



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 30th OCTOBER 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 30th October from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

DATED THIS 23rd DAY OF OCTOBER 2023

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To APPROVE the Minutes of the Council Meeting held on 4th September 2023 and the Extraordinary Council Meeting held on 3rd October 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 consider supporting The Salvation Army 'Christmas Appeal 2023'
 10. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 10.1 **Policy and Resources Committee Meeting of 25th September 2023** with resolutions, recommendations and reports
 - 10.2 **Community Engagement and Environment Committee Meeting of 2nd October 2023** with resolutions, recommendations and reports
 - 10.3 **Planning and Licensing Committee Meetings of 19th September and 10th October 2023** with resolutions, recommendations and reports
 - 10.4 **Events, Promotion and Leisure Committee Meeting of 11th September 2023** with resolutions, recommendations and reports
 11. 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
 12. To note the List of Payments and Transfers made in [August](#) and [September](#) 2023 and to note the [balances, bank reconciliations and financial reports](#) (October 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)
 13. To note the External Auditor's Certificate and Report year ending 31st March 2023 Accounts and consider any action if required
 14. To nominate and agree a named Town Councillor Representative and Reserve Representative to be put forward as a 'Class B' Member to the Bognor Regis BID, on behalf of the Town Council - Min. 82 refers
 15. To consider any additional appointments of Representatives to 'Outside' Bodies deferred from the previous Meeting - Min. 85 refers
 16. To consider the membership of a Working Party, appointed at the July Council Meeting, to discuss the future of Bognor Regis Town Hall - deferred from previous meeting - Min. 86 refers
 17. To note that the Town Council's Community Winter Resilience Plan has been updated, and submitted to WSCC, for 2023/24
 18. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023 (if available)
 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

**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 4th SEPTEMBER 2023

PRESENT:

Cllrs: J. Barrett, K. Batley, J. Brooks, S. Goodheart, R. Nash, Miss. C. Needs, P. Ralph, N. Smith, Mrs. J. Warr, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
AC Kraig Melville-Bellwood (Mayor's Cadet) (part of meeting)
CI Nick Bowman (Sussex Police) (part of meeting)
Inspector Damian Merrifield (Sussex Police) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
3 members of the public

The Meeting opened at 6.34pm

65. WELCOME BY MAYOR AND APOLOGIES FOR ABSENCE

In the absence of the Mayor, the Deputy 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.

As the Deputy Mayor was to act as Chair for the meeting, Members **AGREED** that Cllr. Wells should act as Vice-Chair for this meeting.

Apologies for absence were received from Cllrs. Dawes, Oppler, Stanley and Waterhouse with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

66. 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 Chair 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 12 and 18 as an Arun District Councillor

Cllr. Brooks declared an Ordinary Interest in Agenda item 12, as an Arun District Councillor, as well as any discussion regarding the 2-hour free car parking scheme

Cllr. Goodheart declared an Ordinary Interest in Agenda items 12, 13, 15, 18 and 23

Cllr. Nash declared an Ordinary Interest in Agenda items 12 and 18 as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 12 and 18 as an Arun District Councillor

Cllr. Wells declared an Ordinary Interest in any discussion relating to the Bognor Regis BID, as a levy payer. He also declared a Disclosable Pecuniary Interest in any discussion regarding the 2-hour free car parking discs, which he stated he would leave the room for

Cllr. Mrs. Yeates declared an Ordinary interest in Agenda items 12 and 18 as an Arun District Councillor

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

The Chair adjourned the Meeting at 6.38pm, and welcomed CI Nick Bowman and Inspector Damian Merrifield from Sussex Police, to address Members

CI Nick Bowman thanked Members for the invitation to attend, to give an update on policing within the Bognor Regis area. Prior to the meeting, he had provided a summary sheet of crime recorded in the Town over the summer months, compared to the same time period in 2022, which had been circulated to Members. He was pleased to report that overall, there had been less crime reported in Bognor Regis this year than last. Whilst these statistics were important, CI Bowman acknowledged that just as much importance should be placed on the community feeling safe. Whilst the number of crimes may appear lower, Sussex Police have still faced a very busy summer, with a high demand for general police services, being just as prevalent. Within Bognor Regis, services are available 24 hours a day, 365 days a year, encompassing a local policing team, and emergency response team.

Whilst noting that the number of drug offences had risen slightly, Sussex Police have had success within the Town by way of drug raids on known cannabis sites.

Other problem areas in the Town included the Railway Station concourse, where various groups still meet and cause anti-social behaviour. The Police are working with the Town's Business Wardens and British Transport Police on tackling the known groups causing issues in this area. The Town Centre remains a hot-spot for crime, with shoplifting and criminal damage to shops still being seen on a regular basis. Sussex Police are working with the Bognor Regis BID, who secured £28,000 worth of funding to address Town Centre issues. Additionally, Sussex Police has paid police officers to work on 'days off', to enable an increased police presence in the Town.

Graffiti continues to be a particular problem, with CI Bowman commenting on the fantastic work Town Force do in removing this. Electric bikes and scooters were also mentioned as causing increasing problems nationally, including here in Sussex. It was confirmed that whilst e-bikes are illegal to use on roads and in public parks and footpaths, they are not illegal to purchase. There has been an increasing number of incidents of near misses involving e-bikes and e-scooters, with the perpetrators being hard to catch due to the speed they are often travelling, whilst also having no number plate to aid reporting.

CI Bowman informed Members that he is retiring in a couple of weeks time, and whilst a replacement has not yet been established, he emphasised that Inspector Merrifield, would remain a vital contact on policing issues in Bognor Regis.

Following the briefing, Members were invited to ask questions of the Sussex Police representatives in attendance.

Q. A Member asked what the crime detection rates were for the various crimes reported in Bognor Regis, with nationally these seeming fairly low?

A. CI Bowman advised he didn't have those figures readily available at the meeting, but did clarify that the national statistics are reflected within Sussex too. He agreed these are not where they should be, but did reassure Members that every effort is being made to keep residents safe and to always seek a 'positive solution'.

Q. Another Member questioned whether the crime rates, particularly for theft, were accurate, as he felt a lot of crimes were probably not reported. As a business owner in the Town Centre, he asked the Sussex Police representatives to do more to catch the culprits of the graffiti seen throughout the Town, agreeing Town Force do a great job of removing it, but stating more needed to be done to stop those responsible. He further commented on the different responses given upon reporting a crime to Sussex Police, depending on who you speak to at the control centre, and cited this was a training issue. The Councillor's last comments focused around the seemingly large number of police officers, new to the role, who are dismissed for making 'mistakes' and questioned whether the response to these cases is sometimes too strong.

A. With thirty years of experience, the Sussex Police representative emphasised that trust is such an important part of the role, with many national cases of police officers who have committed terrible crimes, tarnishing people's opinions of police officers in general. He clarified that there is a robust system in place, to deal with any offences or mistakes made by officers, with recent changes made in the system to monitor standards. With the Professional Standards Department looking regularly at any cases brought to their attention, CI Bowman expressed his confidence in the system and the fairness and impartiality of those who are assessing.

Q. Comment was made that many of the figures in the crime analysis provided, were going in the right direction. A Member expressed disappointment that a few years ago, Sussex Police seemingly did not have much control over policing the concourse area of the Railway Station, due to this being managed by the British Transport Police, who were stretched thinly. He was pleased to note that more partnership working was now taking place between the two forces, and in particular, in noting that plans are in place for another 'day of action' at the concourse soon.

