



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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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 4<sup>th</sup> SEPTEMBER 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 4<sup>th</sup> September 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 29<sup>th</sup> DAY OF AUGUST 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 adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
  4. To APPROVE the Minutes of the Council Meeting held on 10<sup>th</sup> July 2023
  5. Reports from WSCC County and ADC District Councillors (if available)
  6. Written Questions from Councillors
  7. Adjournment for public question time and statements
  8. To consider any written dispensation requests received from Town Councillors
  9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
  - 9.1 **Policy and Resources Committee Meeting of 31<sup>st</sup> July and the Extraordinary Meeting of 21<sup>st</sup> August 2023** with resolutions, recommendations and reports including: -
    - Recommendation that an amendment should be made to Standing Order 3j in relation to Councillors standing when speaking, to reflect that Councillors are no longer required to do so - Min. 36 refers
  - 9.2 **Community Engagement and Environment Committee Meeting of 7<sup>th</sup> August 2023** with resolutions, recommendations and reports
  - 9.3 **Planning and Licensing Committee Meetings of 18<sup>th</sup> July, 8<sup>th</sup> and 29<sup>th</sup> August 2023** with resolutions, recommendations and reports
  - 9.4 **Events, Promotion and Leisure Committee Meeting of 17<sup>th</sup> July 2023** with resolutions, recommendations and reports
  10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
  11. To note the List of Payments and Transfers made in [June](#) and [July](#) 2023 and to note the [balances, bank reconciliations and financial reports](#) (August not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
  12. Notice of Motion (S.O. 9.0) proposed by Cllr. S. Goodheart  
***"Bognor Regis Town Council ("the council") calls on Arun District Council to reconsider their position on the future use of the Brewers Fayre Site. On 19<sup>th</sup> June, Arun's Economy Committee agreed: "That officers investigate a feasibility study into Option 1, to include both the shorter term and the longer-term options discussed. As well as arranging a site visit for members. Officers are also instructed to hold urgent discussions with Arun Arts."***

***This will lead to lost time as the officers confirmed at the time that the site would remain empty in the meantime and that conversations with interested parties cannot commence. Further delay would likely impact next summer's offering from the Brewers Fayre site.***

- ***This council therefore agrees to write to the Chair of the Economy Committee, Cllr Roger Nash and the Leader of Arun District Council, Cllr Matt Stanley to ask them to convene an urgent meeting of the Economy Committee to reconsider their position and open up discussions with interested parties, including commercial operators. This letter will be copied to all Arun District Councillors.***
  - ***This Motion also requires that within the letter to Arun District Council, it includes that the council requests a meaningful opportunity to review and be consulted on any future plans.***
  - ***This council wants to express it's views to ADC about the future use of the old Brewer's Fayre site, by supporting the site be used as a multi-use facility using the entire building.***
  - ***This Motion also calls on Arun District Council to provide an update on the Bognor Regis Regeneration Masterplan and on an update as to when this council and residents will be consulted."***
13. To note the details of a Workshop, organised by the Bognor Regis Regeneration Board, in relation to the Wayfinding Strategy
  14. To reconsider whether the Town Council should be a BID Levy payer (Min. 11.3 refers)
  15. To note the details of a Members Briefing in relation to the BRTC Vision
  16. Planning and Licensing Committee - to consider any appointments to fill the current vacancies - deferred from previous Meeting (Min. 53 refers)
  17. To consider the appointment of a Representative to the Network for Neighbourhood Planning and to consider any additional appointments of Representatives to 'Outside' Bodies - deferred from previous Meeting (Min. 54 refers)
  18. To consider the membership of a Working Party, appointed at the last meeting, to discuss the future of Bognor Regis Town Hall – deferred from previous Meeting (Min. 57 refers)
  19. Mayor's Report and duties undertaken
  20. Town Crier's Report and duties undertaken
  21. Reports from Representatives to other organisations
  22. To receive Correspondence
  23. Picturedrome Site update including: -
    - Director's report, any urgent actions taken for ratification
    - To note receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (second quarter payment for 2023)

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



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

**HELD ON MONDAY 10<sup>th</sup> JULY 2023**

### **PRESENT:**

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, R. Nash, Miss. C. Needs, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, P. Wells and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
AC Kraig Melville-Bellwood (Mayor's Cadet) (part of meeting)  
Cllr. S. McDougall (ADC Councillor) (part of meeting)  
3 members of the public (part of meeting)

***The Meeting opened at 6.34pm***

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

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

Apologies for absence were received from Cllr. Goodheart due to family reasons, Cllr. Waterhouse who was unwell and Cllr. Woodall due to personal reasons.

### **39. 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. Batley declared an Ordinary Interest in Agenda items 14 and 16 as an Arun District Councillor***

***Cllr. Brooks declared an Ordinary Interest in Agenda item 16 as an Arun District Councillor***

***Cllr. Nash declared an Ordinary Interest in Agenda item 16 as an Arun District Councillor***

***Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 16 as an Arun District Councillor***

***Cllr. Oppler declared an Ordinary Interest in Agenda item 16 as an Arun District Councillor***

***Cllr. Ralph declared an Ordinary Interest in Agenda item 15 as a Bersted Parish Councillor***

***Cllr. Stanley declared an Ordinary Interest in Agenda items 14 and 16 as an Arun District Councillor***

***Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 16 as an Arun District Councillor***

***Cllr. Wells declared a Disclosable Pecuniary Interest in any discussion relating to the Bognor Regis Concert Band as the supplier of their uniforms. He further declared an Ordinary Interest in any discussion relating to the Bognor Regis BID, as a levy payer, as well as any discussion regarding Bognor Regis Pier Trust, as a member of the Trust. Cllr. Wells lastly declared an Ordinary Interest in Agenda item 15 as a Bersted Parish Councillor***

***Cllr. Mrs. Yeates declared an Ordinary interest in Agenda items 14 and 16, as an Arun District Councillor and Agenda item 15 as a Bersted Parish Councillor***

**40. TO APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 22<sup>nd</sup> MAY AND THE SPECIAL COUNCIL MEETING HELD ON 5<sup>th</sup> JUNE 2023**

The Minutes of the Annual Town Council Meeting held on the 22<sup>nd</sup> May and the Special Council Meeting held on the 5<sup>th</sup> June 2023 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chairman.

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

Cllr. Nash addressed Members as a dual-hatted Councillor, reporting on the recent UKSPF meeting held at Arun. Just over £1m UKSPF funding has been secured, and of the 25 projects agreed at the meeting, Cllr. Nash was pleased that a number of these were within the Bognor Regis area. Underspend was also discussed at the meeting, with the potential of using this as part of an 'enterprise education' initiative in secondary schools. Cllr. Nash spoke positively of the meeting, describing it as interesting.

Cllr. McDougall, an ADC Councillor for Pevensey Ward seated in the public gallery, spoke of his displeasure at the previous administration's financial handlings at the District Council. He stated that they had failed to make £2m worth of cuts with, he believed, a further £2m in cuts needing to be made. He described the Housing Revenue account as being in poor order and verging on bankruptcy, in his opinion. As a Member of the Arun's Planning Committee, he also felt that the Local Plan was in disarray but acknowledged that things had been moving along in relation to regeneration sites. Cllr. McDougall expressed his hopes of a more positive four-year term, within the new administration.

The Town Clerk gave a verbal report on behalf of Cllr. Patel, WSCC Councillor for Bognor Regis West and Aldwick. The report advised of an upcoming road closure at Hook Lane to Lower Bognor Road and Pagham Road. West Sussex Fire and Rescue Service are establishing a new Wildlife Prevention Patrol, which aims to minimise fire risks. Lastly, Members were advised that WSCC is investing a further £4.5 million into maintaining the county's highways, following a sharp increase in safety defects and potholes reported by residents.

**42. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

**43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS*****The Chairman adjourned the Meeting at 6.42pm***

A Member of the public, who had proposed the Resolution made at the Annual Town Meeting of Electors, held on 13<sup>th</sup> March 2023, spoke again of his disappointment with the Regis Centre development, which he didn't believe was 'real' regeneration although it was welcome. He hoped that the current plans for the theatre could be classed as 'phase one', with the possibility of having 'phases two and three', to take improvements further. Comment was made regarding the boarded-up building, which was previously the Brewer's Fayre, and the potential of turning this into a 'boardwalk', to link this and the theatre project together. The member of the public spoke of the 'key' development area being the Hothampton car park and his hopes that the Town Council would support expanding regeneration within the Town.

The same member spoke in favour of his suggestion for asking ADC to conduct a second review of parishing arrangements (as per Agenda item 15) to establish how democratically healthy they are. There has been a sharp increase in unelected Councillors on some Council's within the District, who are able to make large financial decisions, which he stated was a concern. He believed that the public should be consulted about what they want.

Finally, the member of the public commented about the noticeboard situated outside of the Picturedrome Cinema, which was described as being in a poor state, and asked if anything could be done about it.

The Town Clerk read a written question which had been received from a member of the public, concerning plans to close railway ticket offices around the country, including in Bognor Regis. The question sought to ascertain how Town Councillors felt about these proposals, which the member of the public claimed would restrict passengers' access to the best value tickets, worsen passenger services, limit access to disabled, elderly and vulnerable rail passengers, affect safety and security to staff and passengers, and lead to the widespread de-staffing of the country's railway stations.

Members present spoke in agreement with the sentiments expressed, concurring that closing the ticket office would only have a negative impact on the customer experience.

The Town Clerk advised that this would usually be referred to the Community Engagement and Environment Committee for discussion, but due to the current public consultation being held by GTR on these proposals closing on 26<sup>th</sup> July, this subject would be added to the Agenda for the Planning and Licensing Committee meeting to be held next Tuesday 18<sup>th</sup> July, for any official comment from BRTC. Any Members interested in discussing this further were encouraged to either make representation as individuals or to attend the Planning Meeting, to which the member of the public who sent the question would also be invited.

Cllr. Wells asked the Town Clerk whether it was possible to review the Town Council's Standing Orders, to allow for any urgent actions, such as this, to be discussed at Council meetings, without the need for referring to the next relevant Committee, which ultimately takes time. The Town Clerk will investigate the feasibility of implementing this for actions deemed urgent and will report back to Members.

Another member of the public requested an Agenda item to be added to a future meeting of the Policy and Resources Committee, to discuss and address the recent closure of banks within Bognor Regis Town Centre. The Town Clerk confirmed that this matter had already been discussed at the last meeting of the Committee, having been referred from the Annual Town Council Meeting. A letter was sent to Barclays and HSBC, who had both announced the closure of their branches in Bognor Regis, expressing the Town Council's discontent at not being consulted with. A further letter was sent to the remaining banks in the Town Centre to ascertain their future plans.

Lastly, a member of the public spoke positively about the management team at The 39 Club who, despite recently closing their doors, were working hard to get the Centre running in some capacity, and looking at grants that they may be able to apply for. He expressed hope that the Town Council will continue to support The 39 Club. Cllr. Batley, who is the Town Council's representative to the club, advised of a meeting he had been invited to attend to discuss their future plans.

***The Chairman thanked the members of the public for their questions and reconvened the Meeting at 7.03pm***

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

There were no written dispensation requests received from Town Councillors.

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

**46. Policy and Resources Committee Meeting of 5<sup>th</sup> June 2023**

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

**47. Community Engagement and Environment Committee Meeting of 12<sup>th</sup> June 2023**

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

**47.1 Min. 7.1 – 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**

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

**47.2 Min. 7.2 - Beach and Sea Access Topic Team**

Members discussed the ongoing project of beach access and vented frustration at the lack of progress made in recent years. Hope was expressed that under the new ADC administration, this could be moved forward. Several Councillors spoke of the project undertaken on Worthing seafront, where beach wheelchairs are being hired out for use on a single all-terrain rollator to help disabled residents and visitors access the beach. Cllr. Nash, in his capacity as Chairman of the Environment Committee at ADC, agreed that this provision should be actively looked at by ADC. A fellow dual-hatted Councillor stated that full consultation, in relation to beach access in Bognor Regis, had been carried out by ADC with an Engineer's report presented for consideration. There appeared to have been little progress, despite the consultation findings, and Members hoped that the project would now regain some momentum.

**48. Planning and Licensing Committee Meetings of 23<sup>rd</sup> May and 6<sup>th</sup> and 27<sup>th</sup> June 2023**

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

**49. Events, Promotion and Leisure Committee Meeting of 30<sup>th</sup> May 2023**

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

Cllr. Dawes spoke of the success of the Town Council's Drive through Time Motor Gala event, which took place on Sunday 9<sup>th</sup> July and thanked the Events team and Town Force for their hard work. The Mayor, who was in attendance concurred, as did other Councillors present.

**49.1 Min. 13.9 - Further consideration of utilisation of funding to support Bognor Regis Concert Band**

A Councillor expressed disappointment that a meeting with the Bognor Regis Concert Band had not yet taken place. Cllr. Batley confirmed that a meeting would be taking place within the next week and the Mayor further advised that he would soon be meeting the Band in person.

50. **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'.

51. **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**

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

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

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

Members spoke highly of the Late Alderman Mrs. Stinchcombe, with many comments made on the important work she had undertaken at both District and Town level and her 'formidable' character, being a lighting beacon for the formation of Bognor Regis Town Council.

It was suggested that, as such an important figure in the community, a local street could be named in Mrs. Stinchcombe's honour with the unnamed highway located directly in front of Bognor Regis Town Hall considered as the perfect place.

Members unanimously **AGREED** a maximum spend of up to £350 for a wooden plaque with a brass engraved plate, on which appropriate wording would be dedicated to Alderman Mrs. Pat Stinchcombe, to be displayed in the Council Chamber at Bognor Regis Town Hall. It was further **AGREED** that the Town Clerk would liaise with Mrs. Stinchcombe's family about the wording and that what was proposed would be circulated to Councillors for approval.

