023 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2022/2023 and unanimously **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2022/2023 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

## 12. **GRANT AID INCLUDING: -**

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

### 12.1 **To consider the timeline for the application process**

Members unanimously **AGREED** that changes should be made to the Grant Aid timeline and that the Extraordinary Meeting of the Policy and Resources Committee, at which applications for Grant Aid 2024 will be decided upon, does not take place until after the 2024/2025 Budget has been adopted, and the Precept approved, by Council at the meeting to be held on 2<sup>nd</sup> January 2024.

### 12.2 **To review current guidelines/criteria, application form and amend if required**

Members **APPROVED** the guidelines/criteria and application form for Grant Aid 2024, without any amendments.

### 12.3 **Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered**

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2024 applications will be considered, will be scheduled to take place on Monday 8<sup>th</sup> January 2024 at 6.30pm.

***Mr. Kemp left the Meeting***

## 13. **TO RECEIVE THE TOWN FORCE REPORT**

***Cllr. Oppler left the Meeting***

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

Comment was made by a Member about how much they appreciate the work that Town Force carry out. Another Member concurred, describing Town Force as doing a tremendous job and felt that they should not be on the receiving end of verbal abuse, as detailed in the report, when carrying out roadside maintenance.

***Cllr. Oppler returned to the Meeting***

A discussion was then had about the partnership agreement between the Town Council and WSCC, in relation to roadside maintenance including verges and roundabouts, and about concerns of road users with verges on approaches to roundabouts being allowed to become overgrown. Members were keen for there to be an opportunity for open dialogue with WSCC at which these matters could be addressed.

Cllr. Oppler, who is also a West Sussex County Councillor, informed the Committee that he was soon to meet with WSCC's Western Area Highway's Manager and offered to ask whether the issues identified within the Town Force report, and the subsequent discussions, could be considered at the meeting.

Members **AGREED** that the Town Clerk write to West Sussex County Council inviting them to engage in conversations about the work that Town Force carry out, on their behalf, in the hope of finding a solution that reduces the risk of Town Force being verbally abused when working on the roadside. A Councillor suggested that a copy of the letter also be copied to County Councillors who represent the Bognor Regis area.

**14. TO CONSIDER AND AGREE ANY FINANCIAL COMMITMENT BY THE TOWN COUNCIL IN RELATION TO UK SHARED PROSPERITY FUND – MIN. 156 REFERS**

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

**14.1** Members **RESOLVED** to **AGREE** to making provision in future budgets for ongoing maintenance of the Public Bike Repair Stations in Bognor Regis.

**14.2** Members unanimously **AGREED** to **SUPPORT IN PRINCIPLE** the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project and would, subject to costings being presented to the Committee in due course, consider making provision for ongoing costs, such as power supply and maintenance, in future budget setting.

**15. TO CONSIDER HOLDING A TOWN CRIER COMPETITION IN 2024, AND BIENNIALY GOING FORWARD, FOLLOWING THE SUCCESS OF THE TOWN CRIER 'GUILD CHAMPIONSHIP' IN 2022**

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

Members unanimously **AGREED** to the holding of a biennial Town Crier Competition in Bognor Regis, with the next being held in 2024.

Members further unanimously **AGREED** to allocate £2,000 for funding the competition, through the Town Crier Earmarked Reserves.

**16. TO RECEIVE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE PROPOSALS FOR UTILISATION OF THE REMAINING PUBLICITY AND PROMOTION BUDGET – MIN. 157 REFERS**

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

There were no recommendations from the Events, Promotion and Leisure Committee, in relation to the Publicity and Promotion Budget, at this time.

**17. TO CONSIDER A REQUEST FOR FUNDING TOWARDS THE COST OF THE MAYOR'S CADET BADGES**

The Assistant Clerk advised Members that the exact cost details were not yet known, to produce more badges for the Mayor's Cadet, and it was therefore **AGREED** to **DEFER** this item until a future meeting.

**18. NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. P. WELLS AND REFERRED TO THE COMMITTEE BY COUNCIL (MIN. 27 REFERS)**

*"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."*

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

Cllr. Wells spoke on his Motion, during which he acknowledged that online banking was the way forward, however he believed that customers still need face-to-face services provided by banks.

He reported that there was a national move towards central hubs to be made up where banks join together, through the Post Office, for instance. With two major banks and building societies still available in Bognor Regis Town Centre, Cllr. Wells did not believe that there was an imminent need to consider a banking hub but suggested that the Town Council write to the remaining banking providers in the Town to ask what their future plans were and to make clear the Council's position on banks closing their doors.

Discussion included the effect that the closing of banks would have on the viability and vibrance of high streets, and of the impact on those who had no online access or who were not confident in their IT skills, for example.

***Cllr. Oppler declared an Ordinary Interest as a customer of Barclays***

Comments were also made about the much-needed social interaction that daily visits to banks gave to some members of society.

***Cllr. Ralph declared an Ordinary Interest as a customer of Barclays and HSBC***

Members were disappointed that the banks scheduled for closure had not written to the Town Council and that there had been no apparent community consultation on the matter.

It was **AGREED** that a letter be written to Barclays and HSBC, followed up with a press release, to express Members dismay at news of their forthcoming branch closures in Bognor Regis Town Centre, their concern in relation to the possible effect that this action would have, and their disappointment at the lack of consultation prior to the announcements

being made. A letter will also be sent to the remaining banks in the Town Centre to ascertain their position in relation to future banking provision in the Town.

**19. TO CONSIDER A REQUEST FROM BOGNOR REGIS MUSEUM FOR NEW LOCATION OF THE MODEL BATHING MACHINE**

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

Following a brief discussion about the potential for the model bathing machine to be vandalised, Members unanimously **AGREED** the request from Bognor Regis Museum for the model bathing machine to be relocated and publicly displayed. However, in an effort to protect the model, it was suggested that instead of being erected in Rock Gardens, the Royal Norfolk Hotel be approached and asked if the model could be placed in the southeast corner of their grounds.

Members **AGREED** that the Town Clerk be given Delegated Authority in relation to the final site for the model bathing machine to be on public display and further **AGREED** to the Town Council continuing with the ongoing maintenance and insurance of the model, subject to no significant increase in the insurance premium being applicable owing to the relocation.

**20. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2023 AND CONSIDER RETURN TO GENERAL RESERVES OF THOSE IDENTIFIED AS NO LONGER REQUIRED FOR THE SPECIFIED PURPOSE**

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31<sup>st</sup> March 2023, was **NOTED**. Members unanimously **RESOLVED** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves.

**21. ROLLING CAPITAL PROGRAMME – TO RATIFY EXPENDITURE OF £705 EXCLUDING VAT FOR A DELL LATITUDE 3000 SERIES LAPTOP FOR A NEW MEMBER OF STAFF**

The Town Clerk's report was **NOTED**, and Members unanimously **RESOLVED** to **RATIFY** expenditure of £705, excluding VAT, for a Dell Latitude 3000 series laptop for a new member of staff.

**22. FINANCIAL REPORTS INCLUDING: -**

**22.1 To note Committee I&E Reports for the months of March and April 2023 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the months of March and April 2023.

- 22.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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**.

**23. CORRESPONDENCE**

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 25 (contractual).

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

***Cllr. Wells declared a Disclosable Pecuniary Interest as a sponsor of Town Council owned planters, in the event that he was noted on the list***

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

***The Meeting closed at 7.55pm***



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12<sup>th</sup> JUNE 2023**

### **PRESENT:**

Cllrs. J. Barrett (Chairman), J. Brooks, D. Dawes,  
Miss. C. Needs, N. Smith, Mrs. J. Warr,  
B. Waterhouse and Mrs. G. Yeates

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.32pm*

### **1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22<sup>nd</sup> MAY 2023**

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

Members **NOTED** that Cllr. J. Barrett had been appointed Chairman and Cllr. N. Smith appointed Vice-Chairman of the Community Engagement and Environment Committee at the Annual Town Council Meeting on 22<sup>nd</sup> May 2023, for the 2023/24 municipal year.

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

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

No apologies were received from Cllr. F. Oppler.

### **3. 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. Dawes declared an Ordinary Interest in Agenda item 12 as he works collaboratively with Bognor Regis Youth & Community Centre and Bognorphenia CIC***

#### **4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> APRIL 2023**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11<sup>th</sup> April 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11<sup>th</sup> April 2023, as an accurate record of the proceedings and the Chairman duly signed them.

#### **5. 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 expressed his concerns about West Sussex County Council's reduction in Youth Services within Bognor Regis and made specific reference to The 39 Club. He asked Members to consider the £7,500 held in Earmarked Reserve from the Youth & Young Persons Budget to be awarded to Sussex Clubs for Young People who operate in The 39 Club's building. A Member seated in the public gallery expressed his support of the suggestion and hoped for the Council to work together in supporting the youth club. The Clerk advised this will be discussed under Agenda item 12.

Another member of the public drew attention to the lack of 2-hour free parking at the southern part of the Town and suggested introducing free parking at The Regis Centre Car Park, which he felt might increase footfall to that area of the Town. A Member agreed with the suggestion and commented that the east end of the Town is usually full. The Clerk stated liaison would need to be undertaken with Arun District Council (ADC) regarding this. The Member also suggested gaining support from the BID, as they manage the scheme, and suggested that should ADC not agree to including The Regis Centre Car Park in the scheme then it may be worth considering alternative options.

A Member seated in the public gallery asked for an update with regards to Beach Access. A Member who sits on the ADC Beach Access Working Party said that there is a scheduled Environment Committee Meeting next week where he will seek an update. Disappointment was expressed about the lack of progress since the last meeting.

***Cllr. Needs declared an Ordinary Interest as she used to be a Member of Arun District Council's Beach Access Working Party***

A member of the public advised he had done a recent survey in the local Parish Council. He found basic democracy had declined, and there were less voted for Councillors. He felt a large amount of money is spent on Councillors, and therefore it is important to know what the public want, so that changes, if any, can be made to the system. He will be addressing this with Full Council, but expressed it was important to bring this to the attention of this Committee as it involved Community Engagement.

***The Chairman reconvened the Meeting at 6.49pm***

**6. CLERK'S REPORT**

There were no updates to report.