A. The Councillor was thanked for his positive comments. CI Bowman admitted the huge challenge faced at the concourse, particularly with the work completed here to make it a more attractive meeting place, which unfortunately also makes it a meeting place for groups wanting to commit anti-social behaviour. PCSO Harsley is working hard to enforce the drinking ban in the area, with as much police presence as possible, and Sussex Police are continually monitoring the situation.

CIlr. Brooks left the Meeting

A Member concurred that uniformed police presence is vital here in deterring crimes. He spoke of the benefits of having a 'regular' police officer who in getting their presence seen in and around the Town, being known to shopkeepers and those around the Station, could provide real reassurance and a reliable and trusted tool for reporting crimes and providing a link between communities and

Sussex Police. He agreed with earlier comments relating to the police needing to be seen to do more about prosecuting those continually graffitng around Town.

Cllr. Brooks returned to the Meeting

*The Chair thanked the Sussex Police representatives for answering **Members' questions and reconvened the Meeting at 7.07pm***

68. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 10th JULY 2023

The Minutes of the Council Meeting held on 10th July 2023 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

The Town Clerk verbally reported that Cllr. Patel, WSCC Councillor for Bognor Regis West and Aldwick, had advised he had nothing to report, except the recent Highways update, which had been circulated to all Members.

The Town Clerk further reported no update had been provided by Cllr. McDougall, an ADC Councillor for Pevensey Ward, due to no meetings having taken place at ADC, through August.

Cllr. Greenway, WSCC Councillor for Bersted, addressed Members from the public gallery. He advised of a recent meeting he'd attended with Stagecoach, following reported reliability issues with the service of late, in particular in relation to the 700 route. He had been assured during this honest meeting, that there had been problems with recruitment and that these are now being resolved, which should improve services soon.

With winter approaching, Cllr. Greenway, as part of his role, has been reporting road defects which need to be rectified in the coming months, in readiness for colder weather.

He was pleased to report on his involvement in some positive art projects, as part of the Bognor Regis Youth & Community Centre. The spray paint art forms taught were enjoyed by all, and hopefully will act as a deterrent to graffitng. Cllr. Greenway thanked the Town Council for their contribution toward this art project.

WSCC and ADC had recently passed a Motion to support the registering of publicly available defibrillators in the area, with the machine at Durban Road now also registered and accessible to use.

Cllr. Wells thanked Cllr. Greenway and queried whether there was any update available on Hawthorn Road and in particular the crossroads there. Cllr. Greenway confirmed he had understood this area would be part of the roadworks programme this year, but unfortunately it is not. He confirmed he will make enquiries and report back.

70. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 7.14pm

A member of the public asked the Sussex Police representatives who would be liable should an e-scooter pull out suddenly in front of a car, causing an accident. Inspector Damian Merrifield confirmed that as riders of e-scooters (and e-bikes) don't have licenses or therefore insurance, it would be the duty of the driver to stop, and to report any incidents to their insurers. He stated that dashcams, which are becoming increasingly common, are very useful for providing evidence of who is at fault and implored all those present to continue to report any anti-social driving (including of e-scooters and e-bikes), through 'Operation Crackdown'. Whilst understanding the frustration that, due to a number of factors explained earlier in the meeting, it is difficult to catch and prosecute e-scooter and e-bike users, any evidence reported and details taken can help to build a case to catch those responsible, maybe not immediately, but in time.

The member of the public went on to express his concerns at hearing reports of members of staff working in Town Centre shops being followed, abused and feeling unsafe in their working environment. He spoke of recent crimes including the theft of a mobility scooter, youths climbing on roofs, and vandalism of a grave and the lack of respect those committing these crimes clearly have. Upon speaking to PCSO Harsley, it was made apparent to him that whilst funding is now available to pay officers to work on their 'days off', many are too exhausted to take this up and as such, policing presence on the streets remains low. CI Bowman recognised the incidents raised and stressed the importance of witnesses reporting these as they see them. He offered assurances that every call taken is assessed on an individual basis and all viable lines of enquiry are followed, to catch perpetrators.

Another member of the public spoke on Agenda item 12, asking Members to debate the Motion as a matter of urgency. He also asked Councillors to consider holding Council Meetings on a more regular, monthly basis, to speed up certain decision-making processes. The Vice-Chair confirmed Members would discuss Agenda item 12 at the appropriate time of the meeting. Further to comments on more regularly held Council Meetings, the Vice-Chair advised of the upcoming 'Bognor Regis Vision' Meeting, at which any variations to Council business may be considered by Members.

The importance of discussing Agenda item 12 was raised by another member of the public, who expressed his disbelief that Bognor Regis does not have a multi-functional community centre readily available.

Finally, representatives from Sussex Police were asked whether they supported organisations and charities providing more activities, particularly through school holidays, to 'divert' young people from committing anti-social behavior, through

lack of things to keep them entertained. CI Bowman confirmed Sussex Police would, of course, welcome any groups providing such services as a useful deterrent tool.

The Chair thanked the members of the public for their questions and reconvened the Meeting at 7.29pm

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

There were no written dispensation requests received from Town Councillors.

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

74. Policy and Resources Committee Meeting of 31st July and the Extraordinary Meeting of 21st August 2023

In the absence of the Chair, Cllr. Waterhouse, the Vice-Chair of the Committee, Cllr. Wells, reported.

74.1. Min. 36 - 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

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

Members unanimously **RESOLVED** to **AGREE** 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. It was further **RESOLVED** to **AGREE** the amended wording of Standing Order 3j to reflect this change as detailed in the report.

75. Community Engagement and Environment Committee Meeting of 7th August 2023

The Chair of the Committee, Cllr. Barrett, reported. There were no recommendations to Council.

76. Planning and Licensing Committee Meetings of 18th July, 8th and 29th August 2023

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

77. Events, Promotion and Leisure Committee Meeting of 17th July 2023

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

A Member made reference to a site meeting at the Promenade Bandstand, earlier in the day, and thanked all those that had arranged it.

78. 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'.

79. 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

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

80. NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. S. GOODHEART

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

"That this Council: -

"calls on Arun District Council to reconsider their position on the future use of the Brewers Fayre Site. On 19th **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."***

Cllr. Goodheart spoke on his Motion, which was seconded by Cllr. Brooks.

Cllr. Batley left the Meeting

Members discussed the importance of having time for meaningful discussion on this Motion.

Cllr. Batley returned to the Meeting

With many items on the Agenda for this meeting, and new information on the building coming to the attention of dual-hatted Councillors, during the Meeting, Members present unanimously **AGREED** to call an Extraordinary Council meeting, in the next few weeks, to allow for any new information to be digested and this Motion to be discussed exclusively, for any decision by Members.

Cllr. Nash, as an Arun District Councillor, informed Members of a tour of the Brewer's Fayre site being undertaken by the regeneration consultant, Neil Taylor, next Monday 11th September at 5pm, and the Town Clerk offered to contact ADC to ask if Town Councillor's could take part in the visit, to aid any upcoming discussions.

81. TO NOTE THE DETAILS OF A WORKSHOP, ORGANISED BY THE BOGNOR REGIS REGENERATION BOARD, IN RELATION TO THE WAYFINDING STRATEGY

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

Members present **NOTED** that a Wayfinding Design Workshop had been arranged by the Bognor Regis Regeneration Board, to take place at 6pm on Monday 9th October 2023, at The_Track, Bognor Regis Railway Station, in relation to the Wayfinding Strategy.