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

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

Members unanimously **AGREED** 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.

As there were no other nominations for the remaining vacancy, this will be deferred to the Council Meeting to be held on 4<sup>th</sup> September 2023. Any Members interested in filling this vacancy on the Planning and Licensing Committee are asked to contact the Town Clerk.

**54. TO CONSIDER ANY ADDITIONAL APPOINTMENTS OF REPRESENTATIVES TO 'OUTSIDE' BODIES DEFERRED FROM THE PREVIOUS MEETING - MIN. 11 REFERS**

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

**54.1 Arun Partnership Advisory Board - Early Help**

Following the Officer recommendation, and since no further information had yet been received from the Board, Members **AGREED** to **DEFER** the appointment of a Representative to the Arun Partnership Advisory Board Early Help to the Council Meeting in September.

**54.2 Arun District Association of Local Councils (ADALC)**

With no nomination for a second Representative to ADALC forthcoming, Members **AGREED** to **DEFER** the appointment of a second Representative to the Council Meeting in September.

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

With a response received from the Bognor Regis BID in time for the meeting, the Town Clerk gave a verbal report following the Town Council's request to consider allowing the appointment of a Town Councillor Representative, alongside the current Officer only representation (Min. 11.3 refers). Members **NOTED** that, on this occasion, the request had been denied and it was agreed that, owing to the lengthy written responses received, these would be circulated by the Clerk to Members for information.

***Cllr. Wells declared an Ordinary Interest as a member of the Bognor Regis Heritage & Arts Partnership Board***

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

Although, at the Policy and Resources Committee Meeting held on 5<sup>th</sup> June 2023, Cllr. Wells had expressed an interest in being appointed as the Reserve Representative to the Bognor Regis Heritage & Arts Partnership Board (Min. 7.2 refers), he informed Members that he had not yet stepped down from his current position on the Board and, therefore, asked that consideration of his appointment be deferred to the September Council meeting.

**54.5 Rampion 2 Community (Coastal) Project Liaison Project**

Following confirmation that the organisation was agreeable to the Town Council's request, and there being no other nominations, Members unanimously **AGREED** to **RATIFY** the appointment of Cllr. Goodheart as the

reserve Representative to the Rampion 2 Community (Coastal) Project Liaison Group.

**54.6 Stonepillow (Christian Care Association)**

Following an approach by Stonepillow for Cllr. Barrett to become a Representative to the charity for 2023/2024, Members unanimously **AGREED** to **RATIFY** the appointment of Cllr. Barrett, as a Representative to Stonepillow, in addition to the Mayor of Bognor Regis' automatic role as Patron.

**54.7 West Sussex ALC Ltd.**

With no nomination for a Reserve Representative to West Sussex ALC Ltd. forthcoming, Members **AGREED** to **DEFER** the appointment of a second Representative to the Council Meeting in September.

**55. CONSIDERATION OF ANY RESOLUTIONS MADE AT THE ANNUAL TOWN MEETING OF ELECTORS ON 13<sup>th</sup> MARCH 2023**

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

The Chairman invited the Town Clerk to read the Motion as follows:

***“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.”***

A Member queried how many electors had attended the Annual Electors Meeting, to have voted on this Motion. The Assistant Clerk confirmed there were less than 10 electors present, which although a low turnout, is unfortunately a fairly standard attendance for these meetings.

The Motion was discussed at length with many agreeing that although the Regis Centre redevelopment was not necessarily 'perfect', it was at least taking the Town in the right direction and should be looked at as the first phase of the process. A Member stated that regeneration for the Town was 'moving in the right direction', disagreeing with the statement in the Motion, which said the current proposals were 'not regeneration'.

Some felt that many of the previous regeneration proposals would no longer be feasible due to the Place St Maur development, and that residents want to see progress, not continual consultations or the discussion of old ideas. A Member believed that the consultation carried out in 2015 was comprehensive and that the last thing people wanted to see was another wide-scale consultation, but to see delivery.

Members discussed the news that officers at ADC had been asked to investigate the feasibility of reinstating the old Royal Hall, which had the potential to provide 500-600 additional retractable seats. The Mayor spoke of the Bognor Coastal Arts Trail Exhibition event which he had recently attended. The organisers had commented that the Town was lacking in indoor spaces to display exhibits, with the same comments having been made by the Bognor Regis Arts Society.

Further comments were made by Members on the importance of delivering regeneration projects in a timely and decisive manner, particularly where funding has been granted by the government (such as the Levelling Up fund).

Concerns were raised as to the position of Arun Arts during the project, and where they would be relocated to.

***Cllr. Nash declared an Ordinary Interest as a volunteer to Arun Arts***

A Member reminded those present of the importance of ensuring local community groups, such as Arun Arts, were not faced with huge price increases for using the theatre, once completed.

***Cllr. Stanley redeclared an Ordinary Interest as an Arun District Councillor***

It was proposed, and seconded, that the Resolution simply be noted by Members to allow the Town Council the flexibility to look at other options going along. Following a vote, Members **AGREED** to **NOTE** the Resolution.

**56. 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**

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

***Cllr. Wells redeclared an Ordinary Interest in this Agenda item as a Bersted Parish Councillor***

Further to brief discussion, Members **AGREED** not to include this item on a future agenda.

57. **TO CONSIDER THE APPOINTMENT OF A WORKING PARTY AND ITS MEMBERSHIP, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL**

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

***All dual-hatted Councillors redeclared their Ordinary Interest as an Arun District Councillor***

The Mayor stated that he had sought the advice of the Monitoring Officer at Arun District Council, specifically relating to the setting up of a Working Party and the involvement of dual-hatted Councillors in such discussions. Some fellow dual-hatted Councillors shared their belief that they, and others, should not sit on a Working Party that related to the future of Bognor Regis Town Hall. A Member recommended that the Working Party be a cross-party group.

Members unanimously **RESOLVED** to set up a Working Party to facilitate discussions on the future of Bognor Regis Town Hall.

With no formal approach having yet been made by ADC, the Town Clerk suggested deferring the membership. Following a vote, Members **AGREED** to **DEFER** considering the membership of the Working Party to the September Council Meeting. It was further **NOTED** that if discussions needed to be expedited, an Extraordinary Council Meeting could be called.

58. **MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

The Mayor spoke favorably of the Town Council's Drive through Time event, which took place on Sunday 9<sup>th</sup> July, having attended in his formal capacity, alongside the Town Crier, and requested his thanks to be passed onto the Events team. He went on to reference other Town Council organised events and paid tribute to the multi-talented staff involved.

The Deputy Mayor spoke of her enjoyment of the four events she'd attended, and her honour at being part of the Parade for the Littlehampton Armed Forces Day event.

A Member commented on the events listed on the report as having not been attended, and asked whether another Councillor could be invited, should neither the Mayor nor Deputy be able to attend. The Civic & Office Manager confirmed that one of the events was very last minute, after the new Mayor and Deputy had been appointed, with two of the other events having been attended by another Councillor. She further confirmed that it is not always the case that another Councillor is automatically invited, and that it is dependent on the invitation, and whether those organising the event would be agreeable to the attendance of another representative should the Mayor or Deputy be unavailable.

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

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

The Mayor expressed his gratitude to the Town Crier for the excellent job she does for Bognor Regis, of which Members concurred, and wished her luck for the upcoming Town Crier Guild Championship competition.

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

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

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

**60.1 Cllr. Barrett** - Bognor Regis Heritage & Arts Partnership Board; BRTC/ADC Liaison Meetings; Rampion 2 Community (Coastal) Project Liaison Group.

**60.2 Cllr. Batley** - BRTC/ADC Liaison Meetings; The 39 Club; Bognor Regis Foodbank; UK Harvest.

**60.3 Cllr. Smith** - Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Regeneration Board.

**60.4 Cllr. Woodall** - BRTC/ADC Liaison Meetings; Bognor Regis Carnival Association; Grandad's Front Room; Southdowns Music Festival.

**61.** It was **RESOLVED** to vary the order of business to allow the additional Agenda item, to be discussed at this point of the meeting - S.O. 10(a)(vi).

**62. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM (IF AVAILABLE)**

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

Included within the verbal report was the news that Bognor Regis Town Centre had been identified for special funding from the Sussex Police and Crime Commissioner's Office, as a hotspot for anti-social behaviour, with high levels of crime.

As a business owner in the Town Centre, a Member disagreed with the statement expressed in the report, that Sussex Police are 'working with businesses to see what impact anti-social behaviour is having', stating that 95% of businesses in the 'East End' of Bognor Regis haven't been spoken with. He advised that upon recently approaching a PCSO in the Town Centre, they stated that they were the only PCSO on duty at that time for all of Bognor Regis and Littlehampton. The Member expressed views that the Crime Commissioner's Office should do more to engage with businesses as a whole, and not just prioritise communication through the Bognor Regis BID's Crime Reduction Partnership.

Another Member, with a business in the Town Centre, suggested that graffiti was one of the biggest problems, and felt that no action was being taken by Sussex Police, despite the crimes being reported.

The Mayor wished to bring to Members' attention a letter he'd received from a constituent, advising that Portsmouth Water would be installing a water meter at her property, despite her not asking for one, with an engineer arriving to do so just a few days after the letter was received. On contacting the company, Cllr. Oppler learnt that Portsmouth Water apparently has the right to install water meters at any customer's address regardless of whether it is then put into operation.

The Assistant Clerk confirmed that the above comments would be passed on at the next Arun Parish Neighbourhood Policing Team Meeting on 20<sup>th</sup> July 2023.

### **63. TO RECEIVE CORRESPONDENCE**

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

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

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

#### **64.1** Members **AGREED** that a Members' Briefing should be held on Monday 21<sup>st</sup> August 2023 at 6.30pm, to allow for the mechanisms of the Bognor Pier Company Limited, loans etc. to be explained to Councillors.

Questions were raised regarding the status of the access ramp and whether it would be a permanent fixture at the cinema. The Town Clerk confirmed that, as far as she was aware, the ramp would be permanently in situ, as per the plans.

Another Member asked the Town Clerk whose responsibility the exterior decoration of the cinema was. It was confirmed that Bognor Pier Company Limited had ultimate responsibility for the exterior décor, however, the new doors are the responsibility of the tenant.

Comments were made regarding the neon signage and the tower illumination which a Member expressed disappointment in hearing that planning permission is now required.

It was suggested that the Town Clerk forward appropriate dates for Members who would like to have a tour of the Picturedrome, which would most likely be in autumn prior to the half term school holidays, due to the upcoming summer holidays. This was **AGREED** with a Member requesting that a tour during the daytime be considered.

***The Meeting closed at 8.31pm***



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 31<sup>st</sup> JULY 2023**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Heather Allen (Bognor Regis BID COO) (part of meeting)  
Matt Reed (part of meeting)  
2 members of the public

*The Meeting opened at 6.30pm*

## **26. 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. N. Smith with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

## **27. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 6, in Agenda item 9 as a Member of the Bognor Regis Heritage & Arts Partnership Board, and Agenda item 10 as the Town Council appointed Representative to Arun District Association of Local Councils***

***Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 10 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 Agenda item 8, as a BID levy payer, Agenda item 9 as a Member of the Bognor Regis Heritage & Arts Partnership Board, and Agenda item 19 as a sponsor of one of the Town Council's planters. He also declared a Disclosable Pecuniary Interest in Agenda item 16 as he sells the discs for the 2 Hour Free Parking Scheme and would leave the Meeting when this item was discussed***

**28. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> JUNE 2023**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 5<sup>th</sup> June 2023 and these were signed by the Chairman.

**29. 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.

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

### **30.1 5<sup>th</sup> June 2023 – Min. 18 – Local Bank Closures**

At the last meeting it was agreed that letters should be sent to Barclays and HSBC "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 has also been sent to both NatWest and Lloyds to ascertain their position. Responses received from Barclays and HSBC have already been shared with Members along with an acknowledgement letter received from NatWest. It is now understood that the NatWest Bognor Regis branch will also be closing on 28<sup>th</sup> September 2023, and that they have advised their customers of their plans to introduce a community pop-up site following their closure.

With many customers of all these local banks choosing to bank by mobile apps, online or via telephone banking the numbers of customers visiting branches has fallen significantly, with banking remotely becoming the norm.

Barclays have advised that they have been in contact with their regular customers who use the branch and advised them of their plans as well as undertaking outreach calls with those more elderly/vulnerable customers. They are working on plans to stay in the community and customers will be able to talk to someone in person. They are currently finalising the details of where they will be based and will share the details locally once this is confirmed.

HSBC have invested heavily in their 'post closure' strategy, including a Community Tablets programme, through which they distribute free tablets to those who have no other means of getting online. They can then teach them how to use the tablet, and how to access their banking online. They are able to track usage of this, so they can contact customers who have received a tablet, but not used it.

They also offer HSBC@Home, a series of instructional and educational tutorials designed to support with the most basic everyday banking queries, along with support when banking digitally. They run Community Pop-Up events, where customers can complete everyday banking tasks, which, in Bognor Regis, take place at Bognor Library, the next of which is on 02 August 9.30am – 1.00pm (and a further two sessions on 06 August 9.30am -1.00pm and 04 October 9.30am – 1.00pm). They are advertising the events to local customers but have asked the Council to help them raise awareness with our constituents through our own communications. The frequency of the pop-ups is driven by customer demand, so they are trying to ensure as many customers know about these as possible.

They understand the Council's concerns about elderly and vulnerable customers and can assure the Council they have a specific plan to support these customers. They have written to all regular users of the Bognor Regis branch, and from this group of customers they identified those who are vulnerable. They contacted these customers to provide solutions to their ongoing banking needs post-closure, through writing and telephone. The community pop-up events also allows customers to undertake a range of banking services including digital account opening and servicing, online and mobile banking help, and education on fraud and Post Office services.