**7. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS**

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

Members **RESOLVED** to appoint the Bognor Regis in Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and the Climate Emergency Focus Group for the 2023/24 Municipal Year.

**7.1 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification**

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Bognor Regis in Bloom Working Group. It was noted that a vacancy remains for a member of the Community Engagement and Environment Committee to be appointed to the Working Group.

Members **AGREED** the appointment of Mr. P. Dillon, Ms. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland, Ms. P. Keane and Mrs. S. Teverson to the Bognor Regis in Bloom Working Group and **RESOLVED** to **RECOMMEND** these appointments to Council.

**7.2 Beach and Sea Access Topic Team**

Members **AGREED** that Cllrs. Brooks, Miss. Needs and Waterhouse be appointed to the Beach and Sea Access Topic Team.

**7.3 Youth Provision Steering Group**

Members **AGREED** that the Chairman of the Community Engagement and Environment Committee, Cllr. Barrett, be appointed to the Youth Provision Steering Group.

**7.4 Climate Emergency Focus Group**

Members **AGREED** that Cllrs. Barrett, Brooks and Dawes be appointed to the Climate Emergency Focus Group, with Cllr. Mrs. Yeates appointed as a Reserve.

**8. TO NOTE THE TERMS OF REFERENCE FOR THE FOLLOWING:**

- a) Community Engagement and Environment Committee
- b) Bognor Regis in Bloom Working Group
- c) Beach and Sea Access Topic Team
- d) Youth Provision Steering Group
- e) Climate Emergency Focus Group

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

Members **NOTED** the Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group, and Climate Emergency Focus Group as detailed in the report.

9. **TO CONSIDER THE NEXT STEPS IN RELATION TO WEST SUSSEX COUNTY COUNCIL'S INITIATIVE FOR COMMUNITY IMPROVEMENT – MIN. 91.1 REFERS**

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

A Member stated that whilst the Town Council are already working with West Sussex County Council (WSCC), there are further avenues to explore which he believed brought financial gain, listing a few areas such as strimming, cleaning road signs and weed spraying. Discussion included the current workload of Town Force and whether there would be capacity for them to take on any further work resulting from the WSCC initiatives, and whether volunteers within the community could offer their services to work alongside Town Force on a project. A Member suggested that the Town Council could join forces with other parish councils and community groups, all coming together to focus on specific areas in the Town.

Comment was made about overgrown areas in Bognor Regis, particularly at approaches to roundabouts, with mention also made about an area behind the railway bridge. With Members disappointed that work to clear these areas was not being carried out satisfactorily, a Member asked whether these concerns could be raised with the responsible authority (WSCC). The Vice-Chairman advised that the Town Clerk shall be writing a letter to WSCC regarding the matter as agreed at the Policy and Resources Committee Meeting held on 5<sup>th</sup> June 2023 (Min. 13 refers).

The Committee **AGREED** to set up a Working Group, reporting back to this Committee, on which Cllr. Dawes would lead, to consider whether there were any WSCC Community Improvement initiatives that the Council could adopt, with which Town Force, or local community groups, could potentially be involved.

**NOTE:**

Subsequent to the meeting, the Town Clerk has advised that appointments to the Working Group will need to be agreed at the next meeting along with Terms of Reference prior to any meeting of this new Working Group being held. Close liaison with the Town Force Manager prior to any involvement of the Town Force team will also need to be undertaken to ensure they have the capacity within their current workload to assist in any WSCC Community Improvement initiatives.

10. **TO RECEIVE AN UPDATE IN RELATION TO PIGEONS IN THE TOWN CENTRE – MIN. 95 REFERS**

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

A Member reported that two food outlets in London Road had stated that they were not affected by the pigeons and did not believe their presence had an impact on trade.

After discussing several suggestions on how to proceed, which included feeding locations, Environmental Police, educating the public, engaging with businesses in the Town Centre and contacting wildlife experts, Members **AGREED** to write to the Bognor Regis BID to ask them to explore ways to deter pigeon feeding in the Town.

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

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

A Member stated that a meeting between staff and Members of BRTC and ADC Officers shall be taking place shortly and suggested this item could be discussed at that meeting.

***The Chairman suspended Standing Orders***

Cllr. Goodheart, seated in the public gallery, suggested that the Bognor Fishermen's Association be approached as they may be able to accommodate the fish sculpture, which he felt would be relevant to them as the sculpture related to fish and marine pollution.

***The Chairman reinstated Standing Orders***

A question was raised about who would empty the fish sculpture to which the Clerk responded that he would provide this information at the next meeting.

Members **AGREED** to **DEFER** this item until the meeting with ADC had taken place, at which discussions about potential locations for the sculpture will be included, with a report brought back to the Committee at the next Meeting.

Members further **AGREED** that the Projects Officer would contact the owner of Bognor Regis Pier to enquire whether it would be possible for the fish sculpture to be situated on the Pier.

**12. UPDATE ON YOUTH PROVISION INCLUDING: –**

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

**12.1 To note the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application – Min. 96 refers**

Members **NOTED** the change of name from Youth Provision Fund Application to Youth & Young Persons Budget Application.

## 12.2 To agree on the aims and objectives for applications to the Youth & Young Persons Budget and to consider adopting a Guidelines/Criteria and Check List, and a Monitoring Form

The Projects Officer advised Members in previous years requests for funding from the Youth & Young Persons Budget had not followed a formal application process, such as Grant Aid. He added that to streamline the process and aid Members with their decision-making, an application form was approved at the Community Engagement and Environment Committee Meeting held 11<sup>th</sup> April 2023 – Min. 96 refers.

To supplement the application form, the Projects Officer invited Members to consider any aims and objectives, alongside a set of Guidelines/Criteria and Check List, and a Monitoring Form.

Comment was made about whether applicants are asked to indicate when a bid writer has been used and, if so, whether any of the funding requested would cover any associated costs.

The Projects Officer advised the Committee that applicants should detail their breakdown of costs and applications that adhere to the checklist/guidance, and this would be presented to the Committee before any decision to award money is made. A Member queried whether applications will be made available to the Committee prior to formal consideration at a meeting as has been done before. The Projects Officer stated the same process would be followed as with the annual Grant Aid process.

Members **AGREED** to consider a set of Guidelines/Criteria and Check List to be issued to applicants requesting funding from the Town Council's Youth & Young Persons Budget.

A Member suggested that the aims and objectives might fall automatically under the Town Council's Corporate Strategy and within the Terms of Reference of this Committee and that the feedback from the Youth Provision Surveys might aid guide this decision.

In beginning to consider the aims and objectives of the Youth & Young Persons Budget, Members **AGREED** that it would be beneficial to receive the feedback from the Youth Provision Surveys beforehand.

## 12.3 To receive feedback from Youth Provision Surveys completed by students from The Regis School and Felpham Community College and agree any next steps – Min. 59 refers

The Projects Officer provided Members with the feedback from the 750 completed surveys carried out by students from The Regis School and Felpham Community College. He highlighted and that there was a clear indication that 93% of students wanted activities during term time and not during their school breaks.

Following a lively debate regarding this topic, a Member suggested that when reviewing applications to the Youth & Young Persons Budget, that Members could review the results of the survey when approving applications, to which Members **AGREED**.

It was suggested and **AGREED** by Members that one of the aims of this budget would be to target hard-to-reach young people and those not currently engaging either at school or in youth activities, with further aims and objectives to be modelled on Terms of Reference.

Members **AGREED** to **ADOPT** in addition to the previously agreed application form, a Guidelines/Criteria and Check List, and a Monitoring Form in relation to the Youth & Young Persons Budget.

**12.4 To consider whether the remaining £7,500 from the 2022/23 Youth & Young Persons Budget placed in Earmarked Reserves would require match funding in the event of an application being received by Sussex Clubs for Young People – Min. 97.2 refers**

Members **RESOLVED** that in the event of an application being received from Sussex Clubs for Young People for funding from the remaining £7,500 from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, that it would not be a requirement for this to be match-funded. Members are asked to note, that this would however be subject to receipt of a completed application form being received.

**13. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 26<sup>th</sup> APRIL 2023**

The Project Officer's report, including the Notes of the non-quorate Bognor Regis In Bloom Working Group Meeting held on 26<sup>th</sup> April 2023 as previously circulated, were **NOTED**.

A Member gave praise to the idea of turning the largest planter in front of the train station into a raised stage for public performances, as mentioned in the notes.

Members **NOTED** that there were no further recommendations to consider, whilst noting that the one in relation to membership of the Working Group, had been dealt with earlier in the meeting.

**14. CONSIDERATION OF DATES OF FUTURE ONLINE COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES**

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

Members **AGREED** to host an Online Community Open Forum Meeting for 6.30pm on Monday 26<sup>th</sup> June 2023.

Members further **AGREED** for the Projects Officer to make arrangements and gain permission from West Sussex County Council for the use of a gazebo to be situated in London Road to hold a Councillor Drop-In Surgery from 11am on Tuesday 25<sup>th</sup> July 2023.

**15. CORRESPONDENCE**

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

***The Meeting closed at 8.08pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 23<sup>rd</sup> MAY 2023**

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

**IN ATTENDANCE:** Mrs. J. Davis (Assistant Clerk)  
Cllr. P. Ralph seated in the public gallery  
1 member of the public in the gallery

*The Meeting opened at 4.04pm*

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN  
AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup>  
MAY 2023**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. Woodall was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023.

2. **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. Woodall who was working.

3. **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. Mrs. Yeates declared an Ordinary interest as a Member of Arun District Council***

**4. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25<sup>th</sup> APRIL 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 25<sup>th</sup> April 2023 as an accurate record of the proceedings and the Chairman signed them.

**5. 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.

**6. TO NOTE THE TERMS OF REFERENCE FOR THE PLANNING AND LICENSING COMMITTEE AS ADOPTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup> MAY 2023**

The Assistant Clerk's report, including the appendix detailing the Terms of Reference for the Planning and Licensing Committee, was **NOTED**.

**7. TO RATIFY DELEGATED DECISIONS INCLUDING RESPONSES MADE TO PLANNING APPLICATIONS ON LIST DATED 21<sup>st</sup> APRIL 2023**

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

Owing to the local elections held on 4<sup>th</sup> May 2023, there was not a meeting of the Planning and Licensing Committee that would have allowed for planning applications on List dated 21<sup>st</sup> April to be considered in-person. Therefore, Members of the Planning and Licensing Committee were instead canvassed for their opinion on planning application BR/71/23/RES and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to these Minutes as **Appendix 1**).