82. TO RECONSIDER WHETHER THE TOWN COUNCIL SHOULD BE A BID LEVY PAYER (MIN. 11.3 REFERS)

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

Cllr. Wells redeclared an Ordinary Interest in this item, as a BID levy payer

Discussion took place about the benefits of becoming a BID levy payer, with some differing opinions expressed, and comments made as to the good work of the BID, particularly in relation to anti-social behaviour with which they were making great strides.

Members **RESOLVED** that the Town Council apply to become a 'Class B' member of the Bognor Regis BID (appointment of which is at discretion of the BID Board of Directors), with a commitment to positively supporting and representing the BID company and its aims, and to pay the voluntary membership fee of £100 plus VAT per annum.

83. TO NOTE THE DETAILS OF A MEMBERS BRIEFING IN RELATION TO THE BRTC VISION

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

Members present **NOTED** that a Members Briefing had been arranged to take place at 6.30pm on Wednesday 6th September 2023, in the Council Chamber, where Dr. Cooper will present the Vision to Councillors.

84. PLANNING AND LICENSING COMMITTEE – TO CONSIDER ANY APPOINTMENTS TO FILL THE CURRENT VACANCIES – DEFERRED FROM PREVIOUS MEETING (MIN. 53 REFERS)

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

Further to no new nominations being forthcoming, Members **AGREED** to **DEFER** any further appointments to this Committee until such time as a representative may come forward.

85. 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)

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

85.1 Network for Neighbourhood Planning

Members **AGREED** to **REFER** the appointment of a representative to the Network for Neighbourhood Planning to the next Planning and Licensing Committee Meeting, for decision.

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

Following a request from a Member for the email previously circulated, containing information on the role of this group, to be resent to Councillors for consideration, Members **AGREED** to **DEFER** this appointment to the Council Meeting in October.

85.3 Arun District Association of Local Councils

Following a vote, it was **RESOLVED** to appoint Cllr. Mrs. Yeates as the second Representative to the Arun District Association of Local Councils.

85.4 Bognor Regis Heritage & Arts Partnership Board

Cllr. Wells continued to ask that consideration of his appointment as a Reserve Representative be **DEFERRED**, along with the appointment of second Reserve Representative to the Council Meeting in October.

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

Cllr. Wells declared an Ordinary Interest as a member of the Bognor Regis Heritage & Arts Partnership Board through the Bognor Pier Trust C.I.C.

85.5 West Sussex ALC Ltd.

Members **AGREED** to **DEFER** appointment of a Reserve Representative to WSALC, to the Council Meeting in October.

It was **AGREED** that an email would be sent to Members reminding them of the remaining vacancies.

86. 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)

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

With no formal approach having yet been made by Arun District Council, Members unanimously **AGREED** to **DEFER** this item to the Council Meeting in October, at which time, it was hoped more information may be available.

87. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

88. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

89. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

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

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

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

89.3 Cllr. Mrs. Yeates - Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Foodbank.

Verbal Reports:

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

Cllr. Batley advised that the 39 Club are currently awaiting the signing of the lease for the building, by WSCC. Activities for young people are starting this week and some sports equipment has kindly been donated to the Club, which will help with this. A beam in the annex of the building is in need of repair, and with there being no funds allocated for this, the Club are having to look at other funding options.

After attending a recent meeting, Cllr. Batley reported to Members the lack of stock currently on the shelves at the Bognor Regis Foodbank. They are desperate for lots of items, particularly those with long shelf life. Cllr. Batley confirmed he would provide the list of requirements with officers, for sharing via social media and other channels. Cllr. Batley, as representative, will be attending a meeting of the Trustees on 7th September and encouraged Members to visit the Foodbank for an Opening Evening on Tuesday 19th September, to find out more about the work being undertaken and how to help.

89.5 Cllr. Goodheart - Arun District Association Local Councils (ADALC); Bognor Regis Town Centre Forum Group (Reserve); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Regeneration Board (2nd Reserve); Bognor Regis Twinning Association; West Sussex ALC LTD; Bognor Regis Carnival Association; Grandad's Front Room (Reserve); Southdowns Music Festival; UK Harvest (Reserve).

Cllr. Goodheart commented positively on a recent meeting attended of the Southdowns Music Festival, whose dedicated volunteers were working hard to put on another successful event later this month.

89.6 Cllr. Wells - Bognor Regis Town Centre Forum Group; Bognor Regis Youth & Community Centre; Rampion 2 Community (Coastal Liaison Project) (Reserve); BRTC/ADC Liaison Meetings; Sussex Police Focus Group.

Cllr. Wells informed those present that he had attended his first meeting of Bognor Regis Youth and Community Centre, who had been moving forward with projects and lots of activities this summer.

90. TO RECEIVE CORRESPONDENCE

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

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

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

Members were pleased to receive answers from the Operations Manager and tenant, on questions in relation to the ongoing works, which the Town Clerk had circulated to all Members, along with a list of dates for expected completion.

Regarding a tour of the building, as had been requested at the last meeting (Min. 64.1 refers), the Town Clerk suggested Tuesday 17th and Thursday 19th October as viable dates for this. These dates will be emailed to Councillors, who will be asked to confirm which date and time they would like to attend.

Cllr. Nash confirmed he had recently visited the Picturedrome and was extremely impressed with the improvements made, urging any Councillor who could go on the tour, to do so.

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

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

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

Receipt of the £14,500 Management fee from The Bognor Pier Company Ltd. (second quarter payment for 2023) was **NOTED**.

The Meeting closed at 8.15pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY MEETING

OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 3rd OCTOBER 2023

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, P. Ralph, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
2 representatives from Showmen Event Group
1 member of the public
1 member of the press

The Meeting opened at 6.33pm

92. WELCOME BY MAYOR

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.

93. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. J. Barrett, K. Batley, N. Smith and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 5, as an Arun District Councillor

Cllr. Dawes declared an Ordinary Interest in Agenda item 6, as a BID levy payer

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5, as an Arun District Councillor and the proposer of the Motion

Cllr. Nash declared an Ordinary Interest in Agenda item 5 as an Arun District Councillor and Chair of the Arun District Council Economy Committee

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 5 as an Arun District Councillor

Cllr. Oppler declared an Ordinary Interest in Agenda item 5 as an Arun District Councillor

Cllr. Stanley declared an Ordinary Interest in Agenda item 5 as Leader of Arun District Council and a named person within the Motion. He further declared an Ordinary Interest in Agenda item 6 as Manager of a BID levy paying business

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 5 as an Arun District Councillor

Cllr. Wells declared a Disclosable Pecuniary Interest in Agenda item 6, regarding the 2-hour free car parking discs and stated he would leave the room for this Agenda item

95. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.37pm

A member of the public, seated in the gallery, spoke of his hope for the currently empty Brewers Fayre site, which presented a 'golden opportunity' to enhance the seafront's offering, citing the relatively low cost to get the building open and offering something within the vein of regeneration, in the immediate future. In his opinion, it would be wasteful to allow the building to stay empty over a long period and he hoped Councillors would be supportive on the Motion to be discussed, further in the meeting.

The Chair thanked the member of the public for their question and reconvened the Meeting at 6.39pm

96. TO RECEIVE A PRESENTATION FROM SHOWMEN EVENT GROUP

The Mayor welcomed the two representatives from Showmen Event Group, to address Members on their ideas for the empty Brewers Fayre site.