Having listened to the Clerk's report, many Members felt that the treatment from those banks due to close branches in Bognor Regis had been less than satisfactory with a complete neglect of social need. The suggestion of a banking hub was considered crucial by many, with the idea that one could be located in Bognor Regis Town Hall. A Member asked whether the Town Council could ask Arun District Council, as Landlord of the Town Hall, to write to those banks closing about setting up a hub. The Clerk advised that it was not possible for Members to resolve that such action be taken at this point in the Agenda but suggested that the matter could be included on a future Agenda for consideration.

### **30.2 5<sup>th</sup> June 2023 – Min. 19 – New location for the Model Bathing Machine**

Following the request from the Bognor Regis Museum to consider a new location for the model bathing machine, Members agreed at the last meeting that delegated authority be given to the Town Clerk regarding the final location for the model to allow for this to once again be on public display. Liaison with the Chairman of the Museum has been undertaken who has advised that following his initial discussions with the Royal Norfolk Hotel he has received a very positive response to the possibility for this to be located within their grounds. Discussions are ongoing and Members will be updated once further information becomes available.

### **30.3 30<sup>th</sup> January 2023 – Min. 119.3 – Bognor Regis 2-Hour Free Parking Discs**

Members were last updated on the Bognor Regis 2-Hour Free Parking Discs Scheme at the meeting held on 30<sup>th</sup> January. The Committee were advised that an update had been requested on how the future provision of the Scheme for Bognor Regis was now being dealt with following the ADC Environment Committee resolving not to commission a Parking Services Review in November 2022. Officers were also asked whether Arun District Council were happy to continue to support the Disc Scheme including the recommendations put forward that had been submitted to the Town Council by the Bognor Regis BID in relation to it, that had unanimously been supported by Members at a meeting back in September 2022 – Min. 58 refers.

Following some liaison with officers, a proposal was finally received from ADC at the end of the week before the Clerk's annual leave seeking comments and agreement to their proposal by the end of July 2023.

The Parking Services Manager at ADC was advised that this would need to be placed before Members for consideration, which in view of the timescale would not be possible to achieve by the end of the month. The Clerk will therefore be liaising with the Chairman to call an Extraordinary Meeting of the Committee to discuss this matter in detail once the opportunity to review the document and understand its implications has been undertaken.

#### **30.4 Town Council's Annual Insurance Renewal**

Details of the Town Council's annual insurance renewal has now been received. In order to ensure rate reliability, a 3-year binding Long Term Agreement was set up with Hiscox Insurance Company Ltd. This agreement is now entering its final year with expiry on 9<sup>th</sup> August 2024. Premium increases are however affected by an annual inflationary increase as a result of (index linking) applied to the sums insured for the assets covered against loss or damage as well as any imposition by the Government of a higher rate of Insurance Premium Tax (IPT). This year the premium has been quoted as £8,490.02 plus £1,018.80 (IPT) and £75.00 Admin Fee making a total of £9,583.82 against £9,480.48 in 2022.

#### **30.5 Town Force Vehicle Insurance Renewal**

The Town Force Vehicle Insurance is also up for renewal with effect from 10<sup>th</sup> August 2023. The premium for this year has been quoted as £2,550.00 with £306.00 (IPT) and £25.00 Admin Fee making a total of £2,881.00 against £2,209.00 in 2022. The price increase also reflects the addition of the 3-year-old Ford Connect replacement van with a refund being applicable when the old Escort van is removed from the insurance, once this has been sold.

#### **31. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF DIGITISING TOWN FORCE OPERATIONS**

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

The Chairman invited the Clerk to give an outline of the proposal to digitise Town Force operations. However, as the report was quite detailed, the Clerk suggested that if Members had not yet had the opportunity to read the report then the matter be deferred, to allow Members extra time, rather than choosing a lesser option that wouldn't meet requirements.

Given the costs involved with some of the options presented, a Member felt that more information was required and was keen for Officers to look at other apps that might be available. A Member asked if it would not be better to review the way the organisation of Town Force works and stated that they would be interested to listen to the Town Force Manager's views.

A Member supported the concept in principle and, being resolutely opposed to increasing staffing levels, felt that IT could provide solutions.

The Chairman commended the Town Force Manager on the work that had gone into researching and reporting but asked that they revisit the

proposals. He invited Members to email him any questions, within the next week, which he would collate and send to the Clerk for the Town Force Manager's attention.

Members **AGREED** to **DEFER** any decision to digitise Town Force operations until alternative options had been explored with a report brought back to the Committee for further consideration.

In noting the second part of the Town Force Manager's report, providing an update on Town Force activities, the issue of graffiti was discussed. Praise was given, by several Members, to the efforts of Town Force in removing graffiti around the Town. A Member believed that until the Police start dealing with the problem, and shops stop selling spray cans, the persistence of graffiti would not go away.

There was concern amongst a couple of Members that, having purchased a ride on mower, Town Force would be asked to take on more cuts to fill the gaps left by West Sussex County Council's reduction in their own grass cutting schedule.

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

The Projects Officer's report was **NOTED**. With Heather Allen from the Bognor Regis BID seated in the public gallery, Members were invited to ask any questions.

A Member asked for an update in relation to the vacant Brewer's Fayre site and any future plans. Ms. Allen confirmed that the BID had worked as delivery partners with Arun District Council on the graphics presently adorning the building. It was her understanding that Officers at Arun had been tasked by Members to look into the feasibility of reviving the Royal Hall which had previously occupied the site. As this was an Arun District Council matter, Ms. Allen could add nothing further.

Members were reminded that BID Team updates are available on their website and are free to sign up to.

**33. TO RECEIVE A PRESENTATION IN RELATION TO A PROPOSAL FROM THE BOGNOR REGIS BID TO INSTALL AN AUGMENTED REALITY ARCHWAY ON THE PROMENADE**

The Chairman welcomed Matt Reed to the meeting and invited him to deliver a presentation to Members.

On behalf of the BID, Heather Allen firstly addressed the Committee to explain that whilst the Augmented Reality project was being presented by the BID, it actually related to a priority that was identified by stakeholders about improving perception in Bognor Regis.

Having stated that she was keen for the Town Council to support the idea, Ms. Allen handed over to Matt Reed, the artist that had been working with the BID on the project.

Following a brief introduction about his background, Mr. Reed gave an outline of the Augmented Reality project which would immerse users of mobile phones into a digital world reflecting the seafront heritage of Bognor Regis. Having scanned a QR code, users walk through the archway, which acts as a time portal, whereupon they will see 3D representations of a row of bathing machines situated on the beach. Also represented will be an image of Mary Wheatland, played by local actor Vicky Edwards, enrobed in a historically accurate costume and reciting a script developed with the support of local historian Sylvia Endacott. Mr. Reed reported on the progress to date which included the funding that had been secured. The presentation concluded with the Committee being reminded that the Town Council were not being asked to financially contribute to the project, however, it was hoped that they could support the project which was intended to be in place for 18-months.

Questions from Councillors, answered by either Ms. Allen or Mr. Reed, included: -

Q: How will the QR code be accessible to everyone, in particular those that do not know how to use them?

A: The QR code will be in a low position on the archway. It is hoped to have an information board in place, explaining how the Augmented Reality project works. Furthermore, the intention is to have volunteers present at weekends, and on key dates, with iPads to help those struggling to access the experience.

Q: Have you thought about audio commentary for blind users?

A: We are keen address issues for those with hearing or sight impairments.

The Committee **AGREED** that Cllr. Miss. Needs meet with Mr. Reed to discuss these issues as the project progresses.

Whilst some spoke positively about the Augmented Reality Archway project, a Member expressed concern that permission may be granted for the archway to be located adjacent to the decked area, managed by the Town Council, whereas when the council had recently asked ADC about placing a sculpture on the decking a negative response was received.

**34. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 19<sup>th</sup> JUNE 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS**

***Cllr. Wells redeclared his Ordinary Interest as a Member of the Bognor Regis Heritage & Arts Partnership Board***

The Assistant Clerk's report, including the Notes of the Bognor Regis Heritage & Arts Partnership Board Meeting held on 19<sup>th</sup> June 2023, was **NOTED**.

**35. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS (ADALC)**

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

***Cllr. Miss. Needs redeclared her Ordinary Interest as a Member of Arun District Council***

Having considered the suggested topic themes, Members unanimously **AGREED** to request that all of the topics proposed by ADALC be included at the conference in October, in addition to beach access and banking hubs being topics for discussion.

**36. TO CONSIDER THE REQUIREMENT FOR COUNCILLORS TO STAND WHEN SPEAKING AS SET OUT IN STANDING ORDERS (S.O. 3j) – MIN. 8 OF THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup> MAY 2023 REFERS**

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

Following a vote, Members **AGREED** to **RECOMMEND** to Council that an amendment should be made to Standing Order 3j in relation to Councillors standing when speaking, to reflect that Councillors are no longer required to do so.

**37. TO REVIEW THE RETURN TO PAPER COPIES OF AGENDAS AND REPORTS – MIN. 119.6 REFERS**

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

The benefits of reducing paper usage were noted with a reminder that agendas and reports are available online, accessible by using a laptop/tablet/smartphone, and are also projected onto a screen in the Chamber during meetings. The Chairman is provided with printed copies of the agenda and reports as they are unable to see the screen from where seated.

A Member felt that, wherever possible, those whose preference it was to have printouts should do this for themselves with costs in doing so covered by their Member's Allowance.

In considering the huge saving being made by not printing agendas and reports to then post out to every single Councillor and given the small number of individuals who were requesting printed copies from the office, Members **AGREED** to continue with the current practice of supplying paper copies of agendas and reports, for those that require them in line with the previously agreed criteria.

As before, it was further **AGREED** that, in an effort to reduce the Town Council's carbon footprint, these papers are not posted but that the current practice is continued with Councillors required to hand collect them from the office on the Thursday before the meeting to allow time for their preparation and collation.

**38. 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 FOR 2023/2024 – MIN. 16 REFERS**

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

There were no further recommendations from the Events, Promotion and Leisure Committee for the utilisation of any funds remaining in the Publicity and Promotion Budget 2023/2024 at this time.

**39. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

**39.1 To ratify expenditure of £1,210 excluding VAT for two Dell OptiPlex 7000 Micro PCs**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,210, excluding VAT, for two Dell OptiPlex 7000 Micro PCs to replace poorly performing office machines that had exceed the end of their shelf life.

**39.2 To ratify expenditure of £20,890 excluding VAT for a Ford Transit van, including 36 months warranty - Min. 148.1 refers**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £20,890, excluding VAT, for a Ford Transit van, including 36 months warranty, to replace an older vehicle.

**39.3 To ratify the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge made for this transaction (as detailed in the Financial Regulations 6.8)**

Members unanimously **RATIFIED** the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge as detailed in the report.

**39.4 To ratify expenditure of £827.49 excluding VAT for a replacement Control Point awning for use at BRTC events**

Members unanimously **RESOLVED** to **RATIFY** expenditure of £827.49, excluding VAT, for a Control Point awning for use at BRTC events, to replace the damaged awning previously used.

**40. FINANCIAL REPORTS INCLUDING: -**

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

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

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

**40.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 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**.

**41. TO CONSIDER THE APPOINTMENT OF A LIAISON WORKING PARTY AND ITS MEMBERSHIP, TO MEET TWICE A YEAR TO DISCUSS THE 2 HOUR FREE CAR PARKING SCHEME WITH ADC, BOGNOR REGIS BID AND UP TO TWO BUSINESS REPRESENTATIVES FROM THE TOWN CENTRE**

***Cllr. Wells redeclared his Disclosable Pecuniary Interest and left the Meeting***

With a view expressed that the Town Council should lead on this initiative, and concern about being otherwise sidelined, Members unanimously **AGREED** the appointment of a Liaison Working Party to discuss the 2 Hour Free Car Parking Scheme. It was further unanimously **AGREED** that its membership be made up of 5 x Town Councillors, 2 x Town Centre business representatives (with one of these places offered to Paul Wells), 1 x Bognor Regis BID representative, and 1 x ADC representative.

Wishing to open membership on the Liaison Working Party to all Town Councillors, it was proposed and **AGREED** that the Clerk email all Members inviting them to submit an expression of interest in becoming a member. Any responses should be sent 'reply all' and places would be appointed on a first come first served basis.

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

**42. CORRESPONDENCE**

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

**43. 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 18 (contractual).

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

*Cllr. Wells declared a Disclosable Pecuniary Interest as a sponsor of Town Council owned planters, although he was not on the current list of debtors previously circulated to the Committee*

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

*The Meeting closed at 8.12pm*

BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023

**AGENDA ITEM 9.1 - RECOMMENDATION THAT AN AMENDMENT SHOULD BE MADE TO STANDING ORDER 3J IN RELATION TO COUNCILLORS STANDING WHEN SPEAKING, TO REFLECT THAT COUNCILLORS ARE NO LONGER REQUIRED TO DO SO - MIN. 36 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Annual Town Council Meeting, held 22<sup>nd</sup> May 2023, a Councillor commented on whether Members should stand when addressing the Meeting as set out in Standing Orders (S.O. 3j). 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 (Min. 8 refers).

Standing Orders adopted by Council in September 2022 state the following: -

***“A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking”.***

At the Policy and Resources Committee Meeting, held on 31<sup>st</sup> July 2023, Members were asked to clarify their preferred protocol when speaking and agreed to recommend to Council that an amendment should be made to Standing Order 3j in relation to Councillors standing when speaking, to reflect that Councillors are no longer required to do so (Min. 36 refers).