The responses made to Planning Applications on list dated 21<sup>st</sup> April 2023 were **RATIFIED** by the Committee.

**8. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 28<sup>th</sup> APRIL, 5<sup>th</sup> AND 12<sup>th</sup> MAY 2023**

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

**8.2** The Committee noted that three representations had been received by the Town Council from members of the public, in relation to planning applications BR/83/23/PL and BR/84/23/L.

There were no representations received from neighbouring parishes in respect of any of the applications on the lists.

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

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

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

**11. CORRESPONDENCE**

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

***The Meeting closed at 5.23pm***

**PLANNING APPLICATIONS ADVERTISED DURING THE MAY 2023 ELECTION PERIOD**  
**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 21<sup>st</sup> APRIL 2023)**

**[BR/71/23/RES](#)**

30 Devonshire Road  
Bognor Regis  
PO21 2SY

Approval of reserved matters following BR/283/19/OUT for layout, scale, appearance, access, and landscaping and other details

**NO OBJECTION**

**APPENDIX 2**  
**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE**  
**PLANNING AND LICENSING COMMITTEE HELD ON 23<sup>rd</sup> MAY 2023**  
**(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 28<sup>th</sup> APRIL, 5<sup>th</sup> AND 12<sup>th</sup> MAY 2023)**

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

<b>BR/86/23/A</b> Oceans 13 High Street Bognor Regis PO21 1RJ	1 No externally illuminated fascia sign, 2 No door plaques, 1 No non illuminated bullnose amenity board, 2 No CCTV disclaimer signs and 1 No double sided externally illuminated hanging sign on front elevation	<b>NO OBJECTION</b>
<b>BR/94/23/PL</b> The Regis School Westloats Lane Bognor Regis PO21 5LH	Demolition of existing structure approved under BR/84/15/PL and erection of a new glazed extension. This application is in CIL Zone 4 (Zero Rated) as other development	<b>NO OBJECTION</b>
<b>BR/83/23/PL</b> Regis Centre Car Park Belmont Street Bognor Regis PO21 1LE	Demolition of former station, and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works. This application affects the setting of a Listed Building and is in CIL Zone 3 (Zero Rated) as other development	<b>OBJECTION</b>  Firstly, Members of Bognor Regis Town Council would like to state that, in accordance with Policy 7 of the Bognor Regis Neighbourhood Development Plan (NDP) 2015-2030, they recognise the importance that the tourist industry has for the Bognor Regis economy and that the development of new and existing tourist facilities are a crucial part of improving Bognor Regis as a visitor destination.  <u><b>Heritage</b></u> When considering planning application BR/83/23/PL at the Planning and Licensing Committee Meeting held on 23 <sup>rd</sup> May 2023, some Members expressed excitement to see development on the site but there was a sense that any such development should show an

<p>BR/83/23/PL (continued)  Regis Centre Car Park  Belmont Street  Bognor Regis  PO21 1LE</p>		<p>awareness of the location and be sympathetic to it, particularly in regard to heritage.</p> <p>It is felt that the proposed north elevation and, to a lesser degree, east and west elevations, are not designed in a way that are sympathetic to Bognor Regis Town Hall, which is a listed building. <b>Policy HER SP1 of the Arun Local Plan 2011-2031</b> states that designated heritage assets including listed buildings, structures and their settings, will be given the highest level of protection and should be conserved and enhanced in a manner appropriate to their significance. From the plans submitted, it would appear that there are little, to no, architectural features on these elevations that dovetail with those featured on Bognor Regis Town Hall.</p> <p><b><u>Neighbouring properties</u></b></p> <p>The Town Council are aware of, and share, the concerns expressed by a number of residents living in Berkeley Court, in Clarence Road, which the proposed development would be adjacent to. As is evident from the representations submitted to Arun District Council, some of those concerns are in relation to material planning grounds such as the windows on the east elevation of the proposed development overlooking Berkeley Court, thereby causing loss of privacy, particularly to those residents with balconies, owing to the overbearing nature of the proposal. In this instance, Members would like proposals to feature obscure glass.</p>
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BR/83/23/PL (continued)  
Regis Centre Car Park  
Belmont Street  
Bognor Regis  
PO21 1LE

A shadow appropriate assessment has been submitted with the application, which concludes that the application is likely to have a significant effect in the absence of avoidance and mitigation measures. However, there does not appear to have been a shadow-fall analysis that clearly shows the shadow impact that the proposed development may have on neighbouring properties. It is anticipated that, owing to the size and scale of the proposed development, a shadow will be cast over certain residents in Clarence Road, Belmont Street and The Esplanade, which may reduce their daylight and adversely affect their amenity to an unacceptable level. Consequently, the loss of daylight could result in the need for more electric lighting to be used, increasing energy costs for those affected. Additionally, loss of sunlight decreases passive solar heating thereby potentially further increasing energy costs of those affected by having to heat their homes in an alternative way.

The sunlight and daylight currently enjoyed by residents are valued elements in a good quality living environment and any threat to these could be contrary to **Policy QE SP1 of the Arun Local Plan**. Furthermore, **Arun Local Plan Policy D DM1** states that development should have minimal impact to users and occupiers of nearby property and land. For example, by avoiding significant loss of sunlight, privacy and outlook and unacceptable noise and disturbance.

<p><i>BR/83/23/PL (continued)</i>  <i>Regis Centre Car Park</i>  <i>Belmont Street</i>  <i>Bognor Regis</i>  <i>PO21 1LE</i></p>		<p>In the absence of a shadow-fall analysis, Members of Bognor Regis Town Council object to the proposals on the grounds of overshadowing.</p> <p>Members noted that Sussex Police have expressed concern about the amenity of nearby residential occupiers in that they may be disturbed late into the night by guests utilising the proposed external terrace for outside dining and drinking, and similar concerns have been voiced in representations submitted by local residents.</p> <p>Comment has also been made, by residents of Berkeley Court and Members of the Town Council's Planning and Licensing Committee, about noise and disturbance caused to residents should deliveries made to the proposed development, by Heavy/Large Goods Vehicles for example, be serviced via a lay-by in Clarence Road. A satisfactory explanation as to why these vehicles could not be directed to the rear of the building proposed (west elevation) is welcomed.</p> <p><b><u>Parking</u></b></p> <p>Occupiers of Berkeley Court have also given eyewitness accounts relating to the usage of The Regis Centre car park and have shared concerns about whether this public amenity can accommodate a 116-bedroom hotel when considering loss of existing parking spaces and the increased demand that visitor accommodation on this scale would inevitably attract.</p>
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BR/83/23/PL (continued)  
Regis Centre Car Park  
Belmont Street  
Bognor Regis  
PO21 1LE

**Arun Local Plan Policy TOU DM1** states that proposals for development, including expansion, which are likely to attract visitors (such as leisure or cultural facilities) will be supported provided that they: - (b.) are accompanied by workable and realistic travel plans; (c.) address visitor management issues.

**Policy 8b of the Bognor Regis NDP** requires development proposals of sites marked up as key priority sites, of which the Regis Centre and Mountbatten Court site is one, and other major developments should demonstrate through a Transport Assessment and Travel Plan they do not impact on existing capacity of public highways to accommodate parking. This process should have regard for the seasonality of parking needs in a resort town such as Bognor Regis.

**Policy T DM2 of the Arun Local Plan** sets out that proposals which involve the loss of existing town centre car parks or town centre parking spaces, must demonstrate that the loss of parking provision is acceptable or provides sufficient parking spaces to meet anticipated demand, which Members do not believe this application to have met.

It has been suggested by the applicant, during consultation, that the data used to measure the demand for parking spaces in The Regis Centre car park has been generated from parking receipts from different times of the day.

*BR/83/23/PL (continued)*  
*Regis Centre Car Park*  
*Belmont Street*  
*Bognor Regis*  
*PO21 1LE*

If this exercise was carried out during the time that Place St Maur was being developed, or when a fair was on The Esplanade, then the data would not truly reflect usage of The Regis Centre car park, as sections of the car park would not have been available for parking as they were being used to store building materials or fairground operator's accommodation.

As stated above, assessment should have regard for the seasonality of parking needs and Members of Bognor Regis Town Council do not feel that the data reflects this and is, in fact, flawed. We would urge for investigations to be carried out to measure usage of The Regis Centre car park after 6pm, when parking is free, as the site is known to be used for overnight parking by residents in surrounding roads and by those coming into Bognor Regis to enjoy the night-time economy offering. Usage during peak times at the weekend, summertime, during local events, and late-night Christmas shopping, for instance, should also be factored into any Transport Assessment and Travel Plan.

Furthermore, usage of The Regis Centre car park should be measured during performances at The Alexandra Theatre. In its redevelopment of The Alexandra Theatre, Arun District Council themselves have recognised the community demand for this space and quote research carried out that suggests that the audience would be larger if the facilities were improved and updated.

BR/83/23/PL (continued)  
Regis Centre Car Park  
Belmont Street  
Bognor Regis  
PO21 1LE

Its website also states "comedy and music nights sell out swiftly and the theatre cannot meet the demand for tickets. The pantomime is also extremely popular and there is a huge demand for tickets over the Christmas period." (<https://www.arun.gov.uk/levelling-up-fund-alexandra-theatre-html-version/>). The popularity of the theatre, which the redevelopment seeks to further increase, has a knock-on effect in relation to demand for parking spaces at The Regis Centre. These will only be exacerbated by the loss of parking spaces and additional demand from visitors staying at the proposed hotel. Further demand will also be placed upon The Regis Centre car park should The Esplanade be developed as planned in the WSCC/ADC Arun Growth Deal, as it is anticipated that some on-street parking spaces will be lost as part of the scheme. Caution is urged to ensure that future development in the area does not undermine everything and would ask that the parking issues identified be resolved.

Members unanimously agree 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. It is therefore contrary to **Policy QE SP1 of the Arun Local Plan**.