They spoke of a distinct lack of any kind of large indoor entertainment space, in the nearby area, and the potential this site had to fill this current void. It was their opinion that the interior of the building should be 'ripped out', creating a blank canvas to allow for a multi-use venue, which could then accommodate staging and lighting etc.

A Councillor asked how the Showmen Event Group would foresee a venue of this sort operating, the capacity it could hold and how much it would realistically cost to convert the building, alongside any deal with the District Council.

The representatives explained that with the roof and exterior repairs also required, they'd estimate in the region of £500,000 being needed to get the venue to a point, where it could be used as a community indoor venue, with the biggest cost being spent to undo much of the work Whitbread had undertaken on the building. Comment was made regarding the possibility of a partnership with ADC, WSCC and BRTC and coming together to make this happen. With ideas being in the very early stages, they could not yet comment on what deal they would seek with ADC, to put any plans in place.

Another Councillor asked whether, with so many repairs being needed, the Showmen Event Group envisaged these repairs forming a part of their financial investment or whether they would seek this funding from ADC.

It was reasoned that if the company were to form a partnership with ADC for works to this site, in the interest of fairness, all parties involved should contribute to any building repairs.

A Councillor expressed it was his understanding that ADC are looking for an 'ambitious' proposal for the site for the long-term. With the building currently empty, the Councillor questioned how the Showmen Event Group envisaged gaining any return, should they invest a large sum (in the region of £500,000), for a surely short-term lease, and how this would fit into ADC's strategy for this key site.

The representatives agreed that although a 5-7-year lease has been discussed, it would likely need to be on a longer-term basis, to make the project feasible.

A Member queried whether Whitbread should have been liable for any roof repairs, as the building was leased.

Another Member clarified that Whitbread had paid ADC £100,000 in dilapidations, which will most likely be spent on repairing the leaking roof.

The Chair thanked Showmen Event Group for attending and addressing Members.

97. NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. S. GOODHEART AND DEFERRED TO THIS MEETING BY COUNCIL (MIN. 80 REFERS)

"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 19th 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."***

Cllr. Goodheart spoke on his Motion, which was seconded by Cllr. Brooks.

Cllr. Stanley, as Leader of ADC, stated he would abstain from voting. He informed Members of a recent decision taken by the ADC Economy Committee, commissioning a feasibility study to investigate whether a multi-use entertainment venue could be achieved within the Brewers Fayre building. Prior to this, and under the previous ADC administration, another feasibility study had already been started to review the whole of the site, including the seafront mounds and importantly, the Brewers Fayre. Results are still awaited for both studies, with Cllr. Stanley emphasising the importance of waiting for the outcomes of these before moving forward with any plans. He confirmed that at the time of the Economy Committee's Meeting, on 19th June, ADC were 'not aware' of interest from any parties to make use of the building, in the short-term. The decision taken by the Economy Committee is protected under the six-month rule, meaning any decisions taken cannot be reviewed within a six-month timeframe.

Speaking personally, Cllr. Stanley spoke supportively of liaising with the Town Council on proposals for the site, although he didn't feel ADC were in a position to revisit their stance, until at least the results of the feasibility studies had been analysed, which he anticipated would be in February 2024.

Cllr. Nash, as Deputy Leader of ADC and the Chair of the ADC Economy Committee, whilst stating his personal support of the Motion, confirmed he too would also be abstaining from the eventual vote. He spoke of previous discussions at District level, surrounding turning part of the site into flats, but confirmed that during July, the idea of instead utilising the Brewers Fayre as a 400-500 capacity entertainment venue, had come to the forefront, which he cited as progress. He agreed with Cllr. Stanley that awaiting the outcome of the feasibility study was the correct course of action. He hoped that following ADC's Economy Committee Meeting to take place in February 2024, it may be agreed to begin gaining expressions of interest for the implementation of an entertainment venue, with this project hopefully working alongside the revamped theatre to provide real regeneration to the seafront area, which he stated was a big step in the right direction. With the news that the Brewers Fayre site will be used over the next few months, for the ongoing work at the Theatre, Cllr. Nash emphasised that it is not realistic for anything to take shape next year, with 2025 being a far more achievable target, in his opinion.

Cllr. Wells expressed his broad support for the Motion, but understood the recent decisions taken at ADC. He agreed with earlier sentiments expressed that the building should not remain empty for a long period of time and suggested the frontage of the building could be offered to concessions, on a one-year lease, in time for next season, to ensure the site does not look derelict, hides the ongoing

building works and is being used, even if only as a temporary solution. He asked that this be considered by ADC, and expressed hope that the District Council will consult BRTC on any long-term plans for the site.

At this point, Cllr. Stanley confirmed that conversations had already begun with ADC officers regarding exploring the frontage of the building regarding concessions and making use of part of the building in time for next season, which was **NOTED** by Members.

A Member thanked Cllr. Stanley and Cllr. Nash for giving their views and an insight into discussions surrounding the site, at ADC. He hoped that any plans to improve the front of the building, would be done at pace, to ensure this was in time for next season.

The Chair thanked Cllr. Goodheart for bringing this Motion for discussion. He stated the importance of noting that neither the current ADC nor BRTC administration were responsible for the current empty state of the Brewers Fayre building, with both simply 'picking up the mess left' by previous administrations. The Mayor confirmed he too shared the same vision of seeing the site turned into a multi-use entertainment venue, as had been expressed by others during the meeting. He spoke of the disappointment created in previous years, with ADC promising regeneration projects in Bognor Regis, which never came to fruition. Stating the importance of waiting for the outcome of the ADC feasibility studies, he spoke of the need for a strong business plan, to take ideas forward for the community and ensure the venue is profitable.

As seconder of the Motion, Cllr. Brooks addressed Members. He expressed disappointment that with the building being fully operational merely months ago, that money is now being 'wasted' on securing the building and keeping it shut. It was his opinion that it would require a small amount of funding in comparison, to complete repairs for the building to reopen and be used in the short-term whilst long-term plans were being considered. With the Theatre closed for the foreseeable future, he stressed the urgency in ensuring this building was being utilised as a valuable community space, as soon as possible. Regarding the news that the Brewers Fayre site is to be used to facilitate ongoing works undertaken at the Theatre, Cllr. Brooks disputed this decision, which he felt put an unfortunate halt to any short-term use of the Brewers Fayre site.

If we were able to reuse the building until the longer-term plans are in place, Cllr. Brooks advised Members his company was able to donate PA systems, LED screens, staging and lighting with everything needed to open up the old play area, which is quite substantial so the building could be used now.

Cllr. Brooks declared an Interest as a business owner who could provide equipment to the Brewers Fayre site

He further spoke of a local businessman who had confirmed willingness to invest a 'large sum' if the building can be reopened to the public by spring 2024, which he cited could be achieved 'without major expense'. Further to earlier comments

made by Cllr. Nash, Cllr. Brooks expressed disbelief that the decisions taken by the ADC Economy Committee at their meeting of 19th June, could not be revisited, particularly, as, in his opinion, not all information had been made clear for the Committee to consider the site as a whole, and questioned whether there were any possible links between the proposals for the Premier Inn Hotel and the Brewers Fayre site. Cllr. Brooks raised several questions which he felt were loose ends and needed answers, and therefore in his opinion the 6-month rule would not apply if these were not answered by the time the Economy Committee met.