**Officer recommendation**

Should Members be minded to agree to the recommendation, then it is proposed that Standing Order 3j be amended to read as follows (changes highlighted in red): -

***“A person shall raise his/her hand when requesting to speak and **may stand or remain seated when speaking** ~~(except when a person has a disability or is likely to suffer discomfort)~~. ~~The Chairman of the meeting may at any time permit a person to be seated when speaking~~”.***

**DECISIONS**

Do Members **AGREE** with the recommendation, from the Policy and Resources Committee, that Standing Order 3j be amended to reflect that Councillors are no longer required to stand when speaking?

If so, Members are invited to further **AGREE** the amended wording of Standing Order 3j to reflect this change.



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 21<sup>st</sup> AUGUST 2023**

**PRESENT:** Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett,  
S. Goodheart (during Min. 47), Miss. C. Needs, F. Oppler,  
P. Wells and P. Woodall

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Cllr. R. Nash (ADC Councillor)  
1 member of the public

*The Meeting opened at 5.45pm*

### **45. 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. N. Smith with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

Late apologies were received from Cllr. P. Ralph, who was unwell.

### **46. 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. Wells declared a Disclosable Pecuniary Interest in Agenda item 4 as he sells the discs for the 2 Hour Free Parking Scheme and would leave the Meeting when this item was discussed***

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

***The Chairman adjourned the Meeting at 5.47pm***

A member of the public, who had links to the Bognor Regis Civic Society, explained how they, along with the Town Council, had been instrumental in establishing the parking scheme in Bognor Regis. Attention was drawn to ADC using the term "Arun must get best value", when discussing money, but it was pointed out that the District Council chooses when to be flexible on this point with the Monitoring Officer only recently having justified that ADC were not getting "best value for money" but "best value for the community" in relation to the proposals for a Premier Inn in Bognor Regis. The member of the public felt that this principle should also apply to the 2 Hour Free Parking Scheme, which he believed was not only of value to the community but also to traders, and asked Town Councillors to bear this in mind when negotiating with ADC.

The Deputy Leader of Arun District Council, Cllr. R. Nash, was seated in the public gallery and informed those present that regular weekly meetings are held with the interim CEOs at ADC. He explained that this was an Officer-led report, in the context of the longer term, with Arun having to make savings to their budget. In his opinion, Cllr. Nash stated that it was not the right time to make changes to the scheme, with the proposal mis-guided and lacking in research. When the amended report is presented at ADC, Cllr. Nash will not be in support and will suggest that the scheme stays unchanged for 2024 with the Bognor Regis BID continuing to administer and money generated going back into the Town.

***Cllr. Goodheart arrived at the Meeting***

In closing, Cllr. Nash declared that a Working Party should be set up between all stakeholders, with the public widely consulted.

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

The Clerk read an email from a North Bersted resident who was in full support of the parking discs continuing.

***The Chairman reconvened the Meeting at 6.01pm***

**48. TWO HOUR FREE PARKING DISC SCHEME - TO CONSIDER THE PROPOSALS RECEIVED FROM ADC TO AMEND THE CURRENT SCHEME PRIOR TO PUTTING IN PLACE A NEW AGREEMENT WITH THE CURRENT AGREEMENT DUE TO EXPIRE AT THE END OF 2023**

***Cllr. Wells redeclared a Disclosable Pecuniary Interest, as he sells the discs for the 2 Hour Free Parking Scheme, and left the Meeting***

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

Following receipt from Arun District Council of the amended proposals for changes to be made to the two-hour free parking scheme in Bognor Regis, Members discussed the proposed changes in some detail.

The importance of a system that was amenable to all members of the community was discussed with the suggestion of a part app, part disc scheme to suit everyone's needs.

When the 2 Hour Free Parking Scheme was initiated, back in 2012, it was to encourage people back into the Town Centre, which Members felt was more relevant than ever with 3 high street banks recently announcing closures and Wilko entering administration. A Member stated that, nevertheless, Bognor Regis had fared well in relation to shop occupancy rates when compared to similar seaside towns, which he believed was in no small way because of the parking disc scheme.

Discussions included the need for Bognor Regis Town Council to reaffirm their commitment to the disc, and a commitment to working in partnership with both the Bognor Regis BID and ADC. A 4-year agreement would be preferable to 2-years, as this would give a degree of certainty to the BID in knowing what income might be generated from the scheme, for the Town.

Those present agreed that it was important for businesses to continue selling the discs and regarded the suggestion by ADC that cash transactions would not be allowed as absurd. In regard to ADC's proposal to sell the discs from Bognor Regis Town Hall, instead of via businesses in the Town, it was pointed out that ADC do not open the Town Hall until 11am on

Wednesdays, close it at 4pm during the week, and do not open the building during the weekend.

A perceived lack of directional signage to car parks, and the matter of electronic payment at on-street parking meters, was also raised and it was suggested that these could be topics for discussion if a partnership Working Party were set up.

Having considered the proposals currently being put forward, Members unanimously **RESOLVED** to **DISAGREE** to enter into the new proposed two-year agreement, based on the proposals for changes to the two-hour free parking scheme in Bognor Regis received from Arun District Council, including continued Bognor Regis Town Council financial contributions at current levels of £21,000 per annum.

Following a proposal from the Chairman, it was further unanimously **RESOLVED** as follows: -

- that Bognor Regis Town Council reject the Officer's report received from Arun District Council and request that it is completely withdrawn
- to reaffirm the Town Council's support of the current disc system and working partnership together with the BID and Arun and discs to be distributed by the businesses in the Town
- to call upon Arun to extend the current scheme for four further years on precisely the same basis it is at present. However, to possibly include an app system being run in parallel
- to work with ADC and the BID to set up a Working Party to consider options for the future, with Officers to be present only as note-takers
- that Bognor Regis Town Council rejects any consideration of an app only system.

***The Meeting closed at 6.17pm***



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 7<sup>th</sup> AUGUST 2023**

### **PRESENT:**

Cllrs. J. Barrett (Chairman), 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)  
3 Members seated in the public gallery  
4 members of the public in the gallery

*The Meeting opened at 6.32pm*

### **16. 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 Cllrs. J. Brooks and F. Oppler.

### **17. 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:

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- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

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

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

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

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

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

**18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JUNE 2023**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 12<sup>th</sup> June 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 12<sup>th</sup> June 2023, as an accurate record of the proceedings and the Chairman duly signed them.

**19. ADJOURNMENT FOR PUBLIC QUESTION TIME 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, involved with Agenda item 11, expressed the view that there was a desperate need for youth services, particularly in the Bersted area. He brought to Members attention a mistake in relation to the request for funding from The Bognor Fun Bus CIC, to be considered later in the meeting. The £4,000 grant requested did not include VAT, therefore VAT would need to be added to the request.

An enquiry came from another member of the public, from a local youth club and community centre, asking if they could still apply for funding. The Clerk advised that there was no deadline for funding applications to the Youth and Young Persons Budget, so they may apply whilst funds remain in the budget.

Further comments from those seated in the public gallery referred to anti-social behaviour and CCTV in the area. Reference was also made to a petition regarding road safety concerns, with the suggestion that a Road Safety Panel or a Working Group could be created to address the concerns, including ideas around refreshing road signs and implementing speed humps. The Chairman suggested this be an Agenda item at a future meeting, however, as Highways and Transport falls within the remit of the Town Council's Planning and Licensing Committee, the comments and suggestion would be referred to them for consideration.

*The Chairman reconvened the Meeting at 7.02pm*

**20. CLERK'S REPORT**

There were no updates to report.

**21. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 21<sup>st</sup> JUNE 2023**

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group non-quorate meeting held on 21<sup>st</sup> June 2023, was **NOTED**.

**22. TO RECEIVE AN UPDATE ON THE 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE (IF AVAILABLE)**

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

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

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

**24. FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM HELD ON 3<sup>rd</sup> JULY 2023 AND COUNCILLOR DROP-IN SURGERY HELD ON 25<sup>th</sup> JULY 2023 INCLUDING: -**

The Projects Officer's report, including the Notes from the Online Community Open Forum Meeting held on 3<sup>rd</sup> July 2023 and from the Councillor Drop-In Surgery held on 25<sup>th</sup> July 2023, were **NOTED**.

**24.1 Any items for a future Agenda**

Members **AGREED** to add anything that is within the remit of this Committee, raised by members of the public at the Online Community Open Forum or Councillor Drop-In Surgery, as an Agenda item for the next Community Engagement and Environment Committee Meeting.

## 24.2 To agree the arrangements for the next Online Community Forum and Councillor Drop-in Surgery

Members **AGREED** to host an Online Community Open Forum Meeting at 6.30pm on Tuesday 29<sup>th</sup> August 2023.

Members further **AGREED** for the Projects Officer to make arrangements and gain permission from West Sussex County Council to hold a Councillor Drop-In Surgery to be situated in the Town Centre between 1pm and 4pm on Tuesday 26<sup>th</sup> September 2023. No suggestions of an alternative venue for the event to be held at this time were made.

### *The Chairman suspended Standing Orders*

- 24.3 A Member, seated in the public gallery, expressed his concern about branding at the Councillor Drop-in Surgery in July, which he believed was lacking. He suggested the purchase of a branded gazebo to make the public aware of the Town Council's presence. The Clerk advised the branded gazebo was in use at a Town Council event, thus a non-branded gazebo was used. Laminated signs were displayed, and staff and Councillors were given Town Council branded high-vis jackets to promote the Council further. He advised should Councillor's wish to purchase a branded gazebo, they must first consider where this will be funded from.

### *The Chairman reinstated Standing Orders*

A Member suggested buying a banner with the Town logo printed on, that could be attached to the gazebo when needed, which can be purchased at low cost. Alternative suggestions included the use of Correx lamp post sleeves, standing banners, and Bognor Regis Town Council branded lanyards. Name badges were also suggested as a cheaper alternative which could be more inviting than an ID card.

## 25. UPDATE ON YOUTH PROVISION

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

Members **NOTED** that Sussex Clubs for Young People ceased trading as of 26<sup>th</sup> June 2023.

Members **NOTED** that at the time of the report being published, there were no applications for the Youth & Young Persons Budget. However, since then, there had been an application from The Bognor Fun Bus CIC, which would be discussed under Agenda item 11.

Members unanimously **AGREED** the expenditure of £100, from the Youth & Young Persons Budget, for the purchase of 4 x Amazon gift cards for students at The Regis School and Felpham Community College for participating in the Youth Provision Surveys and being picked as winners from the prize draw.

**26. TO RECEIVE DETAILS OF A FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC AND TO OFFER FEEDBACK ON THE SUGGESTED LOCATIONS**

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

A Member questioned whether the bus would be accessible for youths with disabilities.

***The Chairman suspended Standing Orders***

A representative from The Bognor Fun Bus CIC, seated in the public gallery, stated that the bus would have no chairs on the ground floor, therefore, would be accessible for youths with disabilities. The organisation could also consider adding lifts to ensure that all users could take full advantage of the bus.

***The Chairman reinstated Standing Orders***

Members provided no feedback in relation to the suitability of the potential sites proposed by The Bognor Fun Bus CIC for youth activities in Bognor Regis.

Members **NOTED** the request for the Town Council to consider the services of The Bognor Fun Bus CIC, when planning any youth activities in summer 2024.

As the application had only just been received, Members **AGREED** to **DEFER** the request from The Bognor Fun Bus CIC, for funding of up to £7,995 plus VAT for the purchase of a bus, until Members have had sufficient time to review the application.

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

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

**27.1 To agree the Membership of the Working Group**

Members **AGREED** Cllrs. Dawes, Goodheart and Woodall be appointed Members of the Working Group.

**27.2 To agree upon the name of the Working Group**

As the Working Group involves the community, Cllr. Dawes suggested asking the community to suggest a name. Members **AGREED** to **DEFER** the naming of the Working Group to allow time for Cllr. Dawes to reach out to the community, with a report brought back to a future meeting.

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

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

Members **AGREED** no further action is required.

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

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

**30. TO SEEK AGREEMENT FROM THE COMMITTEE FOR A PRESENTATION FROM BOOM COMMUNITY BANK TO TAKE PLACE PRIOR TO THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING TO BE HELD ON MONDAY 2<sup>nd</sup> OCTOBER 2023**

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

Members **AGREED** to a presentation from Boom Community Bank to take place prior to the Community Engagement and Environment Committee Meeting to be held on Monday 2<sup>nd</sup> October 2023, commencing at 6pm.

**31. TO AGREE ANY ACTION WITH REGARDS TO THE LEVELS OF SEWAGE IN BOGNOR REGIS SEA**

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

***The Chairman suspended Standing Orders***

A Member, seated in the public gallery, suggested taking this issue to the Policy and Resources Committee asking for a letter to be written by a Solicitor to the Director of Southern Water.

***The Chairman reinstated Standing Orders***

A Member suggested writing an open letter to Southern Water to be published in a local newspaper or inviting V2 Radio to visit the Town and report on the situation. Alternatively, it was suggested to invite a representative from Southern Water to attend a Committee Meeting and address the concerns, as had happened at meetings with Arun District Council and Bersted Parish Council. The Member added that Southern Water have provided newsletters to residents in Shripney to keep them updated.

She suggested, when writing to Southern Water, attaching statistics that highlight the issues which may help in gaining their attention.

Comment was made about the possibility of working in unison with partners such as Aldwick Parish Council, Bognor Regis BID, Butlin's, Felpham Parish Council and the Traders Association in order to have a greater impact. The Clerk requested that the Member forward the contact details for Southern Water.

Members **AGREED** for the Clerk to work collaboratively with local organisations on the issue, and to invite Southern Water to attend a future Committee Meeting to address the concerns.

### **32. CORRESPONDENCE**

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

***The Meeting closed at 7.50pm***



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

### **HELD ON TUESDAY 18<sup>th</sup> JULY 2023**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
John Thompson MBE (Arun Arts Ltd) (part of meeting)  
Neil Taylor (Arun District Council)  
Max Whitehand (Arun District Council)  
2 members of the public

*The Meeting opened at 4.00pm*

#### **30. 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. Woodall who was working. No apologies for absence were received from Cllrs. Goodheart and Ralph.