BR/83/23/PL (continued)  
Regis Centre Car Park  
Belmont Street  
Bognor Regis  
PO21 1LE

### **Restaurant**

Some Members believed, based on information that had been shared with them at the public exhibition, that the proposed restaurant would only be for the use of hotel residents. Bognor Regis Town Council would like clarification on this as, if it were the case, then this would be very concerning.

Comment was also made amongst Members that the Regis Brewers Fayre had been family-friendly, which is considered to be a unique selling point for the seaside resort of Bognor Regis, therefore, the proposed restaurant should reflect this offering.

Disappointment was expressed by a Member that the proposed restaurant had been located on the ground floor, thereby not benefiting from a sea view.

### **Summary**

In closing, Members unanimously **AGREED** to **OBJECT** as they cannot support the proposals presented at this time, in relation to planning application BR/83/23/PL and consider them to be contrary to policy 8b of the Bognor Regis NDP, and policies D DM1, HER SP1, T DM2, T SP1, TOU DM1 and QE SP1 of the ALP.

Bognor Regis Town Council urge further dialogue to be carried out with residents of Berkeley Court, with genuine consideration given as to how the negative effect of development on this site can be mitigated for them.

<i>BR/83/23/PL (continued)</i> Regis Centre Car Park Belmont Street Bognor Regis PO21 1LE		Owing to the significant importance of any development on the site, Bognor Regis Town Council respectfully request that the decision on this planning application be determined by Arun District Council's Planning Committee.
<b>BR/84/23/L</b> Regis Centre Car Park Belmont Street Bognor Regis, PO21 1LE	Listed building consent for demolition of former fire station and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works	<b>OBJECTION</b>  There is a degree of uncertainty about the status of the former fire station as it is not identified as a listed building on the <a href="#">National Heritage List for England</a> .  Nonetheless, at the Town Council's Planning and Licensing Committee Meeting held on 23 <sup>rd</sup> May 2023, Members objected to planning application BR/84/23/L on the same grounds as those submitted to Arun District Council in response to planning application BR/83/23/PL.
<b>BR/25/23/HH</b> 38 Bassett Road Bognor Regis PO21 2JH	Roof extension to create 2 additional annex and alterations to fenestration/openings. Re-Advertised - substitute proposed floor plans and elevations	<b>NO OBJECTION</b>
<b>BR/53/23/PL</b> 127 Amberley Drive Bognor Regis PO21 5PH	Replacing of all the windows within the flat	<b>NO OBJECTION</b>
<b>BR/91/23/T</b> Allotments Amberley Drive Bognor Regis PO21 5PR	1 No Poplar (T1) crown reduction to 5m from ground level	<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.

<b>BR/93/23/PL</b> Rear of 42 Sudley Road Bognor Regis PO21 1ES	2 No. new semi-detached 3-storey houses with parking and new vehicle access. This application is in CIL Zone 4 and is CIL Liable as new dwellings. (Re-submission of BR/77/22/PL)	<b>NO OBJECTION</b>
<b>BR/101/23/T</b> 9 Pevensey Road Bognor Regis PO21 5NR	1 No. Oak tree (T1) removal of epicormic growth up to a height of 3.5m from ground level	<b>OBJECTION</b> Members expressed concern in relation to the amount proposed to be removed from the Oak tree and questioned the need to do so. It was agreed to defer to ADC's Tree Officer for advice.



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 6<sup>th</sup> JUNE 2023**

**PRESENT:**

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, P. Ralph, B. Waterhouse and Mrs. G. Yeates

**IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mr. M. Hall (Projects Officer)  
Mrs. S. Miah (Committee Administrator)

*The Meeting opened at 4.00pm*

**12. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

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

No apologies for absence were received from Cllr. Woodall.

**13. 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.

**14. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> MAY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23<sup>rd</sup> May 2023 as an accurate record of the proceedings and the Chairman signed them.

**15. 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.

**16. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> MAY 2023**

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

**19. CORRESPONDENCE**

The following correspondence was brought to Members attention and was **NOTED**: -

- 19.1** ADC – Notification that planning application BR/64/23/PL (Town Hall, Clarence Road, PO21 1LD), in regard to a defibrillator, is expected to be determined by ADC's Planning Committee on 7<sup>th</sup> June 2023. Due to the applicant being Arun District Council, the planning department is unable to make a decision on this application using delegated powers.
- 19.2** WSCC – Notification of works to be carried out during Phase 2 of the Bus Stop Improvements Plan. At this current stage, general arrangement designs are in the process of being created of which a further consultation will be held at a later date.

***The Meeting closed at 4.16pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 6<sup>th</sup> JUNE 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19<sup>th</sup> AND 26<sup>th</sup> MAY 2023)**

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

<a href="#"><u>BR/90/23/PL</u></a> <a href="#"><u>21 Whitfield Close</u></a> <a href="#"><u>Bognor Regis</u></a> <a href="#"><u>PO22 8DY</u></a>	Variation of conditions 2 and 3 imposed under BR/73/17/HH relating to approved plans and materials	<b>NO OBJECTION</b>
<a href="#"><u>BR/106/23/A</u></a> <a href="#"><u>The William Hardwick</u></a> 12 High Street Bognor Regis PO21 1RJ	Installation of 1 x externally illuminated hanging sign, 1 x aluminium car park sign, 1 x externally illuminated fascia sign, 4 x amenity signs, 1 x chalkboard and 1 x coffee bar lettering and associated lighting	<b>NO OBJECTION</b>
<a href="#"><u>BR/109/23/PL</u></a> <a href="#"><u>The Regis School Campus</u></a> Westloats Lane Bognor Regis PO21 5LH	Refurbishment of a 3G Football Turf Pitch (3G FTP) and associated features including replacement of artificial grass pitch surface (3G football turf), replacement 4.5m high ball stop fencing with entrance gates forming an enclosure around the facility, new 1.2m high pitch barriers with entrance gates to the Southern side of the 3G football turf surfaced pitch, new 2.6m high maintenance equipment storage container within the facility enclosure, replacement 15m high floodlight masts (6no.) with LED floodlights (14no.) around the facility perimeter, replacement hardstanding areas around the facility perimeter for player/pedestrian circulation and viewing, portable goals storage, as well as vehicular access. This application is in CIL Zone 4 (zero rated) as other development	<b>NO OBJECTION</b>



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 27<sup>th</sup> JUNE 2023**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett,  
Miss. C. Needs, P. Ralph, P. Woodall and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)

*The Meeting opened at 4.00pm*

### **20. 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 were received from Cllr. Goodheart who was on annual leave, Cllr. Waterhouse who was unwell and the Committee Clerk who was also on annual leave.

### **21. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

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

**22. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6<sup>th</sup> JUNE 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 6<sup>th</sup> June 2023 as an accurate record of the proceedings and the Chairman signed them.

**23. 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.

**24. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> JUNE 2023**

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

There were no Premises Licence applications to be considered.

**27. TO CONSIDER ANY RESPONSE TO ADC'S CONSULTATION IN RELATION TO DRAFT LOCAL ORDERS**

Members discussed ADC's Draft Local Development Orders which seek to provide limited permitted development rights to small scale development within the Butlin's Complex and the University of Chichester Campus. The Local Development Order is proposed to last for a period of 3 years.

Having considered the proposals, Members **AGREED** to raise **NO OBJECTION**.

**28. TO RECEIVE DETAILS OF PLANNING APPLICATION WSCC/020/23 (EDWARD BRYANT JUNIOR AND INFANTS SCHOOL, LONDON ROAD, BOGNOR REGIS) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered planning application WSCC/020/23, in relation to Edward Bryant School and the proposal to create a Specialist Support Centre comprising two single storey extensions, the refurbishment and re-purposing of a classroom and the library within the existing building, and some additional parking, paths and hard play area, Members **AGREED** to submit **NO OBJECTION** in response to this planning application.

**29. CORRESPONDENCE**

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

*The Meeting closed at 4.35pm*

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE TO BE HELD ON 27<sup>th</sup> JUNE 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2<sup>nd</sup>, 9<sup>th</sup> AND 16<sup>th</sup> JUNE 2023)**

<a href="#"><u>BR/111/23/PL</u></a> <a href="#"><u>9 Annandale Avenue</u></a> <a href="#"><u>Bognor Regis</u></a> <a href="#"><u>PO21 2ES</u></a>	<p>Alterations to the ground floor layout to create a new side entrance, replacement of the existing front door with a window, removal of existing chimney to the rear of the property and removal of small window on the 2nd floor (N E Elevation)</p>	<p><b>NO OBJECTION</b></p>
<a href="#"><u>BR/114/23/PL</u></a> <a href="#"><u>Unit 7 Durban Road Business Centre</u></a> Durban Road Bognor Regis PO22	<p>Change of use from B2 (General Industrial) and B8 (Storage &amp; Distribution) to Class E (Commercial, Business and Service). This application is in CIL Zone 4 (zero rated) as other development</p>	<p><b>OBJECTION</b> on the grounds of Economic Impact. Members concurred with concerns raised by ADC's Economic Development response, citing that with few industrial spaces available and plenty of retail premises in more traditional retail locations, this business would be better suited using a retail space instead. Members also felt this business would be more accessible and potentially have higher footfall, should it be within a more central shopping location, within the Town. It was questioned whether there would be extra parking demand on the industrial site, if this application were approved, with concern also expressed over the long opening hours, stated on the application form.</p>

<a href="#"><u>BR/117/23/PL</u></a> <a href="#"><u>19 High Street</u></a> Bognor Regis PO21 1RJ	Erection of single storey rear extension to first floor	<b>NO OBJECTION</b>
<a href="#"><u>BR/124/23/HH</u></a> <a href="#"><u>19 Sandymount Close</u></a> Bognor Regis PO22 9EL	Demolition of garage and conservatory. Single storey rear and side extension. Loft conversion. Raised deck to rear with screening	<b>NO OBJECTION</b>
<a href="#"><u>BR/126/23/CLE</u></a> <a href="#"><u>1b Ground Floor Rear Flat</u></a> 148 Aldwick Road Bognor Regis PO21 2PA	Lawful development certificate for existing use as a 1 bedroom flat	<b>NO OBJECTION</b>
<a href="#"><u>BR/127/23/HH</u></a> <a href="#"><u>52 Corbishley Road</u></a> Bognor Regis PO22 9HS	Ground floor rear extension	<b>NO OBJECTION</b>
<a href="#"><u>BR/133/23/CLE</u></a> <a href="#"><u>60 Ockley Road</u></a> Bognor Regis PO21 2HR	<i>Lawful development certificate for existing use as a HMO property comprising of 5 bedsits with shared communal areas for a maximum of 8 people and a maximum of 5 households</i>	<b>NO OBJECTION</b>
<a href="#"><u>BR/134/23/T</u></a> <a href="#"><u>Eagle House, Norfolk Close</u></a> Bognor Regis PO21 2DJ	Various works to various trees	<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.