Cllr. Goodheart, as the proposer of the Motion summarised his final thoughts and thanked Cllr. Brooks for the points raised. He spoke of the urgency of the matter and his wish to submit a list of questions to ADC as part of the Motion, particularly emphasising ADC's future plans for the building and requesting transparency and an opportunity for engagement with BRTC.

Following a vote, Members **RESOLVED** to **SUPPORT** the Motion in its entirety, and to submit the list of questions, provided by the proposer, alongside the letter to be sent to ADC - appended to the Minutes as **Appendix 1**.

98. CONSIDERATION OF THE NEW 2 HOUR FREE PARKING SCHEME PROPOSALS FROM ARUN DISTRICT COUNCIL AND THE TOWN COUNCIL'S CONTINUED PARTNERSHIP CONTRIBUTION

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

Cllr. Dawes redeclared his Ordinary Interest in Agenda item 6, as a BID levy payer

Cllr. Wells redeclared his Disclosable Pecuniary Interest in this Agenda item, regarding the 2-hour free car parking discs and left the Meeting

Following the proposed changes to the scheme by ADC, which had been forwarded to Members within the report, the Town Clerk advised of an email received from the Bognor Regis BID coordinator, informing that, given the impact the changes the proposal would have on the BID, a formal response was being formulated, and would be provided to ADC the next working day.

The Mayor briefly summarised the changes to the proposal by ADC, which had been made since this had last come before Members at the Policy and Resources Committee Meeting held on 25th September (Min. 57 refers).

The main change related to the Bognor Regis BID, who were now being offered a 'flat fee' of just £6,000 per annum by ADC, for providing administration, disc storage and a collection facility for retailers. Further, instead of being enabled to generate a surplus from the sale of the discs, which in previous years has been invested back into the Town Centre through events and other projects, hugely benefiting Bognor Regis, the Bognor Regis BID was now being asked to return money from sales to ADC, meaning an overall loss to the BID of some £16,000 per annum. All those present concurred that the treatment of the BID, by ADC, through these proposed changes, was poor, particularly given the track record with their involvement thus far, which has contributed greatly to the Scheme's success in the Town. On a more positive note, ADC had agreed to run the new

App system, parallel to the physical parking discs, to ensure all shoppers could easily access the Scheme.

There was much discussion on this item, and whether Members would support the continuation of the 2 Hour Free Parking Scheme, with a financial contribution, particularly given the detrimental impact the proposed changes would have on Bognor Regis BID. Other discussions included the setting up of a Working Party, which would involve representatives from ADC, BRTC and the BID, to discuss the finer details of the Scheme and the possible significance that having the Leader and Deputy Leader of ADC also as Members of the Town Council, could have on future discussions on this matter, at District level.

Cllr. Stanley stated that he would abstain from any vote, given his position and he emphasised the importance of hearing the BID's view on these proposals. The Mayor felt it valuable to clarify that it is ADC, not the Town Council, nor the BID proposing to make any changes to the Scheme, which has run so successfully in its current format. Other discussion focused on why Automatic Number Plate Recognition (ANPR) had not been considered by ADC earlier in proposals, with similar schemes in Worthing and Portsmouth cited as good examples of collecting data, relative to ongoing car park usage. A Councillor suggested not financially supporting the Scheme and instead using £16,000 of the Town Council's current partnership contribution of £21,000 to fund the BID or for BRTC to enable spending on projects, benefiting the Town, whilst allowing a £5,000 saving, for other ventures. Conversation turned to whether the discs should be increased to £3, with the Town Council still contributing £21,000, and the BID keeping the £1 to enable them to have a small income, for investing back into the Town. However, it was eventually conceded that given the very short timescale, due to the discs needing to be printed imminently, there was simply not the time to propose making substantial changes, such as the price, at this late stage.

In conclusion, Members were in full support of the continuation of this successful Scheme. It was felt that it was an excellent example of triangular partnership working between ADC, BRTC and the BR BID, and that what the Scheme delivers to the businesses and members of the public works well presently. It was felt that the provision of 2 Hour Free Parking brought many benefits to the Town and, therefore, Members stressed that ADC should revisit their proposals.

Bognor Regis Town Council therefore **RESOLVED** to **AGREE** to support the 2 Hour Free Parking Scheme continuing from 1st January 2024 for a period of 2 years with a partnership contribution of £21,000 per annum. This agreement would be subject to the Scheme being administered precisely as it has previously by BR BID (with profits being retained) with the addition of virtual permits via an App running alongside. However, if Arun District Council insist on taking control of producing the discs for Bognor Regis, and changing the administration of the Scheme, to the detriment of the Bognor BID, then Bognor Regis Town Council further **RESOLVE** to **WITHDRAW** the £21,000 contribution. The Town Council would then discuss with the Bognor BID the possibility of funding them with £16,000 for at least twelve months, from this sum, to be put back into the Town Centre, through projects to be discussed and agreed with the BID, through a service level agreement.

Members **NOTED** that by withdrawing the Town Council's partnership

contribution of £21,000 this would have the effect of increasing the price of the disc from £2 to £3 as detailed in the amended proposal received from ADC.

Subject to the outcome of Arun District Council having considered and responded to the Town Council's position in relation to the 2 Hour Free Parking Scheme, it was **AGREED** the Mayor and the Chair of the Policy and Resources Committee, be put forward as the Town Council Representatives for the proposed Joint Working Party.

The Meeting closed at 7.54pm

' Questions to Ask' in relation to Brewers Fayre site –
as suggested by Cllr S. Goodheart

1. Premises became 'unexpectedly vacant'. Was this allowable?
2. Brewer's Fayre was licensed, open and meeting all requirements. Can certainly be used now if the will was there.
3. 100k from Whitbread 'towards dilapidations? Is this enough? How did we get in this situation?
4. Money is already being used to maintain the premises in a secure condition and weathertight.
5. Splitting services said to cost £35k but this is presumably with long term use in mind.
6. What about agreement for Whitbread to carry on for 2 years? Who made the deal with loss of rates of £78k (rates £38k per annum)? Does ADC have any redress?
7. Please explain rates – does ADC not own the building?
8. ADC does have to obtain 'best consideration' for short tenancy under 7 years and the building's value to the community can outweigh purely monetary considerations.
9. We've lost the only other indoor space while the theatre is being developed yet we have a solution if we re-open Brewer's Fayre instead of just paying money to maintain it empty and an eyesore.
10. If we were able to re-use the building until longer term use is in place, say next 2 years, local companies are (interest) in donating stages and LED screen displays to promote the venue.
11. I am also aware of someone willing to offer/invest a substantial sum if with ADC and other local organisations and businesses, we can make this happen in time for the Spring 2024.
12. We could start by forming a local partnership to explore and cost the best temporary layout of the building to maximise existing space/usage without major works and expense.
13. Re-opening the The Brewer's Fayre 'temporarily' would not affect longer term plans for the building from any interested parties such as Showmen Events, although their involvement would be welcome.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 30th OCTOBER 2023**

**AGENDA ITEM 9 – TO CONSIDER SUPPORTING THE SALVATION ARMY
'CHRISTMAS APPEAL 2023'**

REPORT BY THE TOWN CLERK

FOR DECISION

For many years, The Salvation Army have been heavily involved in providing Christmas gifts to families in Bognor Regis, who otherwise may not be able to afford to purchase their own presents for their families and children, particularly through the ongoing cost-of-living crisis.