#### **31. 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.

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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***

**32. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27<sup>th</sup> JUNE 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27<sup>th</sup> June 2023 as an accurate record of the proceedings and the Chairman signed them.

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

***The Chairman adjourned the Meeting at 4.02pm***

John Thompson MBE, a volunteer with Arun Arts Ltd, spoke in favour of planning application BR/142/23/PL (Regis Centre and adjoining land, Belmont Street, Bognor Regis). He reported that Arun Arts Trustees were delighted that the planning application was being brought forward and hoped that the Town Council could support it. The public exhibitions were well attended from which feedback showed there to be unanimous support for the proposals.

A member of the public asked for the Town Council's views on Govia Thameslink Railway's proposal to close ticket offices at stations, including Bognor Regis. He considered the plans to be an attack on the nation's railways, believing it to be a cost-cutting measure, and requested that Members write to Nick Gibb MP asking him to condemn the proposal.

***The Chairman reconvened the Meeting at 4.06pm***

**34. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> JUNE, AND 7<sup>th</sup> JULY 2023**

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

- 34.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.
- 34.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).
35. **TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

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

The following decisions were **RATIFIED**:

- Licence Application Number: 118349 in relation to Rocks Bar and Restaurant, 41-43 High Street, Bognor Regis - Members **AGREED** to offer **NO OBJECTION** to the application to place 4 small bistro tables with 16 small garden style chairs, enclosed by canvas barriers, to be placed directly outside the premises. However, Members asked ADC to advise the applicant that they ensure visible markings are in place to signify where the ends of the barriers should be, to prevent these from being moved outward and encroaching further onto the footpath. The applicant should also ensure that any protruding feet/bases, which may cause a trip hazard, are clearly highlighted at all times.
36. It was **RESOLVED** to vary the order of business to allow Agenda item 10 to be discussed at this point of the meeting - S.O. 10(a)(vi).
37. **TO CONSIDER AND AGREE ANY RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO THE PROPOSED CLOSURE OF TICKET OFFICES**

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

There was deep concern expressed by Members about what impact the proposal to close ticket offices at stations would have on those who may not have access to booking tickets online, or those who might struggle to use ticket machines because of language barriers or poor eyesight, for example.

A member of the public, who lives with impaired sight and dyslexia, shared their experience of using railway stations as a nervous traveller. They explained the difficulty they have with reading announcement boards on station concourses and that, if in a rush, they might not have time to seek out station staff that were not located in a set place, such as a ticket office.

Further comments were made around the potential that removing ticket offices would remove necessary face-to-face contact, changing people's freedom of movement and communications and, for some, taking away their independence.

It was agreed that staffed ticket offices, in a designated spot, are a reassuring presence for all passengers, but particularly for women and children. Ticket office staff often build relations with regular railway passengers and become familiar with people's movements, becoming aware of and alert to anything of concern. This is regarded as crucially important particularly in Bognor Regis which is an important station serving the railway line. However, its significance as a rail hub has perhaps contributed to the level of County Lines activity connected to Bognor Regis, which only goes to show how important it is to have the familiar face of ticket office staff located in a designated area of the station.

Members unanimously **AGREED** to submit comments to the Govia Thameslink Railway public consultation **STRONGLY OBJECTING** to the proposal to close ticket offices. It was further unanimously **AGREED** to write a letter to Nick Gibb MP, asking for him to support the Town Council's objection.

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

There were no Premises Licence applications to be considered.

**39. TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST – MIN. 125 REFERS**

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

Following a brief discussion about potential projects to be included on the Town Council's CIL Spending List, such as the provision of litter bins, Members unanimously **AGREED** to contact the Clerk with any suggestions which would then be brought to the Committee for consideration.

**40. TO RECEIVE DETAILS OF PROPOSED LOCATIONS FOR ELECTRIC VEHICLE CHARGING POINTS IN BOGNOR REGIS AND TO AGREE ANY RESPONSE TO THE PUBLIC CONSULTATION**

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

Members acknowledged the need for public electric vehicle chargepoints and welcomed the news that proposals for new locations in Bognor Regis would not restrict the use of parking bays with chargepoints to electric vehicles only.

It would be preferable to see electric vehicle charging points being installed in car parks rather than losing on-street parking spaces in residential streets. It was suggested by Members that Fitzleet car park could

accommodate an entire row of parking bays for electric vehicles to recharge.

***Cllr. Mrs. Yeates declared an Ordinary Interest as an Arun District Councillor***

Of the locations proposed in Bognor Regis, Aldwick Road, The Esplanade and Lyon Street were considered to be acceptable as Members felt that these were well located in being visible to visitors, using electric vehicles, rather than being tucked away in residential streets.

Members unanimously **AGREED** to respond to the public consultation with a summary of the comments made.

**41. ARUN DISTRICT COUNCIL CALL FOR SITES 2023**

The Assistant Clerk's report, and Arun District Council's Call for Sites 2023, was **NOTED**.

**42. CORRESPONDENCE**

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

***The Meeting closed at 5.20pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 18<sup>th</sup> JULY 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> JUNE, AND 7<sup>th</sup> JULY 2023)**

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

<p><a href="#"><u>BR/105/23/HH</u></a> <a href="#"><u>37 Stratton Court</u></a> Bognor Regis PO22 8DP</p>	<p>Replace front bedroom window with door and build ramp for wheelchair access</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/115/23/PL</u></a> <a href="#"><u>105 Victoria Drive</u></a> Bognor Regis PO21 2DZ</p>	<p>Demolition of existing garages and construction of an attached two storey dwelling. This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p><b>NO OBJECTION</b> Given how busy Victoria Drive is, and the demand for on-street parking, Members feel that the parking provision in the proposal is slightly inadequate and would welcome any improvement to this.</p>
<p><a href="#"><u>BR/129/23/PL</u></a> <a href="#"><u>2 Wellington Road</u></a> Bognor Regis PO21 2RR</p>	<p>Change of Use to house in multiple occupation for up to 10 persons</p>	<p><b>NO OBJECTION</b> According to the documents uploaded to the planning portal, this property has been registered with ADC, and used, as an HMO since 2008. However, Members noted the number of objections to the planning application, most of which were concerned with parking. Members agreed that they would prefer if the property were not used as an HMO, because of the excessive parking demand it could cause, however this seemed irrelevant if it has been used as such for the last 15 years.</p>

<p><a href="#">BR/131/23/PL</a>  <a href="#">Charlotte House</a>  71 Upper Bognor Road  Bognor Regis  PO21 1HR</p>	<p>Amendments to design approved for two storey extension to existing building to form office and warden accommodation under BR/252/21/PL. This application affects the setting of a Listed Building and may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#">BR/142/23/PL</a>  <a href="#">Regis Centre and adjoining land</a>  Belmont Street  Bognor Regis  PO21 1BL</p>	<p>Application under Regulation 3 of the Town &amp; Country Planning Act (General Regulations) 1992 for partial demolition of existing theatre and erection of extension to provide new studio/performance space, cafe/bar/restaurant, foyer, back of house space, outside seating area, new and replacement landscaping and new plant on roof space. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b> Following a brief discussion about seat numbers and the consultation process, Members agreed to support the development of this key asset in Bognor Regis.</p>
<p><a href="#">BR/145/23/S73</a>  <a href="#">University Of Chichester</a>  Upper Bognor Road  Bognor Regis  PO21 1HR</p>	<p>Variation of conditions 2 and 6 imposed under BR/72/22/PL (which previously varied condition 2 of BR/311/18/PL) relating to amendments to floor plans, minor changes to the building footprint and elevations, improvements to fire escape routes, changes to the approved materials and an amendment to the occupancy condition. There is no change to the overall height or the number of proposed student beds</p>	<p><b>NO OBJECTION</b></p>



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 8<sup>th</sup> AUGUST 2023**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Barrett, S. Goodheart (from Min. 47.3), Miss. C. Needs, P. Ralph, B. Waterhouse, P. Woodall and Mrs. G. Yeates

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

*The Meeting opened at 4.01pm*

#### **43. 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.

#### **44. 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***

**45. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> JULY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 18<sup>th</sup> July 2023 as an accurate record of the proceedings and the Chairman signed them.

**46. 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.

**47. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> JULY 2023**

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

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

***Cllr. Goodheart arrived at the Meeting***

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

**48. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> JULY 2023**

***Cllr. Mrs. Yeates declared an Ordinary Interest as a Member of the Bersted Advisory Group and as an Arun District Councillor and stated that she may not take part in any voting***

Members considered the readvertised planning application BE/134/22/OUT (Land West of Bersted - Outline application with all

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

Concern was expressed amongst several Members about the negative impact that the proposal could have on the infrastructure of Bognor Regis with increased traffic movements arising from the proposed development on roads already known for their congestion. Consideration was also given to surrounding areas, such as the village of Merston, which had the potential to become a 'rat run' with people trying to avoid congested roads. Another cause for concern was the fact that this is land prone to flooding with known reports of the current sewerage system in the area being inadequate.

The Committee **AGREED** to uphold their **OBJECTION**, having previously considered planning application BE/134/22/OUT at the Meeting held 6<sup>th</sup> December 2022 (Min. 66 refers). Members **AGREED** to submit a further **OBJECTION** on the grounds that the proposals are lacking in the provision of services such as doctors and dentists. Cllr. Mrs. Yeates abstained from voting.

**49. 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.

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

**Licensing Act 2003**

**Premises: The Landing Place, 1A West Lodge, The Esplanade, Bognor Regis, PO21 1GF**

**Licence Number: 118483**

The Committee noted the application received for a Premises Licence for the supply of alcohol for consumption with food on the premises between the hours of 10:00 – 23:00 Monday to Friday, 10:00 – 00:00 Saturday, and 10:00 -22:00 Sunday. Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**51. TO CONSIDER AND AGREE ANY RESPONSE TO THE GOVIA THAMESLINK RAILWAY PUBLIC CONSULTATION IN RELATION TO PROPOSALS TO CHANGE SOUTHERN SERVICES ON THE WEST COASTWAY FROM 2024**

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

Members **AGREED** to submit comments in **SUPPORT** of any proposals that would improve reliability for train customers but reserved the right to submit further comments when Govia Thameslink Railway consult more widely with the public on proposals to change Southern services on the West Coastway from 2024.

**52. CORRESPONDENCE**

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

Additional correspondence included: -

- 52.1** Response from Nick Gibb MP, in response to the Town Council's letter sent in relation to proposals to close train ticket offices (Min. 37 refers). Mr. Gibb has written to the Minister for Rail and HS2 about this matter and, as soon as a reply is received from Huw Merriman MP, he will let us know.

***The Meeting closed at 5.12pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 8<sup>th</sup> AUGUST 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14<sup>th</sup>, 21<sup>st</sup> AND 28<sup>th</sup> JULY 2023)**

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

<p><a href="#"><u>BR/147/23/T</u></a> <a href="#"><u>Kyoto Court</u></a> Bognor Regis PO21 2UL</p>	<p>Various works to various trees</p>	<p><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.</p>
<p><a href="#"><u>BR/148/23/HH</u></a> <a href="#"><u>129 Chichester Road</u></a> Bognor Regis PO21 5AE</p>	<p>Demolition of conservatory and erection of single storey rear extension and alterations</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/132/23/L</u></a> <a href="#"><u>Charlotte House</u></a> 71 Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Listed building consent for amendments to design approved for two storey extension to existing building to form office and warden accommodation under BR/252/21/PL</p>	<p><b>NO OBJECTION</b></p>
<p><a href="#"><u>BR/155/23/PL</u></a> <a href="#"><u>60 High Street</u></a> Bognor Regis PO21 1FB</p>	<p>Removal of existing external signage and ATM and infill with materials to match the existing elevation. This application is in CIL Zone 4 (zero rated) as other development</p>	<p><b>NO OBJECTION</b> Members would be interested to know why the night safe is being retained?</p>
<p><a href="#"><u>BR/161/23/PL</u></a> <a href="#"><u>Butlin's</u></a> Upper Bognor Road Bognor Regis PO21 1JJ</p>	<p>Retention of Studio 36 building on a permanent basis (including internal alterations to improve insulation), retention of 17 No car parking spaces and all associated works. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p><b>NO OBJECTION</b></p>

<p><a href="#">BR/158/23/PL</a>  <a href="#">140 Aldwick Road</a>  Bognor Regis  PO21 2PA</p>	<p>Demolition of an existing building (2 flats) and garage and erection of a part three/ part four storey building to provide 8 no. two-bedroom flats, with associated amenity areas, access and car parking. This application is in CIL Zone 4 (zero rated) as flats</p>	<p><b>OBJECTION</b> The proposal is considered to be overdevelopment of the site, detracting from the pattern of development in the area. Furthermore, the proposal would result in an unacceptable and detrimental impact on the amenities of the future occupiers through insufficient provision of private/shared residential amenity space area. Members feel that at least one parking space per flat, plus an additional 2 spaces for visitors, should be provided in the proposals. The development would result in the generation of excessive parking demands which would harm nearby public amenity. Having regard to the proximity and relationship of the building to neighbouring residential properties, particularly to the rear of the site, the proposal creates unacceptable living conditions to users and occupiers of nearby property and land as a result of loss of sunlight and privacy; contrary to Policies D DM1, H SP4, QE SP1 and T SP1 of the Arun Local Plan.</p>
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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

### **HELD ON TUESDAY 29<sup>th</sup> AUGUST 2023**

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

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

*The Meeting opened at 4.04pm*

#### **53. 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. B. Waterhouse, owing to childcare issues, and Cllr. P. Woodall, who was working.