# BOGNOR REGIS TOWN COUNCIL

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

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 30<sup>th</sup> MAY 2023**

### **PRESENT:**

Cllr: K. Batley (Chairman), Cllrs: J. Brooks,  
R. Nash, Miss. C. Needs, P. Ralph, M. Stanley,  
Mrs. J. Warr, P. Wells and P. Woodall

### **IN ATTENDANCE:**

Mr. M. Hall (Projects Officer)  
Mrs. J. Davis (Assistant Clerk)  
Cllr. S. Goodheart seated in the public gallery  
1 member of the public in the gallery

*The Meeting opened at 6.30pm*

### **1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22<sup>nd</sup> MAY 2023**

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

Members **NOTED** that Cllr. K. Batley had been appointed Chairman and Cllr. J. Brooks appointed Vice-Chairman of this Committee at the Annual Town Council Meeting on 22<sup>nd</sup> May 2023.

### **2. 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 the Events Officer.

### **3. 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. Batley declared an Ordinary Interest in Agenda items 10, 11 and 12, as a Member of Arun District Council. He also declared an Ordinary Interest in Agenda item 13 as he occasionally works with the train operator in Hotham Park***

***Cllrs. Brooks, Nash, Miss. Needs, and Stanley declared an Ordinary Interest in Agenda items 10, 11 and 12, as Members of Arun District Council***

***Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 11, 11 and 12, as a Member of Arun District Council. She also declared an Ordinary Interest in Bognor Regis Seafront Lights, as a Member of the Committee***

***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Board. He stated that if finances were discussed then he would leave the Meeting***

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> MARCH 2023**

In relation to Minute 83, Cllr. Brooks stated that his comments had not been accurately reflected and asked that the following passage be struck from the Minutes: -

*"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 Committee **RESOLVED** to **AGREE** the amendment and approved the Minutes, as amended, of the Meeting held on 20<sup>th</sup> March 2023 as an accurate record of the proceedings and the Chairman signed them.

***Cllr. Wells declared an Ordinary Interest as a Bognor Regis Business Improvement District levy paying Member***

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

***The Chairman adjourned the Meeting at 6.36pm***

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

A Member seated in the public gallery raised a number of queries, relating to lamp post banners, the proposed scare train in Hotham Park for Halloween, and the use of the seafront bandstand by event organisers. The Chairman advised that all of the items were on the Agenda and would be discussed by Committee Members in due course.

***Cllr. Nash declared an Ordinary Interest as an event organiser for Southdowns Music Festival using Place St Maur***

A member of the public raised concerns about bathing water quality in Bognor Regis. Details of protests being organised locally were shared and individual Councillors were encouraged to redouble their efforts by writing to Southern Water.

***The Chairman reconvened the Meeting at 6.45pm***

**6. CLERK'S REPORT**

**20<sup>th</sup> March 2023 – Min. 83. refers – Adjournment for public questions and statements**

At the Events, Promotion and Leisure Committee Meeting held on 20<sup>th</sup> March 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 had subsequently contacted Arun District Council regarding this issue and was advised that whilst some of the toilets on the Esplanade were closed, signposting to the Regis Toilets would be implemented.

**7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION**

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

The appointment of the Allotments Sub-Committee, of which all Members of the Events, Promotion and Leisure Committee are Members, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Additionally, Members **NOTED** that the appointment of the Chairman and Vice-Chairman of the Allotments Sub-Committee will be undertaken at the first meeting.

**8. TO NOTE THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE**

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

Members **NOTED** the Terms of Reference as adopted by Council at the Annual Meeting held 22<sup>nd</sup> May 2023, for the Events, Promotions and Leisure Committee and the Allotments Sub-Committee.

**9. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 AS DETAILED IN THE EVENTS OFFICER'S REPORT INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

**10. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO PROMENADE BANDSTAND WIND SHIELDS – MIN. 69.3 REFERS**

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

A Member commented that the requirement for risk assessments, amongst other documentation, could deter event organisers from using the bandstand and felt that the process should be easier. The Projects Officer advised that these requirements are stipulated by Arun District Council as the authority responsible for granting permission for events to be held on land within the district.

Members discussed their thoughts that Arun District Council may have provided rather extreme guidance for the implementation of the wind shields and that perhaps a common ground could be found as a solution for using the bandstand wind shields.

It was suggested that a meeting be arranged with the Chairman and Vice Chairman of the Committee, the Projects Officer and Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, to find a suitable way to resolve the matter, and this was **AGREED** by Members. The Chairman invited the Assistant Clerk to the meeting also, should she be available.

**11. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO POSTER SITES ON THE PROMENADE – MIN. 69.4 REFERS**

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

A Member began the conversation stating there is clearly an appetite from Bognor Regis Town Council to do more and suggested discussion needs to take place with Arun District Council for clear, joined up thinking.

***Cllr. Wells redeclared an Ordinary Interest in Bognor Regis Business Improvement District***

The Member felt that the ownership of the poster locations could be a chance to collaborate rather than be in opposition on this matter and welcomed a future meeting with Arun District Council and Bognor Regis Business Improvement District. Another echoed this view and suggested that perhaps this could be discussed at a meeting of the Bognor Regis Town Centre Forum Group, with which both Arun District Council and Bognor Regis Business Improvement District are involved.

It was suggested by another Councillor that a report needs to be prepared on what Bognor Regis Town Council owns such as gateway signs, planters, catenary wires, and town maps with BRTC logo on, for example. The Member queried why Arun would stipulate that the Town Council would require a lease and to consider continued maintenance, as detailed in the report, for the additional poster sites proposed, when this is not the case with the poster sites on the seafront shelters.

It was suggested that these matters could be clarified at the same meeting proposed, in relation to the bandstand wind shields, with the hope that the change in administration at Arun District Council could allow for a fresh start, enabling long outstanding matters, such as these, to be progressed.

The Chairman ended the conversation by informing Members that Bersted Parish Council now have Councillor owned noticeboards, and suggested that Town Councillors could adopt some of our own noticeboards and keep them updated.

Members **AGREED** that the Projects Officers arrange a meeting with the Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, Bognor Regis Business Improvement District, the Chairman and Vice-Chairman of the Committee, with the Projects Officer in attendance, to find a way to work together. Cllr. Wells asked if he would be able to attend the meeting, which Members **AGREED**.

**12. TO CONSIDER LAMP POST BANNER ADVERTISING SPACES AND AGREE NEXT STEPS – MIN. 84.1 REFERS**

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

A Member felt that banners promoting specific events would need updating regularly and suggested that generic banners could be in situ for the season, signposting people to the events websites for further details.

***Cllr. Nash declared an Ordinary Interest as he has utilised lamp post banners in the Town, operated by the Bognor Regis BID, to promote the Southdowns Music Festival***

Another Member commented that members of the public typically look online for information on events and so a generic banner maybe the best way forward. A Member highlighted that not everyone has online access to view websites and felt that visual banners can stand out. The Chairman agreed the need for some outside advertising, however another Member felt that no matter how much promotion is implemented, some will argue that they weren't aware of events taking place.

It was the opinion of another Member that cyclists and motorists might be distracted by roadside lamp post banners by trying to read too much information displayed on them, and agreed with the seasonal banners.

The use of LED displays, which could be easily updated, was raised but it was pointed out, as detailed in the report, that ADC, WSCC and SSE had previously stated these would not be acceptable.

A Member suggested that West Sussex County Council be written to, and be asked for details about similar lamp post banners being used around the county.

A question was asked as to whether this Agenda item had ever been discussed at the Bognor Regis Town Centre Forum Group and, if not, it was suggested that it be included at a future meeting. With Cllr. Wells as the Town Council appointed Representative, and the Town Clerk both being members of the Forum Group, Members unanimously **AGREED** to ask that lamp post banner advertising be included on a future Agenda of the Forum Group with a report brought back to the Events, Promotion and Leisure Committee.

***Cllr. Mrs. Warr left the Meeting***

**13. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 90 REFERS, INCLUDING: -**

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

***Cllr. Mrs. Warr returned to the Meeting***

**13.1 To note the decision of the Policy and Resources Committee Meeting held on 27<sup>th</sup> March 2023 to the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24 – Min. 157 refers**

A Member queried whether event organisers who had been awarded money from the Publicity and Promotion Budget, had gone through the same application process as Grant Aid recipients. He felt that the same standards and processes should be applied to ad-hoc events to ensure all Town Council supported events/organisers are treated equally.

Members **NOTED** that the Policy and Resources Committee had agreed the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24, at the meeting held on 27<sup>th</sup> March 2023.

**13.2 To receive an update in relation to the Bognor Regis Carnival Association 'Twilight Carnival' – Min. 89 refers**

Members **NOTED** that, following the Events, Promotion and Leisure Committee Meeting held on 20<sup>th</sup> March 2023, Bognor Regis Carnival Association had decided to withdraw their request for £1,500 to organise a Twilight Carnival.

**13.3 To note the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday**

Members **NOTED** the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday.

**13.4 To further consider the £2,000 identified for the Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park and agree next steps**

***Cllr. Batley redeclared an Ordinary Interest as he occasionally works with the train operator in Hotham Park***

A Member stated that he was confused regarding this proposal and that he was unclear as to whether Bognor Regis Town Council would be taking the train over for the day and charging, or would they be enhancing the business of the train operator, and sought clarity regarding the rationale behind this proposal. Cllr. Brooks advised that the proposal had come from Cllr. Goodheart.

***The Chairman suspended Standing Orders***

Cllr. Goodheart, seated in the public gallery, stated that the proposal was to work collaboratively with Bognor Rox and that the train would be decorated, along with sections of corridors that would enhance the experience of train users queuing up. He added that the idea is to interest people into turning up to experience the "Corridor of Horror" and requested an increase from £2,000 to £6,000 to increase elements of event. Cllr. Goodheart claimed that the train operator would be earning money but would make a donation to a local charity.