Due to an increase in the number of charities and groups now providing toys to families within the Town, in more recent years, The Salvation Army, in partnership with Family Support Work (Chichester Diocese), have focused on offering 'experiences' rather than gifts, giving local families the opportunity to spend quality time together and to create happy Christmas memories. In addition to the purchasing of gift vouchers, and to make packages more 'festive', The Salvation Army are providing small gift bags, which can be filled with some suggested items to accompany each voucher donated and be given to a family.

With this in mind, an email has been received from Majors Matt and Sarah Butler from The Salvation Army, asking Members of the Town Council to consider supporting this year's 'Christmas Appeal' through the purchasing of a £10 voucher from one of the following establishments: -

- Picturedrome cinema
- Pinks Ice Cream Parlour
- Seafront Mini Golf
- Little Piggies café
- The Pop-Up Ice-skating Rink

To assist with the filling of gift bags, donors are also invited to supply one of each of the following items: -

- A sharing bag of crisps or tub of Pringles (approx. £2.00)
 - A sharing bag of popcorn (approx. £2.00)
 - Pack of biscuits (approx. £1.00)
 - Box of cake mix (approx. £1.50)
 - Christmas chocolates (approx. £2.00)
 - Box of mince pies or other Christmas cakes (Yule Log approx. £2.50)
- No items containing nuts or alcohol*

If Members decide they would also like to fill a gift bag (at an approximate cost of £11.50) this too will then be donated to Bognor Regis families being supported this year.

DECISION

How do Members wish to proceed?



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 25th SEPTEMBER 2023

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, Miss. C. Needs, P. Ralph, N. Smith, P. Wells and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ken Blamires (Chair of Bognor Regis Heritage & Arts Partnership Board) (part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.30pm

49. WELCOME BY CHAIR

The Chair 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.

50. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. J. Barrett and Cllr. F. Oppler with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

51. DECLARATIONS OF INTEREST

The Chair 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 Chair 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 items 8, 12 and 13

Cllr. Ralph declared an Ordinary Interest in Agenda item 12 as a customer of Barclays

Cllr. Smith declared an Ordinary Interest in Agenda item 8

Cllr. Wells declared an Ordinary Interest in Agenda item 8, and a Disclosable Pecuniary Interest in Agenda item 9 stating that he would leave the Meeting when this item was discussed

52. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st JULY 2023 AND THE EXTRAORDINARY MEETING HELD ON 21st AUGUST 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 31st July 2023 and the Extraordinary Meeting held on 21st August 2023 and these were signed by the Chair.

53. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.32pm

The Chair of the Bognor Regis Heritage & Arts Partnership Board asked that Agenda item 8, relating to the future involvement of the Town Council with the Board, be deferred to allow time for a meeting to be held between the two parties to firstly discuss the matter.

In relation to Agenda item 13, a member of the public asked who could use the Correx boards for advertising, to which the Chair replied that this was a question for the Events, Promotion and Leisure Committee and offered to raise this on the member of public's behalf, subject to the decision taken by the Policy and Resources Committee when the item was discussed later in the meeting. Mention was made by the member of the public about the absence on Facebook of a live recording following the Events, Promotion and Leisure Committee Meeting held in September 2023. The Town Clerk explained that the decision had been taken to remove the recording owing to a problem with inappropriate auto-generated captions.

The Chair reconvened the Meeting at 6.37pm

54. CLERK'S REPORT FROM PREVIOUS MINUTES

54.1 31st January 2022 - Min 116.4 - NALC campaign for remote meetings

The Committee were advised of the continuing campaign for councils in England to have the choice to meet remotely. A link was shared with Members on 10th January 2022 asking Members to consider signing the petition calling on the UK Government and Parliament to allow councils in England to have this choice. The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) had set up the petition which was also being supported by The National Association of Local Councils (NALC) and The Society of Local Council Clerks (SLCC).

At the Policy and Resources Committee Meeting held on 28th March 2022, Members were asked to consider a call from The Society of Local Council Clerks (SLCC) to pass a Motion in relation to the petition launched by the Association of Democratic Services (ADSO) and Lawyers in Local Government (LLG) with regard to remote and hybrid meetings, and write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures – Min. 142 refers. This Motion was unanimously supported by those Members present at the meeting and the letter was sent.

An update was received via the SLCC News Bulletin of 4th September 2023 advising of progress through the House of Lords of the Levelling Up and Regeneration Bill, and most importantly a proposed amendment for the option of remote meetings. Whilst there was a vote to support the proposal (169 to 156 votes), the Bill still has to return to the House of Commons. The CEO of SLCC wrote to Lee Rowley, MP., Parliamentary Under Secretary of State at the Department of Levelling Up, Housing and Communities (DLUHC) emphasising the importance of this amendment to the sector. The response from Lee Rowley MP was as follows: -

Letter to the CEO of the Society of Local Councils Clerks from Lee Rowley MP., Parliamentary Under Secretary of State

"Thank you for your letter of 11 July on behalf of the Society of Local Council Clerks about the reintroduction of virtual meetings of local authorities.

I am grateful for you getting in touch and letting me know the strong view of your colleagues regarding virtual and remote meetings; I welcome the carefully considered arguments put forward by your organisation and others in the sector in recent months. There is obviously a delicate balance to be struck here between ensuring the ability for people to take part in local democracy in a way which is accessible and works, along with ensuring that citizens are able to attend council meetings in person to interact with their local representatives and to hold them to account. Physical attendance at meetings remains important in building strong working relationships between councillors and to deliver good governance and democratic accountability.

As I know you will know, the House of Lords voted to support the amendment to the Levelling Up and Regeneration Bill tabled by Baroness McIntosh of Pickering. The Government will be setting out its position on this matter when the Bill returns to the House of Commons in the autumn.

I am grateful for you getting in touch and thank you for sharing your thoughts on this important matter which we have certainly noted and will consider as part of that response."

54.2 19th April 2023 - Min. 168 - ADC Match-funding for Events supported by the Town Council's Grant Aid process - Bognor Regis Carnival Association

At the Policy and Resources Committee Meeting held in March 2023, Bognor Regis Carnival Association was identified as being potential recipients of a share of the £12.5K match-funding that had become available, subject to the agreed criteria being met. Following consideration of their application at the April meeting, Members unanimously agreed that £1,380 should be awarded to the Carnival Association for the provision of new elements to their existing event. As part of the ongoing monitoring of grants awarded by the Town Council, a breakdown of how the funding was allocated within their event has now been received and is available from the Clerk if required by any members of the Committee.

54.3 5th June 2023 – Min. 6.1 - Bognor Regis Twinning Association Interpretive Signage Board for Place Saint-Maur

Place St Maur was named as such as a result of the Town of Bognor Regis being twinned with Saint-Maur-des-Fossés in France. During the refurbishment of Place St Maur, the Twinning Association had met with Arun District Council to discuss ways in which this connection between the two Towns could be better promoted on this site of significance.

One of the ideas to come from the meeting was the installation of an interpretive signage board.

Back in November 2022, the Committee agreed to support the Bognor Regis Twinning Association towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions. Following ADC confirming their agreement for the board to be installed on a concrete base to be located in the grassed border leading into this area from the seafront promenade, the Town Force team have now undertaken the installation with the cost being shared by ADC and BRTC.

The Bognor Regis Twinning Association had also requested that the bench previously gifted to the town by Saint-Maur-des-Fossés located in Belmont Street be relocated to the Boules piste area in Hotham Park and this action has now also been completed by the Town Force team with the agreement of ADC.