Apologies for absence were also received from Cllr. S. Goodheart with the Assistant Clerk recommending that the reason given was acceptable. These absences were **APPROVED** by Members.

#### **54. 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***

**55. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> AUGUST 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 8<sup>th</sup> August 2023 as an accurate record of the proceedings and the Chairman signed them.

**56. 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.

**57. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> AUGUST 2023**

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

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

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

**58. 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.

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

There were no Premises Licence applications to be considered.

**60. TO DISCUSS ROAD SAFETY CONCERNS AND AGREE ANY NEXT STEPS – REFERRED FROM COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE (MIN. 19 REFERS)**

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

Following a recent meeting with the Area Highway Manager (Arun & Chichester) and the Highway Operations Manager, from West Sussex County Council, the Assistant Clerk gave a verbal report to Members in relation to feedback received when discussing road safety concerns, as had been highlighted at the Community Engagement and Environment Committee Meeting held on 7<sup>th</sup> August 2023 (Min. 19 refers).

Both Managers from WSCC were aware of the concerns relating to Linden Road, and of the petition, and had met with the Ward County Councillor, Frances Oppler, to discuss the matter. When receiving requests for traffic calming measures to be implemented, consideration must be given to the consequences of doing so. As an example, it was explained that if a road, such as Linden Road, were to become one-way then this would result in increased traffic movements in adjoining roads, such as Victoria Drive, simply pushing parking and traffic issues elsewhere. It was also confirmed that when assessing road safety, WSCC look at data in relation to injuries or accidents rather than damage sustained to vehicles, such as the loss of a wing mirror. Finally, WSCC Highways advised that they are actively looking at engagement and would be extending an invitation to parish councils, in the coming months, for a representative to attend an engagement meeting at their Drayton depot.

Members discussed the feedback from WSCC and there were mixed views amongst those present about implementing traffic calming measures on residential roads in the Town. Community Speedwatch groups were considered but it was suggested that it should first be established as to how much interest and uptake there would be in the community for volunteers. In response to the suggestion, as detailed in the report, that the Town Council set up a Road Safety Panel or Working Group to address road safety concerns, it was pointed out that members of the public were welcome to attend Planning and Licensing Committee Meetings, held every 3 weeks, to address Members with their concerns.

It was **AGREED** to take the following action: -

- 60.1** To promote the Community Speedwatch scheme in the Town Council's monthly e-bulletin, weekly Bognor Regis Observer column, website and social media platforms, and at the Councillor Drop-In Surgery to be held on 26<sup>th</sup> September, inviting anyone interested in becoming a volunteer to contact the Town Council.

- 60.2** To include road safety as a topic for conversation when promoting the next Online Community Open Forum, anticipated to be held in October 2023, and to invite Nick Gibb MP and a representative from WSCC Highways to participate in the online meeting.
- 60.3** To receive a report at the Planning and Licensing Committee Meeting to be held on 31<sup>st</sup> October 2023, with feedback to include the level of interest shown for the Community Speedwatch scheme, and a summary of discussions and outcomes from the next Online Community Open Forum about road safety concerns. Members will then be invited to further consider any next steps, such as setting up a Road Safety Panel or Working Group.

**61. CORRESPONDENCE**

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

Additional correspondence included: -

- 61.1** ADC – Notification that planning application BR/142/23/PL (Regis Centre and adjoining land, Belmont Street, Bognor Regis, PO21 1BL) is expected to be determined by ADC's Planning Committee on 6<sup>th</sup> September 2023.

***The Meeting closed at 5.08pm***

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE  
PLANNING AND LICENSING COMMITTEE HELD ON 29<sup>th</sup> AUGUST 2023  
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> AUGUST 2023)**

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

<p><b><u>BR/168/23/PL</u></b> Rose Cottage Shripney Road Bognor Regis PO22 9LN</p>	<p>Change of use of the existing dwelling and annexe to HMO</p>	<p><b>OBJECTION</b></p> <p>There are concerns for the safety of future residents of the proposed rooms in the annexe, in the event of an emergency evacuation. Two of the bedrooms are located towards the back with the only door situated at the front of the annexe. The kitchen lies between these two areas which has the potential to be a serious hazard.</p> <p>The proposal would result in an overdevelopment of the site and a cramped appearance adversely affecting the character and appearance of the area, detracting from the pattern of development in the area. It would also result in an unacceptable and detrimental impact on the amenities of the future occupiers through insufficient provision of private residential amenity space and overlooking to that space from the existing property, contrary to policies D SP1 and D DM1 of the ALP, the Arun Design Guide and paragraph 130 of the NPPF.</p>
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		<p>The development does not include sufficient residential parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of existing local residents in the area. No evidence has been provided to demonstrate whether or not there is existing spare parking capacity in the surrounding area. The proposal is therefore in conflict with Arun Local Plan policies H SP4, QE SP1, T SP1, ADC's Parking Standards supplementary planning document (January 2020) and the NPPF. Nor does the development include sufficient cycle storage provision in accordance with Principle 6 requirements of the residential parking standards document.</p>
<p><b><u>BR/172/23/CLE</u></b>  <u>3 Gloucester Road</u>  Bognor Regis  PO21 1NU</p>	<p>Lawful development for existing use as a dwelling house</p>	<p><b>NO OBJECTION</b></p>
<p><b><u>BR/166/23/PL</u></b>  <u>Flat 1</u>  4 Nelson Road  Bognor Regis  PO21 2RY</p>	<p>Retention of front extension with change in front window and roofline only from approved BR/158/19/PL. This application is in CIL Zone 4 (Zero Rated)</p>	<p><b>NO OBJECTION</b></p>

<p><b><u>BR/173/23/HH</u></b>  <u>99 Hook Lane</u>  Bognor Regis  PO22 8AT</p>	<p>Proposed single storey extension to rear of existing detached bungalow</p>	<p><b>OBJECTION</b>  Members were concerned at how close the development appears to be in relation to the boundary line on the east and south elevations, in regard to the proximity of the sub-station and access to maintain the outside of the property. The proposal is in conflict with Arun Local Plan policy D DM4 which requires that extensions and alterations do not come within one metre of the side boundary.</p>
<p><b><u>BR/177/23/HH</u></b>  <u>51 Orchard Way</u>  Bognor Regis  PO22 9HH</p>	<p>Rear and side extensions</p>	<p><b>NO OBJECTION</b></p>



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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 17<sup>th</sup> JULY 2023**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mr. M. Hall (Projects Officer)  
Mrs. S. Miah (Committee Administrator)  
Cllrs. S. Goodheart and D. Dawes seated in the  
public gallery  
Ms. H. Allen (Bognor Regis Business Improvement  
District) seated in the public gallery

*The Meeting opened at 6.31pm*

### **16. 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 the Events Officer, and Cllr. M. Stanley who was attending a Members Briefing at Arun District Council.

### **17. 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. Wells declared an Ordinary Interest in Agenda item 8, as he is a Bognor Regis Business Improvement District levy payer. He also declared an Ordinary Interest in Agenda item 9 as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Bognor Regis Heritage & Arts Partnership Board. He also declared a Disclosable Pecuniary Interest in Agenda item 11, as a supplier to the Bognor Regis Concert Band***

***Cllr. Batley declared an Ordinary Interest in Agenda item 11 as he occasionally works as a train operator***

**18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> MAY 2023**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 30<sup>th</sup> May 2023 as an accurate record of the proceedings and the Chairman signed them.

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

***The Chairman adjourned the Meeting at 6.33pm***

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

A Member seated in the public gallery raised several queries regarding the request from Bognor Regis Business Improvement District (BID) to utilise the Town Council's catenary wires.

The Member urged the Committee to carefully consider whether the BID could be charged a rental fee, contribute to the stress testing, and ensure the public liability insurance is in place. The Clerk advised this would be discussed under Agenda item 8.

Another Member seated in the public gallery enquired about Geocaching. The Clerk advised that this topic would be discussed during Agenda item 11.

***The Chairman reconvened the Meeting at 6.37pm***

**20. CLERK'S REPORT**

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

**30<sup>th</sup> May 2023 – To receive a report and agree a way forward in relation to Promenade Bandstand wind shields – Min. 10 refers**

At the Events, Promotion and Leisure Committee Meeting held on 30<sup>th</sup> May 2023, Members **AGREED** that a meeting be organised between Bognor Regis Town Council Officers and Councillors, Arun District Council Officers, and the BID Chief Operating Officer to discuss potential collaborative ways in which several Agenda items, including the wind shields, could be progressed. An online meeting was held on 26<sup>th</sup> June 2023 and Arun District Council Officers advised that they have no objections to wind shields being used on the Promenade Bandstand provided the following areas of concern are addressed: -

- To ensure the wind shields will be secured without causing chaffing or scratches to the marine paintwork on the Bandstand structure
- To monitor wind loading/speeds so that the wind shields do not act like large sails and twist or distort the Bandstand
- Provide relevant insurance/risk assessments to ensure that event organisers and members of the public using the Bandstand are protected

An Officer from Arun District Council agreed to review the suggested wind shields to see if they might be suitable.

During the meeting Cllr. Brooks questioned why the original wind shields were not put back when the Bandstand was refurbished. Following the online meeting, it was confirmed that the Perspex windbreaks proposed by ADC when refurbishing the Bandstand were omitted from the final plans

following objections from the Town Council's Planning and Licensing Committee (Min. 23.3 of the meeting held 4<sup>th</sup> June 2019 refers).

**21. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 19<sup>th</sup> JUNE 2023**

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 19<sup>th</sup> June 2023 as previously circulated, was **NOTED**.

Members **RESOLVED** to **APPROVE** the expenditure of £173.58 (exc. VAT) to purchase three padlocks to replace two faulty locks and one stolen lock, and the removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane.

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

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

**22.1 Drive Through Time – 9<sup>th</sup> July 2023**

*Cllr. Brooks declared a Personal Interest as his company operates large screens*

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

A Member questioned whether the budget could be increased to deliver a successful event, with the possibly of funds from the Publicity and Promotions Budget. Another Member suggested incorporating the item into an existing event. The Chairman advised that the current budget of £534.40 earmarked for this event would not be sufficient to deliver it successfully.

Members **AGREED** to **DEFER** this item to see if additional funds from the Publicity and Promotions Budget could be added to deliver an event (there is currently £400 remaining in this budget). It was requested that the Events Officer further consider the feasibility of putting on an event in 2023 to honour Sir Richard Hotham's birthday if there were an increased budget available, and to explore the possibility of combining this commemoration into another forthcoming event.

**22.3 Halloween Half Term – 25<sup>th</sup> October 2023**

In discussing the 'Scare' train element of the Halloween Half Term event, several Members disagreed with the Town Council providing funds to a private business for financial gain at a Town Council event.

A Member wanted clarification that should the Committee agree to defer this item that the funding is not earmarked solely for the 'Scare' train. The

Chairman confirmed that the budget of £2,500, referred to in the Events Officer's report, is for the Halloween Half Term event, and not for the 'Scare' train element for which funding had been assigned from the Publicity and Promotion Budget.

It was **AGREED** to **DEFER** the Halloween Half Term event to 2024, and earmark the current budget of £2,500, with a full proposal to be brought to a future Meeting, including a breakdown of costings, and allow time for alternative funding opportunities to be explored to increase the current budget.

**23. TO RECEIVE A REQUEST FROM BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT INCLUDING: -**

- **BR BID is seeking BRTC's agreement to stress test existing BRTC catenary wires across the Town Centre to the load required to host non-lighting elements (flags)**
- **The BID requests that BRTC ask their lighting installation team to stress test to the calculated loading when carrying out their annual safety inspections in advance of Christmas lighting installation in 2023**
- **Subject to the successful outcome of stress testing for this purpose, the bid seeks BRTC's agreement to utilising BRTC catenary wires to host flags introducing wayfaring designs developed by elected Members, representative community groups, and young people from local schools from 1<sup>st</sup> April 2024, until the installation of BRTC's Christmas lights in November 2024**

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

Members raised several concerns regarding the request from the BID including which organisation would be responsible for the Public Liability Insurance, the need to agree the necessary rental fees, and for there to be a formal agreement between the Town Council and the BID for the use of the catenary wires.

The Clerk added that the current Christmas Illumination contractors replaced many of the brackets, plates and bolts holding the catenary wires as part of the contract in 2022. He confirmed that the current Anchor Point Load Certificate is 5kN, sufficient for the Christmas illuminations, and that the contractor would require a Structural Engineer to provide the appropriate documentation ahead of any additional loading to hang banners or flags. The Clerk further advised that he had contacted an alternative contractor to test up to 15kN who quoted £2,400 plus VAT should the Committee wish to carry out additional load testing.

***The Chairman suspended Standing Orders and adjourned the Meeting***

Heather Allen from the Bognor Regis Business Improvement District (BR BID) thanked the Town Council for considering the request to utilise the catenary wires situated in the Town Centre. She stated that there was an error in the request and that the funding will be for implementation in the financial year 2023-24. Heather clarified that the BID would cover the costs for calculating the wind loading, and asked if the Town Council would cover costs for stress testing, as part of their Christmas illumination contract.

Heather stated that through the introduction of wayfaring welcoming flags placed on catenary wires, the aim is to connect all businesses within the Town who have previously felt disconnected, particularly those to the west of the Town Centre. She also stated that in addition to the catenary wire flags, the BID is working on several other projects to signpost members of the public through Bognor Regis using clear and identifiable imagery.

A Member suggested that the Town Council may choose to rent out the catenary wires to external businesses.

Members questioned who would maintain the catenary wires and ensure the relevant insurance documentations are in place. The Chairman drew the Committee's attention to the advice from the Town Council Insurers which stated both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up.

***The Chairman reinstated Standing Orders and reconvened the Meeting***

Members **AGREED** that the BID and Town Council Officers work together to produce appropriate agreements and documentation regarding the catenary wires and report back at a future meeting.