***The Chairman reinstated Standing Orders***

A Member stated that he was not sure how he would feel about the train operator profiting from the 'Scare' Train unless the train fare was going to be free or reduced. The Chairman informed Members that in previous years he was involved with the 'Scare' Train and that the operator did charge for tickets.

Members **AGREED** that, until further information was brought forward about the proposed 'Scare' Train event, the matter be **DEFERRED** and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised.

**13.5 To further consider the £1,500 identified for 3 x additional bandstand music events and agree next steps**

Dissatisfaction was expressed by some regarding the lack of information that had been presented to the Committee, in relation to the proposal for additional bandstand music events, particularly as this was funded by tax payers money.

It was proposed, and seconded, that no further action be taken until the meeting with Arun District Council to discuss the seafront bandstand, as earlier agreed, had taken place. Members therefore **AGREED** to **DEFER** this item.

**13.6 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments presentation event and agree any next steps**

Members **AGREED** to **DEFER** further consideration of this item, as requested by the Town Clerk, to a future meeting.

**13.7 To further consider the £600 identified for monthly social media geocaching, competitions etc and agree any next steps**

Members felt that there was not enough information provided, on the monthly social media Geocaching, and competitions, to make an informed decision.

Members **AGREED** to **DEFER** further consideration of this item until Cllr. Brooks, as the proposer, reported back to the Committee with further information.

**13.8 To note £1,000 was utilised for Town decoration support for the Coronation**

There was a brief discussion about other areas in the Town that Members felt could have been decorated, including the hanging of flags/banners on catenary wires, had they been adequately stress tested. Members **NOTED** that £1,000 had been utilised for Town decoration for the Coronation.

**13.9 Further consideration of utilisation of funding to support Bognor Regis Concert Band – Min. 91 refers and agree next steps**

***Cllr. Wells declared a Disclosable Pecuniary Interest, as a supplier to the Bognor Regis Concert Band, and left the Meeting***

Once again, there was some uncertainty amongst Members as to what was intended by way of supporting the Bognor Regis Concert Band. It was unclear as to whether the funding was to organise events at which the Concert Band would perform, or whether it would be used to have the Town crest embroidered onto the Band's uniform.

Cllr. Brooks, who had proposed the funding support, stated that a meeting with the Band leader was planned but that he understood the uniforms were already part-made and it may not, therefore, be possible to incorporate the crest. He advised that the Council may need to rely on branding on the backs of music stands or banners and suggested the possibility of having the band perform at the opening of Council events.

Members **AGREED** to **DEFER** further consideration of this item until a meeting with the Bognor Regis Concert Band had been held and a report brought back to the Events, Promotion and Leisure Committee in due course.

***Cllr. Wells returned to the Meeting***

**13.10 To consider a new request of £500 from Sussex Dance Network to facilitate a partnership project which brings 'Doorstep Duets' to communities to Bognor Regis on the 5<sup>th</sup> August 2023**

The lack of an application form, such as those required for Grant Aid funding, was raised again with Members concerned that there did not appear to be the same stringent process being applied to all those who requested funding from the Town Council, particularly for ad-hoc events. It was **AGREED** that the consideration of an application form, for Publicity and Promotion Budget funding requests, would be included on the next Agenda.

Having considered the request of £500 from Sussex Dance Network, Members **DISAGREED** that the £400 remaining in the Publicity and Promotion Budget should be used to support the project.

**14. ITEMS FOR FUTURE AGENDA**

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

**15. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 8.16pm***

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 11 - TO CONSIDER PURCHASING A PLAQUE TO  
COMMEMORATE THE LATE ALDERMAN MRS. PAT STINCHCOMBE - MIN.  
5 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Following the sad news of the passing of Alderman Mrs. Stinchcombe in March this year, the Mayor led tributes to her life and spoke of her many achievements for the good of Bognor Regis during his acceptance of office speech, at the Annual Town Council Meeting (Min. 5 refers).

Many of the Town Councillors at the Meeting, including returning Councillors remembered how much of a driving force Mrs. Stinchcombe was in the eventual formation of Bognor Regis Town Council, serving as the Town's first Mayor, initiating the Neighbourhood Council and working tirelessly to push for 'Town' status.

With this in mind, the Mayor asked that an item be placed on the Agenda for this Meeting, for Members to consider commissioning a memorial plaque to ensure her memory and legacy lives on within the Town she loved.

**DECISION**

To **AGREE** to the commissioning of a plaque to commemorate Alderman Mrs. Pat Stinchcombe and to further discuss and **AGREE** a maximum budget and an appropriate location such as the Council Chamber.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 12 - PLANNING AND LICENSING COMMITTEE - TO  
CONSIDER ANY APPOINTMENTS TO FILL THE CURRENT VACANCIES -  
MIN. 10.1 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023, Members agreed to defer consideration of filling the three remaining vacancies on the Planning and Licensing Committee, to this the next Council Meeting (Min. 10.1 refers)

Following the Annual Town Council Meeting, the Town Clerk received expressions of interest by Cllr. Ralph and subsequently Cllr. Miss. Needs, via email, to fill the two Liberal Democrat (LD) vacancies on the Planning Committee.

As these were Liberal Democrat (LD) vacancies anyway, other Councillors were canvassed for their views by email to enable the Town Clerk, to allow both Councillors the opportunity of partaking in meetings of the Planning and Licensing Committee and filling these vacancies with immediate effect. Members would then ratify these appointments at the Council Meeting to be held on 10<sup>th</sup> July 2023.

This would leave the Committee with one vacancy to fill, which although is stipulated as a Labour (L) vacancy, could potentially be filled by any Town Councillor, who wishes to serve on this Committee.

**DECISIONS**

Members are asked to **RATIFY** the appointments of Cllrs. Ralph and Miss. Needs onto the Planning and Licensing Committee for the remainder of the municipal year 2023/2024.

Members are asked to **AGREE** any other appointments to the Planning and Licensing Committee to fill the Labour vacancy.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 13 – TO CONSIDER ANY ADDITIONAL APPOINTMENTS  
OF REPRESENTATIVES TO ‘OUTSIDE’ BODIES DEFERRED FROM THE  
PREVIOUS MEETING - MIN. 11 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Members will recall, various appointments of Representatives to ‘Outside’ Bodies were made at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023, although not all the vacancies were filled.

To enable Councillors further consideration of the remaining vacancies, Members agreed to defer the following appointments to the July Council Meeting:

**Arun Partnership Advisory Board Early Help:**

At the last Meeting, Members asked for further information on the work of the Board, before making any appointments. Further to this, the Assistant Clerk has emailed the organisation, but is yet to receive a response. It is therefore the Officer Recommendation that this appointment is deferred until such a response is received.

**Arun District Association of Local Councils:**

Cllr. Goodheart was appointed as a Representative to the above group at the last Meeting. Historically, two Councillor appointments are made to this group, and as such, Members are asked to consider and **AGREE** a second representative.

**Bognor Regis BID Board and Bognor Regis BID Town Centre Task Force  
Delivery Group:**

At the last Meeting, a Member queried whether the above two organisations could be contacted, to ascertain whether they would be agreeable to having a Town Councillor representative appointed, in addition to Officer representation. Both organisations have since been written to, and a response as to whether they would be willing to have additional representation, from a Town Councillor, is awaited. Members will be informed of the responses once they are received.

**Bognor Regis Heritage & Arts Partnership Board:**

There are currently two vacant ‘reserve’ positions available for the Heritage & Arts Partnership Board. At the Policy and Resources Committee Meeting, held on 5<sup>th</sup> June (Min. 7.2 refers), Cllr. Wells expressed an interest in being appointed to one of the two current vacant ‘reserve’ positions. Members are therefore asked to **RATIFY** Cllr. Wells’ appointment and consider any further appointment to fill the remaining ‘reserve’ vacancy.

**Rampion 2 Community (Coastal) Project Liaison Group:**

Following Cllr. Goodheart's request at the last Meeting for the appointment of a 'reserve' representative, Officers have written to the Group who have confirmed they would be agreeable to having a 'reserve' representative appointed. As Cllr. Goodheart made the request, and if there are no further nominations, Members are asked to **RATIFY** the appointment of Cllr. Goodheart as the reserve Representative to the Rampion 2 Community (Coastal) Project Liaison Group.

**Stonepillow (Christian Care Association):**

Historically, the Mayor of Bognor Regis has always been automatically appointed as Patron of Stonepillow, for their term in office. The previous Mayor, Cllr. Barrett, in this capacity, visited Stonepillow on a number of occasions, building a good rapport with the staff. Cllr. Barrett recently informed the Town Clerk of an approach by the Charity, requesting he become a Representative, in addition to the current Mayor's position as Patron. If there are no objections to this, then Members are asked to **RATIFY** the appointment of Cllr. Barrett as the Representative to Stonepillow (Christian Care Association), in addition to the Mayor of Bognor Regis' automatic role as Patron.

**West Sussex ALC Ltd:**

Further to the appointment of Cllr. Wells as Representative to the West Sussex ALC Ltd, the position for a 'reserve' Representative was deferred until the July Council Meeting. Members are therefore asked to consider and **AGREE** a 'reserve' Representative to this organisation.

**DECISIONS**

To **AGREE** to **DEFER** appointment of a Representative to the Arun Partnership Advisory Board Early Help, until further information on the group has been received.

To consider and **AGREE** the appointment of a second representative to Arun District Association of Local Councils.

To **NOTE** a response is awaited from the Bognor Regis BID Board and Bognor Regis BID Town Centre Task Force Delivery Group, regarding a potential Town Councillor representative.

To **RATIFY** the appointment of Cllr. Wells as a 'reserve' Representative to the Bognor Regis Heritage & Arts Partnership Board, to fill one of the two current 'reserve' vacancies and consider any further appointment to fill the remaining 'reserve' vacancy.

Further to confirmation that the Rampion 2 Community (Coastal) Project Liaison Group are agreeable to having a 'reserve' Representative, and if there are no other nominations, Members are asked to **RATIFY** the appointment of Cllr. Goodheart as the 'reserve' Representative.