An email has also recently been received from the Vice-Chair of the Bognor Regis Twinning Association to say: -

"I have just got back from holiday and since I have been away it seems a lot has gone on in Bognor! I haven't yet seen the newly located bench or the interpretation board except in pictures, but I should like to say thank you to everybody who has made this possible. We got there in the end!"

Thank you to Bognor Regis Town Council and the Bognor Regis Heritage Trust for financing different aspects of this project."

54.4 31st July 2023 – Min. 30.2 New location for the Model Bathing Machine

Members were updated at the last meeting that liaison with the Chair of the Museum had been undertaken and that following his initial discussions with the Royal Norfolk Hotel he had received a very positive response to the possibility for this to be located within their grounds. The Chair of the Museum has subsequently met with the Manager of the Hotel and an architect along with the Town Force Supervisor who had taken the Model Bathing Machine to the Hotel so that they could see the actual artwork and discuss this further. The Chair has since come back to say that the meeting was very successful, and they had agreed for it to be sited on a pole on the corner of their grounds as discussed, which they would confirm to him in writing.

Based on this the Chair of the Museum has instructed an architect to apply for planning permission, and once received, they will organise for the fabrication of a pole on which it will be sited and arrange its installation to be funded by the Society. The need to get some form of basic agreement drawn up which would ensure that access to the Royal Norfolk Hotel grounds would be granted to Bognor Regis Town Council staff to carry out any ongoing maintenance as required such as painting or repair to the model as this is to remain in the Town Council's ownership will also need

to be considered as well as clarification on the ongoing insurance liability. Members will be updated further as the project progresses.

54.5 31st July 2023 - Min. 35 - Arun District Association of Local Councils (ADALC)

Members were advised at the last meeting of the forthcoming ADALC Conference to be held on 10th October 2023 and asked to consider the topics for discussion proposed by ADALC. Members are asked to note that West Sussex Association of Local Councils have advised that unfortunately the Conference has been postponed until a later date which will be confirmed in due course. The BRTC representatives have been advised accordingly.

54.6 25th September 2023 – Annual Review of the Town Crier Role - Agenda Item 15

Just by way of an update to the Civic & Office Manager's Report published as part of the agenda, which advises that 12 metres of fabric for the replacement of the original livery, which is now 6 years old had been purchased. The Town Crier has advised the Clerk of her plans to make a new waistcoat with matching breeches at a cost of approximately £560.00 in the near future. This will be funded from the Town Crier's Earmarked Reserve which incorporates an allowance for such replacements.

55. TO RECEIVE THE TOWN FORCE REPORT INCLUDING: -

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

55.1 Update on highway maintenance, following a meeting with WSCC on 22nd August 2023, and agree how to proceed - Min. 13 refers

Concern was expressed in relation to highway maintenance, regarding feedback allegedly received by WSCC from members of the public, as referenced in the report, which indicated that the public preference was for uncut verges and preservation of wildlife. A Member commented that whilst they supported initiatives promoting wildlife such as bees, these should not be at the detriment of the appearance of a roadside verge, particularly when located at key gateways into the Town such as Shripney Road.

There were many comments from Members around how environmentally unfriendly it would be to remove the hedge on Shripney Road with the consensus being that more attention to its maintenance could result in an improved appearance of the hedge, which was currently patchy in places. The Clerk highlighted to Members that the hedge was the responsibility of the Town Council and increased maintenance to improve the appearance would result in more visits by Town Force, which could attract further incidents of verbal abuse when lanes need to be closed to carry out the work.

Members acknowledged the duty of care that the Council has towards staff but felt that alternative suggestions should be considered to address the

negative impact to all concerned when carrying out maintenance of the central reservation on Shripney Road.

Therefore, Members **DISAGREED** to the removal of the Shripney Road central reservation hedge, in an attempt to speed up maintenance visits and reduce staff exposure to verbal abuse and requested that the Town Clerk speak with Town Force to find ways in which the hedge's appearance can be improved and to identify the best time of day to carry out maintenance work at this location. It was suggested a report be brought back to the next meeting.

55.2 To consider the repair or replacement of grass cutting trailer

Members unanimously **AGREED** to purchase a new grass cutting trailer at a cost of no more than £4,300 excluding VAT.

- 55.3** Comments were made about graffiti in the Town with the suggestion that national retailers worked with local authorities to reduce access to spray cans. It was felt that Town Force were having to spend too much time removing graffiti and that there should be more enforcement carried out by Sussex Police.

56. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 12th SEPTEMBER 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS: TO CONSIDER THE FUTURE INVOLVEMENT OF THE TOWN COUNCIL WITH THE BOARD

The Assistant Clerk's report, and the Notes of the meeting held on 12th September 2023, was **NOTED**.

- 56.1** Members **RESOLVED** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £2,000 be utilised to cover costs associated with the Punch & Judy Festival being held in Bognor Regis.

- 56.2** Having listened to the views of the Chair of the Bognor Regis Heritage & Arts Partnership Board, during an earlier adjournment for public question time and statements, Members **AGREED** to **DEFER** consideration of the Town Council's future involvement, to allow time for Officers to meet with Board Members to discuss a way forward, with a report brought back to the Policy and Resources Committee.

57. TO NOTE THE MEMBERSHIP OF THE 2 HOUR FREE PARKING LIAISON WORKING PARTY AND TO RECEIVE AN UPDATE FROM ADC'S ENVIRONMENT COMMITTEE MEETING HELD ON 7th SEPTEMBER 2023 RELATING TO THE SCHEME (IF AVAILABLE) – MIN. 41 REFERS

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

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

It was also **NOTED** by Members that Councillors Goodheart, Nash (unless subsequently appointed as the ADC rep), Miss. Needs, Waterhouse and Woodall were appointed as the Town Council Representatives to the BRTC 2 Hour Free Parking Liaison Working Party.

Cllr. Wells returned to the Meeting

58. **TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S UKSPF BIKE REPAIR STATIONS PROJECT AND TO FURTHER CONSIDER AND AGREE ANY FINANCIAL COMMITMENT BY THE TOWN COUNCIL IN RELATION TO ITS UKSPF LIGHTING PROJECT – MIN. 14 REFERS**

The Town Clerk's report was **NOTED** with the location of the lights, and their design, briefly touched upon.

Having previously agreed to support in principle the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project, Members **RESOLVED** to **AGREE** that provision of up to £2,500, with an additional budget of 30% for potential inflation, would be included in future budget setting for ongoing costs, such as power supply and maintenance, associated with the project.

Cllr. Woodall requested that his abstention from the vote be noted

59. **TO NOTE THE UTILISATION OF £400 FROM THE PUBLICITY AND PROMOTION BUDGET BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE, RATIFIED AT THEIR MEETING HELD ON 11th SEPTEMBER 2023, TOWARDS THE COSTS FOR THE LIVE BROADCAST OF THE WOMEN'S WORLD CUP FINAL AND TO RECEIVE A RECOMMENDATION THAT THE REMAINING EXPENDITURE OF £210 BE FUNDED FROM AN APPROPRIATE BUDGET – MIN. 39.1 REFERS**

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

Members unanimously **RATIFIED** expenditure of £610.00 towards the live broadcast of the FIFA Women's World Cup Final, with £400 funded from the Publicity and Promotions Budget, and **RESOLVED** to **AGREE** that the remaining £210 would be shown as an overspend of this budget at the end of the financial year.