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

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

Members **AGREED** to give Delegated Authority to the Projects Officer, working in liaison with the Chairman and Vice Chairman of the Events, Promotion and Leisure Committee, to progress matters relating to numbers 6, 7, 8, 13 and 14, with a report being brought back to this Committee at a later date.

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

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

Members discussed the benefits of using Correx boards as they would be easy to change, there would be less use of Town Force time to install them, that they're relatively inexpensive, and are eye-catching. A Member queried the possibility of the boards being vandalised, especially during the summer holidays. The Chairman responded by saying that in such circumstances the damaged boards could be easily removed by staff, without the need for a cherry picker. Heather Allen from the BID added that they have been working with the Neighbourhood Policing Team where extra initiatives have been put in place during the summer holidays in an attempt to try and prevent anti-social behaviour.

A Member suggested that Arun District Council, and West Sussex County Council, be asked to advise at which locations the Correx boards could be used, on an ongoing basis, without the need to have to re-apply each time, provided that the Town Council adhere to the Poster Policy. It was also suggested that, unless there is a major sponsor in place to advertise an event on multiple boards, the Town Council opts for one or two prime locations to advertise using the boards.

Members **AGREED** that the Projects Officer should proceed with gathering costings, drafting design proposals and seeking permission for the use of Correx boards, with a report brought back to the Committee.

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

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

**26.1 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 any next steps – Min. 13.4 refers**

Owing to the Town Council's Halloween Half Term event being **DEFERRED** until 2024, Members **AGREED** to earmark the £2,000 identified for the 'Scare' train element from the Publicity and Promotion Budget for utilisation in 2024, however made clear as stated earlier in the meeting that funds should not be solely used for a 'Scare' train.

**26.2 To further consider the £1,500 identified for 3 x additional Bandstand music events and agree any next steps – Min. 13.5 refers**

Members **AGREED** to **DEFER** this item until Arun District Officer Lloyd Willson has met with BRTC Offices and Town Force to review the use of the proposed wind shields on the Promenade Bandstand.

**26.3 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event and agree any next steps – Min. 13.6 refers**

The Committee **AGREED** to proceed with the proposal for a combined Bognor Regis in Bloom and Allotments Presentation Event with the Council hosting an In Bloom Awards Evening to include the winning Allotment Tenants only for this year. Subject to its success, consideration could possibly be given to doing a larger awards evening with all tenants in the future.

It was therefore **RESOLVED** to **AGREE** to proceed with Option 2 at an estimated cost in the region of £930 and utilise the £500, from the Publicity and Promotion Budget and the In Bloom Competition Expenses Budget, for a combined Bognor Regis in Bloom Awards Evening to include the winning Allotments Tenants for 2023.

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

At the invitation of the Chairman, Cllr. Goodheart was able to provide the Committee with details of a geocaching event being held in Bognor Regis by an event organiser 'CluedUpp Geogames' on 18<sup>th</sup> November 2023. The event will require the use of smartphones, where the public will be involved in fancy dress and a treasure hunt based on a 'Witchcraft and Wizardry, Murder by Magic' theme. It was suggested that the £600 would be used to purchase 5 tickets for the event, to be awarded to competition winners, to help raise the profile of the event and in an effort to attract a younger audience and promote the Town.

A Member enquired whether the event would be open to people with additional needs, Cllr. Goodheart responded by saying that the event organiser would be making the route for the treasure hunt accessible for all.

Members stated their disappointment that no written report had been made available ahead of the meeting, with a feeling that what was now being described was not the monthly competition that had first been proposed.

It was **AGREED** to **DEFER** this item until a written report is provided at the next Events, Promotion and Leisure Committee Meeting so that the Committee are fully informed prior to making a decision.

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

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

Comment was made that the best use of the funds would be to purchase music stand banners with the Town Council logo on, which the Chairman confirmed are detachable. Another Member suggested that band be hired

two or three times a year to perform at Town Council events, and that the Town Council remain the only sponsor when the band performs at these events. He suggested the Town Council could create an agreement, similar to the Town Crier, whereby the band have a 3-year contract with the Town Council. The Clerk advised that the Publicity and Promotion Budget may not have the same amount of funding in subsequent years to offer a 3-year contract. The Member also made comment on which Town Logo would be used and that Members may wish to consider using the Sunniest Bognor Regis Logo.

Members **AGREED** to support the Bognor Regis Concert Band by utilising the £2,500 funding from the Town Council towards the purchase of approximately 40 music stand banners, that could be used at both Town Council sponsored events and BRCB's own events, with the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" and both the BRCB logo and Town Council Crest, or an appropriate logo, included on the banner. It was further **AGREED** that remaining funds be used to cover any charge for the band to perform at Town Council events.

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

**27. ITEMS FOR FUTURE AGENDA**

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

**28. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 8.00pm***

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 12 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY  
CLLR. S. GOODHEART – SUPPORT IN ASKING ARUN DISTRICT  
COUNCIL TO RECONSIDER THEIR POSITION ON THE FUTURE USE OF  
THE BREWERS FAYRE SITE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The following Motion has been received from Cllr. S. Goodheart: -

*Bognor Regis Town Council ("the council") calls on Arun District Council to reconsider their position on the future use of the Brewers Fayre Site. On 19<sup>th</sup> June, Arun's Economy Committee agreed: "That officers investigate a feasibility study into Option 1, to include both the shorter term and the longer-term options discussed. As well as arranging a site visit for members. Officers are also instructed to hold urgent discussions with Arun Arts."*

*This will lead to lost time as the officers confirmed at the time that the site would remain empty in the meantime and that conversations with interested parties cannot commence. Further delay would likely impact next summer's offering from the Brewers Fayre site.*

- This council therefore agrees to write to the Chair of the Economy Committee, Cllr Roger Nash and the Leader of Arun District Council, Cllr Matt Stanley to ask them to convene an urgent meeting of the Economy Committee to reconsider their position and open up discussions with interested parties, including commercial operators. This letter will be copied to all Arun District Councillors.*
- This Motion also requires that within the letter to Arun District Council, it includes that the council requests a meaningful opportunity to review and be consulted on any future plans.*
- This council wants to express it's views to ADC about the future use of the old Brewer's Fayre site, by supporting the site be used as a multi-use facility using the entire building.*
- This Motion also calls on Arun District Council to provide an update on the Bognor Regis Regeneration Masterplan and on an update as to when this council and residents will be consulted.*

**Officer Comment**

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

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

## **DECISIONS**

Is there a seconder for the Motion?

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

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 13 - TO NOTE THE DETAILS OF A WORKSHOP,  
ORGANISED BY THE BOGNOR REGIS REGENERATION BOARD, IN  
RELATION TO THE WAYFINDING STRATEGY**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**Background**

The Wayfinding Strategy was first brought to the attention of the Town Council at the Policy and Resources Committee Meeting held on 5<sup>th</sup> April 2022, with Members invited to consider a request for partnership funding from the Bognor Regis Regeneration Board.

Wayfinding came to be identified through the Town Centre Forum as a project which supports the vitality and viability of the Town Centre area and the key outcomes and benefits. Wayfinding installations such as monoliths, Town maps, and information boards, that are easy to read and colourful, could help people to navigate in and around Bognor Regis thereby enhancing their experience of the Town.

Members unanimously agreed to support the Wayfinding Strategy with a contribution to the Bognor Regis Regeneration Board of £2,000 plus vat (equivalent to 11.5%) to be funded from General Reserves, and further agreed to support the implementation of the Wayfinding Strategy once completed (Min. 157 refers).

An Extraordinary Council Meeting was held on 12<sup>th</sup> April 2023, at which Members welcomed Rebecca White, from the Bognor Regis Regeneration Board, and Richard Wolfströme, placemaker artist, to the meeting.

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

The Bognor Regis Regeneration Board would not be the delivery organisation but would need a stakeholder, such as the Town Council, to be the delivery partner, to take ownership of the Wayfinding Strategy and become custodians.

Having been invited to consider adopting the Wayfinding Strategy or next steps, Members agreed that decisions about any next steps should be deferred to a future meeting for the new administration to consider (Min. 185 refers).

The Bognor Regis Regeneration Board will be running a Wayfinding Design Workshop on Monday 9<sup>th</sup> October 2023 (6-8pm) for local Ward Members at the Town, District and County Councils. This will be held at The\_Track and light refreshments will be provided. The workshop will offer an opportunity for newly elected Members to find out more about the Strategy, the community design led approach, ask questions and of course, give their own input to proposed designs.

Following that Workshop, and as agreed at Full Council on 12<sup>th</sup> April 2023, the Regeneration Board will re-present the Wayfinding Strategy to the new Council for their consideration of adoption of this as a BRTC policy document to support the ongoing curation and expansion of the Wayfinding scheme. This presentation will take place at the Full Council Meeting to be held on 30<sup>th</sup> October 2023.

## **DECISION**

Members are asked to **NOTE** that a Wayfinding Design Workshop has been arranged by the Bognor Regis Regeneration Board, to take place at 6pm on Monday 9<sup>th</sup> October, at The\_Track, Bognor Regis Railway Station, in relation to the Wayfinding Strategy.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 14 - TO RECONSIDER WHETHER THE TOWN COUNCIL SHOULD BE A BID LEVY PAYER (MIN. 11.3 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**Background**

At the Policy and Resources Committee Meeting held on 5<sup>th</sup> February 2018, Members received an update on the BID. The report explained that the Town Council would not automatically be eligible to become a Member of the BID company, of any class, because it was not a levypayer.

The report went on to explain that if the Town Council wished to become a Member of the BID company, it could do so by offering a voluntary contribution of at least £90: this would entitle BRTC to become a Class D member with the associated rights therein.

Members discussed at length the reasons for and against becoming a member of the BID company. Following lengthy debate and a vote, it was resolved that the Town Council should not become a member of the BID company. Members did state that they hoped that the BID Board would extend an invitation to the Town Council to attend Board Meetings as a non-voting observer to facilitate future partnership working between the two organisations (Min. 158 refers).

At the Annual Town Council Meeting held on 14<sup>th</sup> May 2018, Members appointed an Officer representative to the Bognor Regis BID Board (Min. 11 refers), with this appointment upheld at each Annual Town Council Meeting thereafter.

However, at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023, 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 (Min. 11.3 refers).

At the Council Meeting held on 10<sup>th</sup> July 2023, it was reported that a response had been received from the Bognor Regis BID and the Town Clerk gave a verbal report. Members noted that, on this occasion, the request had been denied and it was agreed that, owing to the lengthy written responses

received, these would be circulated by the Clerk to Members for information (Min. 54.3 refers). The responses were emailed to all Members, by the Assistant Clerk, on 1<sup>st</sup> August 2023.

Having reaffirmed the BID's stance in regard to Town Councillor representation, Members may now wish to review the previous decision in relation to becoming a BID levy payer.

BRTC are not statutory levy payers. As such, a representative of the BRTC organisation could apply to become a member of the **Company** under B Classification membership – voluntary levy payer. Appointment is at the discretion of the Board of Directors with the requirement for Membership applicants to commit to positively supporting and representing the BID company and its aims. BRTC would need to pay for voluntary membership, currently £100 plus VAT per annum.

The B class Member would have the right to vote on **Company** matters at the AGM as a voluntary levy paying business under Class B membership. To maintain political neutrality, the BID does not accept Elected Members as **Directors** of the BID Company, although there is permanent Officer representation, advising and guiding on BRTC as a body, on the BID's Full Board.

## **DECISION**

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 15 - TO NOTE THE DETAILS OF A MEMBERS BRIEFING IN  
RELATION TO THE BRTC VISION**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**Background**

At an Extraordinary Meeting of the Town Council held on 12<sup>th</sup> December 2022, Members received a presentation from Dr Dave Cooper in relation to the Town Council's Vision.

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

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

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

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

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

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

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

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

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

Following a meeting held on 27<sup>th</sup> April 2023, with Officers from BRTC, ADC, BID, BRRB and Dr Cooper, further minor adjustments were incorporated into the Vision document.

It was felt that with local elections on the horizon, it would be appropriate to take no further action until after this time. With a new administration in place for the next four years, it was considered only right and proper that it is they whom agree and adopt the Town Council's Vision for the immediate future.

Therefore, arrangements have been made for Dr Cooper to present the Vision to Town Councillors at a Member's Briefing to be held at 6.30pm on Wednesday 6<sup>th</sup> September 2023.

## **DECISION**

Members are asked to **NOTE** that a Members Briefing has been arranged to take place at 6.30pm on Wednesday 6<sup>th</sup> September 2023, in the Council Chamber, where Dr Cooper will present the Vision to Councillors.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 16 - PLANNING AND LICENSING COMMITTEE - TO  
CONSIDER ANY APPOINTMENTS TO FILL THE CURRENT VACANCIES -  
MIN. 53 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 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, and these appointments were ratified at the Council Meeting held on 10<sup>th</sup> July 2023.

As there were no other nominations for the remaining vacancy, this was deferred to the Council Meeting to be held on 4<sup>th</sup> September 2023, with any Members interested in filling this vacancy on the Planning and Licensing Committee asked to contact the Town Clerk (Min. 53 refers).

At the time of writing this report, the Clerk is not aware of any interest to fill the vacancy.

**DECISION**

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 – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 17 – TO CONSIDER THE APPOINTMENT OF A REPRESENTATIVE TO THE NETWORK FOR NEIGHBOURHOOD PLANNING AND TO CONSIDER ANY ADDITIONAL APPOINTMENTS OF REPRESENTATIVES TO ‘OUTSIDE’ BODIES - DEFERRED FROM PREVIOUS MEETING (MIN. 54 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**Network for Neighbourhood Planning:**

Middleton-on-Sea Parish Council are coordinating a network for local councils to share information as the government’s policies evolve on planning development, related infrastructure needs and a wide range of environmental issues, including climate change. They envisage an informal network with no subscription charges, that operates via periodic online based discussions, seminars with invited speakers (such as local MPs) and an electronic newsletter. Bognor Regis Town Council have been invited to appoint a Representative in preparedness of the network being established. Given the context of the network, Members may feel it appropriate that the Representative should be a current member of the Planning and Licensing Committee.