### **AGENDA ITEM 13**

Following an approach by Stonepillow, Members are asked to **RATIFY** the appointment of Cllr. Barrett, as a Representative to Stonepillow, in addition to the Mayor of Bognor Regis' automatic role as Patron.

To consider and **AGREE** the appointment of a 'reserve' Representative to West Sussex ALC Ltd.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 14 - CONSIDERATION OF ANY RESOLUTIONS MADE AT  
THE ANNUAL TOWN MEETING OF ELECTORS ON 13<sup>th</sup> MARCH 2023**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

The Town Council has a duty to consider any resolutions that come forward from the Annual Town Meeting of Electors at the first appropriate Full Council Meeting. As the first meeting after the Town Meeting of Electors is the Council's Annual Meeting, which has a lengthy agenda anyway, this is usually referred to the July Council Meeting for consideration.

At the Annual Town Meeting of Electors held on 13<sup>th</sup> March 2023, the following Resolution was carried:

**MIN. 5.1**

***This Annual Meeting of Electors:***

***Urges Arun District Council to treat the proposed improvements to the Regis Centre theatre (which are not regeneration) as the first stage of a regeneration process that will take in the rest of the site. The Hothampton Car Park site and other areas (such as a new Medical Centre, The Pier and the local fishing industry) to achieve cultural, economic and social regeneration;***

***Calls on Arun Council to engage with those who submitted regeneration ideas at Arun's request and others to examine their ideas and sources of inward private and other investment in this process;***

***Calls on Arun Council to undertake the public consultation it promised concerning Bognor's Regeneration;***

***Calls on Bognor Regis Town Council also to adopt this Motion and to undertake a Consultation if Arun does not.***

**DECISION**

Do Members wish to **AGREE** any action regarding the above Resolution?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 15 - CONSIDERATION OF WHETHER TO INCLUDE A RESIDENT'S REQUEST FOR THE TOWN COUNCIL TO ASK ARUN DISTRICT COUNCIL TO CONDUCT A REVIEW OF PARISHING ARRANGEMENTS, FOLLOWING THE SMALL NUMBER OF THOSE VOTING IN THE ARUN PARISHES LOCAL ELECTIONS IN MAY 2023 ON A FUTURE AGENDA - MIN. 16 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023, during Public Questions and Statements, a resident informed Members of a recent Report he had published, on the 'State of Parish Councils in the Arun District, West Sussex' which examined the 'state and services of 24 Parish Councils in Arun District'.

Among the concerns raised by the member of the public were, in his words: 'low public engagement, few of the Councils having any voted-for members'. Regarding the May 2023 Local Elections, the Report in question suggested a 'decline in the number of voted-for Cllrs (down to 18% of the total number of places in the district at this level)', which he claims 'raises the question of extremist candidates being elected unopposed because electors are not aware of their affiliation.'

Having already approached the District Council directly, the resident has asked that the Town Council contacts Arun District Council to request they undertake a 'review of parishing arrangements', based upon this report.

When this issue was raised under Public Question Time, the Mayor expressed his opinion of the importance of maintaining good working relationships with Bognor Regis' surrounding parishes, and that any discussion regarding a potential review, should be left for the parishes themselves to liaise with the District Council, whose decision this would ultimately be.

The Town Clerk also voiced concerns with getting involved and of the negative impact this could potentially have on relationships which have improved dramatically with the local parishes, in recent years, urging that any comment eventually potentially made by the Town Council, should be done so with caution so as not to harm these relationships.

As this request was made under Public Question Time, **this item is not up for debate at this Meeting**. Members are simply asked to consider whether they wish this to be put on the next Council Agenda, for discussion or not.

**DECISION**

To **CONSIDER** whether Members wish this to be an Agenda item for discussion at the Council Meeting on 4<sup>th</sup> September 2023 or not?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 16 - TO CONSIDER THE APPOINTMENT OF A WORKING PARTY AND ITS MEMBERSHIP, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Following a request from the Mayor, an item has been included on the agenda to consider the appointment of a Working Party and its membership, to allow for discussion on the future of Bognor Regis Town Hall. This has come about owing to the issuing of a report by Arun District Council that will be considered by their Policy & Finance Committee on 11<sup>th</sup> July 2023. The purpose of the report is to consider options for reviewing the District Council's future office accommodation needs including recommendations for the future ownership of Bognor Regis Town Hall.

Having looked into the report in more detail, this is at the initial discussion stage, with the proposal that a business case be prepared to be taken back to the Policy & Finance Committee prior to them making any recommendations to Full Council for decision. The timescale for this is currently unknown but it is unlikely to be imminent.

The proposal to set up a Bognor Regis Town Council Working Party is purely a governance issue at this stage in readiness for any official approach being made to the Town Council as a result of consideration of this matter by Arun District Council.

The agenda item is very specific and will not allow for any debate on the topic of the future of the Town Hall as this would be totally inappropriate at this stage until any official proposal from the District Council is forthcoming.

**DECISIONS**

To **AGREE** the appointment of a Working Party to discuss the future of Bognor Regis Town Hall.

To further **AGREE** it's membership.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY MAYOR  
CLLR. FRANCIS OPPLER FROM 22<sup>nd</sup> MAY - 10<sup>th</sup> JULY 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Saturday 27.05.23	:	BR Carnival, Esplanade BR & West Park, Aldwick
Tuesday 30.05.23	:	Grand Opening of Butlin's 'Skyline Eats', Butlin's, Upper Bognor Road, BR
Saturday 10.06.23	:	BRTC Proms in the Park 2023, Hotham Park, BR
Sunday 11.06.23	:	<i>Deputy Mayor attended: Nautical Training Corps '79<sup>th</sup> Annual Founders Day Parade', West Green, Littlehampton</i>
Sunday 11.06.23	:	BR Rotary Club 'Music in Hotham Park' event, Hotham Park, BR
Wednesday 14.06.23	:	ADC Chairman's 'Welcome Reception', ADC Civic Centre, Maltravers Road, Littlehampton
Friday 16.06.23	:	<i>Deputy Mayor attended: Re-opening of Costa Coffee (following refurbishment), London Road, BR</i>
Saturday 17.06.23	:	BR Armed Forces Day event, RAFA Club & Waterloo Gardens, BR
Saturday 24.06.23	:	<i>Deputy Mayor attended: Littlehampton Armed Forces Day event, Littlehampton Seafront</i>
Wednesday 28.06.23	:	<i>Deputy Mayor attended: In Bloom Guides/Scouts competition 'Awards Presentation', BR Mini Golf, Waterloo Square, BR</i>
Saturday 01.07.23	:	Bognor Coastal Arts Trail 'Preview Exhibition', Reynold's Furniture Store, High Street, BR
Friday 07.07.23	:	Grand Opening of 'The Promenade Hotel' (previously 'The Carlton Hotel'), The Esplanade, BR

## AGENDA ITEM 17

- Sunday 09.07.23 : BRTC 'Drive through Time' Motor Gala,  
West Park, Aldwick
- Sunday 09.07.23 : Stonepillow Charity Football Tournament  
Trophy Presentations, Arun Sports  
Arena, Ford

Invites received but unable to attend

2 x West Sussex Guitar Club Concerts

Twinning Trip to Trebbin

West Sussex Lieutenancy Briefing

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 22<sup>nd</sup> MAY - 10<sup>th</sup> JULY 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Saturday 27.05.23	:	BR Carnival, Esplanade BR & West Park, Aldwick
Saturday 10.06.23	:	BRTC Proms in the Park 2023, Hotham Park, BR
Friday 16.06.23	:	Reading of 'Sussex Day Charter' for Sussex Day 2023, Town Centre, BR
Saturday 17.06.23	:	BR Armed Forces Day event, RAFA Club & Waterloo Gardens, BR
Saturday 24.06.23	:	Chard Town Crier Competition, Holyrood Street, Chard (Winner of Best Dressed Town Crier Award)
Saturday 01.07.23	:	Bognor Coastal Arts Trail 'Preview Exhibition', Reynold's Furniture Store, High Street, BR
Monday 03.07.23	:	Meeting in Town Council Offices re. Bognor Regis Town Crier Competition for 2024
Sunday 09.07.23	:	BRTC 'Drive through Time' Motor Gala, West Park, Aldwick

**AGENDA ITEM 20**

**BOGNOR REGIS TOWN COUNCIL MEETING**  
**10<sup>th</sup> JULY 2023**

**AGENDA ITEM 20 - CORRESPONDENCE**

**FOR INFORMATION**

1. The Sussex Police and Crime Commissioner – When talking isn't working – Circulated to all Councillors 02.06.2023
2. Twinning minutes for May and June agenda - Forward to Cllr Steve Goodheart (Rep to Outside Bodies) 03.06.2023
3. NALC Job Listings 05.06.2023
4. Office for National Statistics - Consultation on the future of population and migration statistics in England and Wales 05.06.2023
5. West Sussex Mind News update 07.06.2023
6. Your latest news from St Wilfrid's Hospice – Circulated to all Councillors 07.06.2023
7. Littlehampton Town Council Progress newsletter Summer/Autumn 2023
8. NALC Chief Executive's Bulletin 08.06.2023
9. WSCC News release Working together to SCRAP fly-tipping – Circulated to all Councillors 08.06.2023
10. West Sussex Mind Adult Mental Health First Aid 08.06.2023
11. Sussex Alerts Volunteer Recognition Awards 2023 08.06.2023
12. VAAC E-bulletin 8th June – Circulated to all Councillors 08.06.2023
13. Sussex Alerts AMBER Heat-Health Alert for the South East – Circulated to all Councillors and on Social Media 09.09.2023
14. Sussex Alerts Air Quality Alert - Moderate Pollution Forecast for West Sussex – Circulated to all Councillors and on Social Media 09.06.2023
15. The Regis News 09.06.2023
16. May 2023 PSDF Factsheet – 09.06.2023
17. Arun & Chichester Citizens Advice May 2023 Newsletter – Circulated to all Councillors 09.06.2023
18. Arun Arts Company Community Conversation event leaflet 09.06.2023
19. STAR COUNCIL AWARDS 09.06.2023
20. The Sussex Police and Crime Commissioner - A heartfelt thank you to all our brilliant volunteers 09.06.2023
21. WSCC Cabinet – 20 June 2023- agenda – Circulated to all Councillors 12.06.2023
22. JOB LISTINGS 12.06.2023
23. Travellers - Avisford Park Recreation Ground in Aldwick – Circulated to all Councillors 12.06.2023
24. VAAC Upcoming Events June/July 23 – Circulated to all Councillors 12.06.2023
25. NALC EVENTS – Circulated to all Councillors 13.06.2023
26. WSCC News Release - WSCC News Release Celebrate the rich heritage and inspiring beauty of our wonderful county this Sussex Day – Circulated to all Councillors 13.06.2023
27. ADC Travellers in Arun – Circulated to all Councillors 14.06.2023
28. Tyler Murphy awarded with BCA Award at Westminster (Grant Aid recipient 2022)
29. NALC NEWSLETTER 14.06.2023
30. WSCC Carers survey 14.06.2023
31. Parish Online Newsletter #40
32. NALC Chief Executive's Bulletin – Circulated to all Councillors 15.06.2023