**DECISION**

To consider and **AGREE** the appointment of a Representative to the Network for Neighbourhood Planning to be established by Middleton-on-Sea Parish Council.

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. Those remaining available are: -

**Arun Partnership Advisory Board Early Help (Arun Supporting Families Locality Group):**

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 emailed the organisation, and has established that this board has recently been renamed ‘Arun Supporting Families Locality Partnership Group’. This Group is in place to provide governance, drive, and challenge to ensure the Supporting Families Programme outcomes approach is being adhered to locally through building resilience with vulnerable families, creating joined up local services with local authorities and partners able to identify families in need, and by providing the right support at the right time.

## AGENDA ITEM 17

Representatives from key partner sectors include Children's Social Care, Police, Library Service, Voluntary and community sector, Health agencies, Education (Schools/Early Years), District & Boroughs / Housing, Young person services/representative, and Service/community users.

The meetings are three times a year, held at Arun East Family Hub in Littlehampton, with the next one taking place on Thursday 12<sup>th</sup> October 2023 at 1.30pm.

### **Arun District Association of Local Councils:**

Cllr. Goodheart was appointed as a Representative to the above group at the Annual Town Council 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 Heritage & Arts Partnership Board:**

Although, at the Policy and Resources Committee Meeting held on 5<sup>th</sup> June 2023, Cllr. Wells had expressed an interest in being appointed as the Reserve Representative to the Bognor Regis Heritage & Arts Partnership Board (Min. 7.2 refers), he informed Members that he had not yet stepped down from his current position on the Board and, therefore, asked that consideration of his appointment be deferred to the September Council Meeting. There are currently two vacant 'reserve' positions available for the Heritage & Arts Partnership Board.

### **West Sussex ALC Ltd:**

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

## **DECISIONS**

To consider and **AGREE** the appointment of a Representative to the Arun Supporting Families Locality Group.

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

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.

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

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 18 - TO CONSIDER THE MEMBERSHIP OF A WORKING PARTY, APPOINTED AT THE LAST MEETING, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL – DEFERRED FROM PREVIOUS MEETING (MIN. 57 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the last meeting, Members considered the appointment of a Working Party and its membership, to discuss the future of Bognor Regis Town Hall.

The Mayor stated that he had sought the advice of the Monitoring Officer at Arun District Council, specifically relating to the setting up of a Working Party and the involvement of dual-hatted Councillors in such discussions. Some fellow dual-hatted Councillors shared their belief that they, and others, should not sit on a Working Party that related to the future of Bognor Regis Town Hall. A Member recommended that the Working Party be a cross-party group.

Members unanimously **RESOLVED** to set up a Working Party to facilitate discussions on the future of Bognor Regis Town Hall.

With no formal approach having yet been made by ADC, the Town Clerk suggested deferring the membership. Following a vote, Members **AGREED** to **DEFER** considering the membership of the Working Party to the September Council Meeting.

It was further **NOTED** that if discussions needed to be expedited, an Extraordinary Council Meeting could be called.

At the time of writing this report, no formal approach has yet been received from ADC. Members may, therefore, wish to consider deferring this again, to a future meeting, or appointing the membership for the Working Group in readiness for future discussions.

**DECISION**

Members are asked how they wish to proceed: -

- To **AGREE** the membership of the Working Party, appointed at the last meeting, to discuss the future of Bognor Regis Town Hall
- or **DEFER** this to a future meeting and await a formal approach from ADC



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY MAYOR  
CLLR. FRANCIS OPPLER FROM 10<sup>th</sup> JULY - 4<sup>th</sup> SEPTEMBER 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Wednesday 19.07.23	:	Bishop of Chichester's 'Afternoon Reception', Bishop's Palace Gardens, Chichester
Thursday 20.07.23	:	<i>Deputy Mayor attended: Certificate Presentation for In Bloom 'Schools Veg Growing' Competition, South Bersted C of E School, Church Lane, South Bersted</i>
Thursday 27.07.23	:	Re-opening of Scope Store following refurbishment, Bedford Street, BR
Friday 04.08.23	:	Radio Interview with BBC Radio Sussex Re. no trains running at Bognor Regis on Saturday 5 <sup>th</sup> August 2023
Friday 04.08.23	:	Photo call for raising of Hotham Park 'Green Flag Award', Hotham Park, BR

Invites not Attended

Bognor Regis Camera Club Annual Preview Exhibition (clashed with P&R Meeting)

Elizabeth House Fundraiser and Service Celebration (invite extended to all Cllrs)

West Sussex Lieutenancy Briefing

Bersted Chairman's Networking Meeting (postponed)

Bognor Regis Concert Band Rehearsal (postponed)

'Illuminate Bognor Regis'

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 20 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH  
FROM 10<sup>th</sup> JULY - 4<sup>th</sup> SEPTEMBER 2023**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

Saturday 15.07.23	:	Calne Town Crier (Guild Championship), Calne Town Hall, The Strand, Calne (winner Of 'Best Dressed' award)
Friday 21.07.23- Sunday 24.07.23	:	The Armada Cup International Town Crier Competition, Plymouth, Kingsbridge and Dartmouth (winner of 'Best Ambassador for Town')
Friday 28.07.23	:	Proclamation for Funshine Days, Town Centre, BR
Friday 04.08.23	:	'We Love Emsworth' Market event, Emsworth Sports and Social Club (private engagement)
Wednesday 09.08.23	:	Proclamation for Funshine Days, Town Centre, BR
Wednesday 09.08.23	:	Attendance at Funshine Days 'King Ramps', BR Skate Park (opp. Royal Norfolk Hotel),
Tuesday 15.08.23	:	Proclamation for Funshine Days, Town Centre, BR
Friday 18.08.23- Sunday 20.08.23	:	Leading Parade of Town Criers at 'Montgomery Show 2023', Montgomery, Wales
Wednesday 23.08.23	:	Proclamation for Funshine Days, Town Centre, BR
Saturday 26.08.23	:	Tree planting for 100 <sup>th</sup> Anniversary of BR Allotments Society, behind Bishop Otter Campus, University of Chichester

**AGENDA ITEM 22**

**BOGNOR REGIS TOWN COUNCIL MEETING**  
**4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 22 - CORRESPONDENCE**

**FOR INFORMATION**

1. Sussex Alerts – General online safety advice – Circulated to all Councillors and on social media 28.07.2023
2. The Sussex Police and Crime Commissioner – Sussex music festival director says no to spiking – Circulated to all Councillors 28.07.2023
3. Arun Weekly Bulletin – Circulated to all Councillors and on social media 28.07.2023
4. Rebecca White BRRB – Support our proposals for Alexandra Theatre – 28.07.2023
5. NALC Job listings 31.07.2023
6. Sussex Alerts – AI and you – De-mystifying artificial intelligence – Circulated to all Councillors and on social media 31.07.2023
7. NALC Events – Previously forwarded to all Councillors 01.08.2023
8. Sussex Alerts – How to avoid Ticket Fraud this August – Circulated to all Councillors and on social media 01.08.2023
9. NALC Newsletter 02.08.2023
10. VAAC Funding Focus – August 2023 – Circulated to all Councillors 02.08.2023
11. GWT Important change to train services Saturday 5<sup>th</sup> August 23 – Circulated to all Councillors and on social media 02.08.2023
12. Twinning Association Saint Maur 10K Foot Race – Participants required – Circulated to all Councillors 03.08.2023
13. NALC Chief Executive’s Bulletin – Circulated to all Councillors 03.08.2023
14. St Wilfrid’s Hospice – fundraising – Circulated to all Councillors 03.08.2023
15. VAAC E-bulletin – Circulated to all Councillors 03.08.2023
16. Heather Perrott – Next Foreign film – Circulated to all Councillors 03.08.2023
17. Sussex Alerts – Watch out for this WhatsApp scam – Circulated to all Councillors and on social media 04.08.2023
18. Bognor Regis BID Newsletter 04.08.2023
19. Arun Weekly Bulletin 04.08.2023 – Circulated to all Councillors and on social media 04.08.2023
20. The Sussex Police and Crime Commissioner – Remembering Finn: a heroic police dog – Circulated to all Councillors 04.08.2023
21. NALC Job listings 07.08.2023
22. Sussex Alerts – August edition of OUR NEWS – 08.08.2023
23. NALC Events – Previously forwarded to Councillors 08.08.2023
24. Arun & Chichester Citizens Advice July 2023 Newsletter – Circulated to all Councillors 09.08.2023
25. St Wilfrid's Hospice E-News – Circulated to all Councillors 09.08.2023
26. GTR start of public engagement on potential changes to Southern’s West Coastway services – Circulated to all Councillors and on social media 09.08.2023
27. NALC Chief Executive’s Bulletin – Circulated to all Councillors 10.08.2023
28. WSCC Newsletter – free bus travel across West Sussex – Circulated to all Councillors 10.08.2023
29. Stonepillow Big Sleep Out 2023 – Forwarded to Town Council rep Cllr John Barrett and Cllr Francis Oppler (Patron) 10.08.2023

30. The Sussex Police and Crime Commission Newsletter More retailers reporting crime in Sussex – Circulated to all Councillors 11.08.2023
31. Arun Weekly Bulletin – Circulated to all Councillors and on social media 11.08.2023
32. NALC Jobs listings 14.08.2023
33. NALC Events – Previously forwarded to Councillors 15.08.2023
34. Vision ICT Summer Newsletter 15.08.2023
35. VAAC Upcoming VAAC Events – including Fundraising and DBS training and our AGM – Circulated to all Councillors 15.08.2023
36. BR BID formal response to parking scheme changes 16.08.2023
37. NALC Newsletter 16.08.2023
38. Office for National Statistics – Consultation on the future of population and migration statistics in England and Wales 16.08.2023
39. NALC Re-confirmation Your Local Council Is On NALC SCN Based On Precept For 23-24 FY – Circulated to all Councillors 16.08.2023
40. NALC Confirmation – 13 Newly Added Super Councils In Your County Areas – 23-24 FY Precept Income – Circulated to all Councillors 16.08.2023
41. NALC Option To Take Out LGA Associate Membership Through NALC – 1/10/23 – 31/3/24 – Option To Confirm Take-up By 25/8 – Circulated to all Councillors 16.08.2023
42. NALC Go Collaborate platform development programme (Local Councils) – Circulated to all Councillors 16.08.2023
43. NALC Chief Executive's Bulletin – Circulated to all Councillors 17.08.2023
44. VAAC fortnightly E-bulletin – Circulated to all Councillors 17.08.2023
45. WSCC Residents eNewsletter – Circulated to all Councillors 17.08.2023
46. BID STAFFING 21.08.23-04.09.23 – Circulated to all Councillors 18.08.2023
47. The Sussex Police and Crime Commissioner - Community Warden helping to reduce ASB in town centre – Circulated to all Councillors 18.08.2023
48. WSCC News Release – Calling all West Sussex tourism and hospitality businesses – Circulated to all Councillors 21.08.2023
49. GTR Update on rail services during industrial action in late August and early September 2023 – Circulated to all Councillors and on social media 21.08.2023
50. WSCC News Release – Applications open to help fund potentially life-saving defibrillators across West Sussex – Circulated to all Councillors 22.08.2023
51. NALC Newsletter 23.08.2023
52. Sussex Alerts – Share your thoughts on new security products 23.08.2023
53. Sussex Alerts – Sussex Police & Crime Commissioner's 2023 survey – reminder – Circulated to all Councillors and on social media 23.08.2023
54. Anna Beams WSALC Reminder Safety in Local Communities Survey from Sussex Alerts – Previously circulated to Councillors and on social media 24.08.2023
55. NALC Chief Executive's Bulletin – Circulated to all Councillors 24.08.2023
56. Office for National Statistics August 2023 Newsletter 24.08.2023
57. Vision ICT Newsletter – Launching Our New Vision ICT WordPress Website 25.08.2023
58. The Sussex Police and Crime Commissioner - Creating stronger and safer communities – Circulated to all Councillors 25.08.2023
59. Heather Perrott – Next International film being shown at the Picturedrome – Circulated to all Councillors 25.08.2023
60. NALC Job listings 29.08.2023
61. Twinning minutes for August and September Agenda – Forwarded to Steve Goodheart (Rep to Outside Bodies) 29.08.2023

- 62.** Vision ICT – Introducing Our New Website: A Fresh Experience Awaits  
29.08.2023
- 63.** NALC Events – Circulated to all Councillors 29.08.2023
- 64.** Clerks and Councils Direct – Local Councils Update issue 276 29.08.2023
- 65.** WSCC News Release – Join the hundreds of West Sussex businesses learning to grow digitally – Circulated to all Councillors 29.08.2023
- 66.** VAAC – AGM 2023 and networking lunch – Circulated to all Councillors  
29.08.2023

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> SEPTEMBER 2023**

**AGENDA ITEM 23 - PICTUREDROME SITE UPDATE INCLUDING: -**

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £14,500 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (SECOND QUARTER PAYMENT FOR 2023)**

**Cinema Theatre Association** - a copy of the Bulletin Magazine Vol. 57 No.3 for July/September 2023 has been received, which is available for Members to view if required.

**Town Force Works** - free up windows on the dome and rub down metalwork, spot treat rust and paint the Cinema canopy at a total cost of £1,511.00 plus VAT. These works were funded by BPCL.

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

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

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

**DECISION**

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