33. BID Newsletter - TASTE! Bognor Regis is back for 2023 – Circulated to all Councillors 15.06.2023
34. WSCC Residents'eNewsletter – Circulated to all Councillors 15.06.2023
35. The Regis School Networking Event – Circulated to all Councillors and on Social Media 15.06.2023
36. ADC Travellers off Charles Purley Way, Felpham – Circulated to all Councillors 16.06.2023
37. NALC Star Council Awards 2023 – Circulated to all Councillors 16.06.2023
38. The Sussex Police and Crime Commissioner - Over £2m awarded to support victims – Circulated to all Councillors 16.06.2023
39. Sussex Alerts - ASB Awareness Week 2023 Webinars – Circulated to all Councillors and on Social Media 17.06.2023
40. Sussex Alerts - Sussex Police & Crime Commissioner's 2023 #TalkSussex survey – Circulated to all Councillors and on Social Media 18.06.2023
41. ADC Travellers on Langmead Recreation Ground, East Preston - Circulated to all Councillors 19.06.2023
42. VAAC Felpham Networking event – Circulated to all Councillors 19.06.2023
43. NALC EVENTS – Previously circulated to all Councillors – 20.06.2023
44. BR TWINNING COFFEE MORNING ON JULY 1<sup>ST</sup> – Forwarded to Cllr Steve Goodheart (Rep to Outside Bodies) 20.06.2023
45. WSCC News Release - County Council recognised for supporting businesses on net zero journey – Circulated to all Councillors 20.06.2023
46. Sussex Alerts - 21 million scam emails reported – Circulated to all Councillors and on Social Media 20.06.2023
47. Office for National Statistics - Local authority update 20.06.2023
48. Bognor Regis BID - Call to action for BID businesses! -Circulated to all Councillors 21.06.2023
49. NALC NEWSLETTER 22.06.2023
50. ADC Traveller information Langmead Recreation Ground, East Preston – Circulated to all Councillors 22.06.2023
51. Sussex Alerts Only 35 days to help us reach our fundraising goal for youth work 22.06.2023
52. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 22.06.2023
53. West Sussex Mind Youth Mental Health First Aid 22.06.2023
54. VAAC E-bulletin 26th June 2023 – Circulated to all Councillors 23.06.2023
55. NALC STAR COUNCIL AWARDS 2023 – Circulated to all Councillors 23.06.2023
56. The Regis News 23.06.2023
57. Local Councils *UPDATE* issue 274 July 2023
58. BR BID COO Update June 2023 – Circulated to all Councillors 23.06.2023
59. The Sussex Police and Crime Commissioner - Dedicated team member recognised in King's Birthday Honours List – Circulated to all Councillors 23.06.2023
60. VAAC events and training – Circulated to all Councillors 26.05.2023
61. NALC JOB LISTINGS 26.06.2023
62. The latest from the UK's largest Public Sector Network 27.06.2023
63. NALC EVENTS – Circulated to all Councillors 27.06.2023
64. Heather Perrott Next International film at the Picturedrome 13.07.23 – Circulated to all Councillors 27.06.2023
65. WSCC New 500 Bus Service coming soon - increased access to essential services – Circulated on Social Media 27.06.2023
66. ADC - Travellers - North Green, adjacent to Nepcote Green in Findon Village – Circulated to all Councillors 27.06.2023

67. West Sussex Mind Training Brochure Summer 28.06.2023
68. NALC NEWSLETTER 28.06.2023
69. Twinning minutes for June and July agenda – Forwarded to Cllr Steve Goodheart 28.06.2023
70. Sussex Alerts Protecting your smart devices this summer – Circulated to all Councillors and on Social Media 28.06.2023
71. Govia Thameslink Railway - Barcode readers and eTickets now available at all GTR gated stations – Circulated to all Councillors and on Social Media 29.06.2023
72. Govia Thameslink Railway - Update on rail services during industrial action in July 2023 – Circulated to all Councillors and on Social Media 29.06.2023
73. ONS Consultation on the future of population and migration statistics in England and Wales 29.06.2023
74. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 29.06.2023
75. WSCC Community advice service offers free independent support to residents in West Sussex 29.06.2023
76. Sussex Alerts The July edition of OUR NEWS – Circulated to all Councillors and on Social Media 30.06.2023
77. The Sussex Police and Crime Commissioner Helping to build public confidence in policing – Circulated to all Councillors 30.06.2023
78. NALC JOB LISTINGS 03.07.2023
79. Sussex Alerts - Do you know what your children are doing online this summer? – Circulated to all Councillors and on Social Media 03.07.2023
80. VAAC Funding Focus - July 2023 – Circulated to all Councillors 03.07.2023
81. Latest news from St Wilfrid's Hospice – Circulated to all Councillors 03.07.2023
82. NALC EVENTS – previously forwarded to all Councillors 04.07.2023
83. Heather Allen BR BID - Really positive feedback from Sussex Police re BR BID / BRTC Community Warden – Circulated to all Councillors 04.07.2023
84. WSCC News Release -Investing in Better Roads – Circulated to all Councillors 04.07.2023
85. Clerks & Councils *Direct* July Issue 148 – 05.07.2023
86. NALC NEWSLETTER – 05.07.2023
87. Bognor Regis BID Newsletter – Circulated to all Councillors 05.07.2023

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 10<sup>th</sup> JULY 2023**

**AGENDA ITEM 21 - PICTUREDROME SITE UPDATE INCLUDING: -  
DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR  
RATIFICATION**

**Balance Sheet for The Bognor Pier Company Ltd.** - a copy of the detailed Balance Sheet up to and including 30<sup>th</sup> June 2023 will be copied to Councillors for information under separate cover.

**Update of Refurbishment Works at the cinema - report from the Group Operations Manager**

*"We are on schedule currently to open the main foyer, a further screen and set of toilets on the upper level and linkway to Screen 2 for the start of the summer holidays 21<sup>st</sup> July 2023.*

*Façade of the Picturedrome cinema and the display boards outside refurbishment*  
*We had the signage surveyed. The current signage needs removal and replacing. The plan is first for removal. The tenant is aware of listing status of the building and full consultation requirements of the District Council on what would be an 'acceptable' replacement. 'Like for like' we have been quoted a net of £26k for replacement due to the bespoke and specialist nature of works. The tenant may therefore look to submit a planning application for signage more sympathetic to the building. In the interim, temporary signage will be proposed until a permanent solution in keeping with the Façade of the building is passed - this will potentially be a torsion banner type.*

*Request for an update on the following items from a BRTC Member - responses in blue*

- *Exterior lighting (white lighting) around the entrance canopy - LED white lighting is in place under the canopy.*
- *Neon signage? Film information signage - this is covered in first note above - first phase will be removal - repair is cost inhibitive, so renewal or submission to planning of more sympathetic signage to building is planned.*
- *Poster display - all external posters will be illuminated. We will also look to move to LED screens within cinema frames, giving the traditional cinema look.*
- *Tower illumination - planning permission is required for this use. No current plans at this stage. The tenant is aware of planning and associated permissions.*
- *New entrance to the cinema through the old shop - this will be in place with the opening of Screen 4, awaiting submission of planning application to the District Council by the tenant. Disabled access ramp will be provided internally alongside current stairway to top foyer level Screens 3 and 4 and main foyer.*
- *Plans for the restaurant area - Phase 2 of construction once the Main foyer is open. Restaurant area can then be sealed once original foyer is fully operational.*
- *Any plans for bike racks - not on current plans. 2 are already in place around by the side extension."*

**Further works undertaken by the tenant** - whilst undertaking works on the ground floor to the old pay desk area off of Screen 1, damage to the floor joists has been identified owing to damp ingress due to blocked air bricks (see picture below). This area is to be used as an office, and these unforeseen additional works have impacted on progress with other planned works, causing further unexpected delays to the refurbishment works.



**Canopy painting** – owing to limited BPCL funds at present and the Town Force current workload, it is hoped that the team will be able to spot treat the rust areas on the canopy to enable them to then freshen the paintwork prior to the reopening to the front of the building. Once time allows and funds become available the paint will be stripped to bare metal. Undercoat and metal paint will then be applied for a more permanent job.

**Members' Briefing to allow the mechanisms of The Bognor Pier Company Ltd. loans etc. to be explained - Min. 34.5 refers** – Members will recall that at the Annual Town Council meeting it was suggested it would be useful for a briefing to be arranged for all Councillors but particularly new Councillors at which the mechanisms of The Bognor Pier Company Ltd., loans etc, could be explained. This was raised again at the Policy and Resources Committee meeting in June, and it was agreed that this be arranged with Mr. Kemp in attendance, subject to his availability. Liaison has now taken place with Mr. Kemp and two

## AGENDA ITEM 21

possible dates have been suggested. These are Monday 21<sup>st</sup> August and Tuesday 22<sup>nd</sup> August 2023 at 6.30pm. There are currently no ADC meetings scheduled for either of these evenings so hopefully the majority of Councillors would be available. Members are therefore asked to agree which of these two dates would be preferable.

### DECISION

To **AGREE** the date for a Members' Briefing to allow for the mechanisms of The Bognor Pier Company Ltd., loans etc, to be explained for Monday 21<sup>st</sup> August or Tuesday 22<sup>nd</sup> August 2023 at 6.30pm, so that the arrangements can be made.