60. **TO RECEIVE AN UPDATE ON PROVISION PROVIDED BY BARCLAYS BANK, FOLLOWING CLOSURE OF BOGNOR REGIS BRANCH, AND TO CONSIDER ASKING ARUN DISTRICT COUNCIL, AS LANDLORD, TO WRITE TO THOSE BANKS CLOSING BRANCHES IN BOGNOR REGIS TOWN CENTRE ABOUT SETTING UP A BANKING HUB IN THE TOWN HALL – MIN. 30.1 REFERS**

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

Members unanimously **AGREED** to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building.

61. **TO CONSIDER A RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE THAT THE LAMP POST BANNER MAINTENANCE EARMARKED RESERVES OF £3,000 FOR 2022/23 BE RETURNED TO GENERAL RESERVES AND REALLOCATED FOR THE UTILISATION OF CORREX BOARDS BY WAY OF PROMOTION – MIN. 42 REFERS**

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

After a short discussion about the pros and cons of lamp post banner advertising compared to the use of Correx boards, Members **RESOLVED** to **AGREE** that the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 be returned to General Reserves and reallocated for the Events, Promotion and Leisure Committee to use the funding towards the utilisation of Correx boards by way of promotion in the Town.

62. **TO AGREE THE CRITERIA FOR APPROVAL OF MEMBER ABSENCE FROM MEETINGS**

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

It was unanimously **AGREED** that the following reasons for Member absence from Town Council meetings would be included in the criteria for approval: - Annual leave; Compassionate leave; Dependency needs; Educational commitments; Illness; Mayoral engagement; Medical appointments; Prior engagement; Shielding; Working.

If apologies for absence were received because a Councillor was attending another meeting, then Members also **AGREED** that this would be a reason to be approved, however, reserved the right to approve absence for this reason if it becomes persistent. For instance, where a dual-hatted Councillor frequently chooses to attend meetings of another council over carrying out their duties as an elected Town Councillor, then Members may review whether this absence should be approved.

Members unanimously **AGREED** that giving no apologies for absence would not be acceptable and therefore not be approved.

In answer to a question of whether apologies for absence given after a meeting would be acceptable the Clerk pointed out that it would not be possible to approve the absence as this could only be done during the meeting, not after the fact. Members were reminded that they have a duty to be at meetings of the Town Council, to which they have been summoned, and that they should advise the Town Clerk or Committee Clerk

of any absence prior to the meeting. These should not be given via another Councillor on their behalf.

A Member suggested that a caveat should be included demanding that apologies for absence be given by the Member in question, and not by a fellow Councillor on their behalf. Another Member felt that such a caveat could not be enforced, for example, in the case of a spouse having to report the absence of a Councillor as a result of an emergency.

63. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

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

The excellent work of the Town Crier and the publicity that the role brings was a view widely shared by those present. Questions around whether enough was being budgeted, for travel etc., were raised with it suggested that this be a consideration in the next budget setting process, in recognition of how the role has grown and of the tremendous amount that the Town Crier achieves.

64. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2024 TOWN NEWSLETTER

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

Members unanimously **AGREED** to the production of the condensed A4, 4-page version, with QR code for the full edition, for the 2024 Town Newsletter. It was suggested that if recyclable paper were used to produce the Newsletter that this be highlighted by the inclusion of a logo stating that the publication could be disposed of in this way.

The inclusion of articles in the 2024 Town Newsletter, as suggested by Officers in the report, was **AGREED** and Members were invited to email the Town Clerk with any further article suggestions of their own by the end of the week.

65. TO NOTE THAT THE 3-YEAR PARTNERSHIP AGREEMENT WITH BOGNOR REGIS SEAFRONT LIGHTS IS COMING TO AN END AND TO CONSIDER ANY FUTURE FUNDING

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

With budget setting yet to take place, some Members were wary of considering another funding agreement in partnership with Bognor Regis Seafront Lights until the Town Council had looked at it's budget as a whole.

Members **AGREED** that the Town Clerk would invite representatives from Bognor Regis Seafront Lights to give a presentation, to include their future plans, prior to the next meeting of the Policy and Resources Committee.

66. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

66.1 To ratify expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower

Members unanimously **RESOLVED** to **RATIFY** expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower.

66.2 To ratify expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose.

66.3 To ratify expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar

Members unanimously **RESOLVED** to **RATIFY** expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar.

67. FINANCIAL REPORTS INCLUDING: -

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

67.1 To note Committee I&E Reports for the month of August 2023 - previously copied to Councillors

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

67.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

68. CORRESPONDENCE

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

69. 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 22 (contractual).

70. 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 8.02pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 2nd OCTOBER 2023

PRESENT:

Cllr. J. Barrett (Chair); Cllrs. J. Brooks, D. Dawes,
Miss. C. Needs, F. Oppler, Mrs. J. Warr,
B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
2 Members seated in the public gallery
2 members of the public in the gallery
2 representatives from Boom Community Bank (part
of the meeting)

Prior to the Meeting, Members received a presentation from the Boom Community Bank

The Meeting opened at 6.40pm

33. WELCOME BY CHAIR

The Chair 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.

34. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Smith, with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

35. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

36. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th AUGUST 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 7th August 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 7th August 2023, as an accurate record of the proceedings and the Chair duly signed them.

Cllrs. Brooks and Oppler had been absent from the meeting held on 7th August 2023 and, therefore, abstained from voting.

37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.43pm

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

A Director of the recently formed Bognor Fun Bus CIC took the opportunity to share with Members her background and belief of how a bus could benefit

the young people of Bognor Regis and surrounding area, and hoped that would support their application to the Youth & Young Persons Budget.

A Member seated in the public gallery asked whether the bench identified in Agenda item 12 could be repositioned nearer to the Promenade Bandstand and, where the funding for maintenance of trees and planters would be coming from with regards to Agenda item 8. The Clerk stated that he would liaise with the Bognor Regis In Bloom Officer and report back at the next meeting regarding the ongoing costings for planters and trees.

The final question from the public gallery, was by a Member who stated that he was pleased to hear of the promotion of defibrillators by Arun District Council, but informed the Committee that the new box situated outside the Town Hall does not currently house a defibrillator, the Clerk stated that he would liaise with Arun District Council and report back to the Committee.

The Chair reconvened the Meeting at 6.52pm

38. CLERK'S REPORT

There were no updates to report.

39. TO NOTE THE PRESENTATION RECEIVED FROM BOOM COMMUNITY BANK PRIOR TO THE MEETING AND CONSIDER ANY FURTHER ACTION

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

Members **NOTED** the presentation from Boom Community Bank, which was delivered to Members prior to the Community Engagement and Environment Committee Meeting.

Members **AGREED** to **REFER** this Agenda item to the Policy and Resources Committee for further consideration.

40. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23rd AUGUST 2023 AND THE NON-QUORATE MEETING HELD ON THE 20th SEPTEMBER 2023 (IF AVAILABLE)

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 23rd August 2023 and the non-quorate meeting held on 20th September 2023, were **NOTED**.

Concern was expressed in relation to the Christmas tree referenced within the Notes of the 20th September 2023. However, there appeared to be misunderstanding as a Member believed that this was the large tree to be located outside the station, on Station Square, which will be in place this

year. The In Bloom Working Group had discussed a smaller tree, inside the station, on the concourse.

Members **RESOLVED** to **RATIFY** the following **RECOMMENDATIONS**: -

- The cost of £269.34 for the bedding plants used in the winning display to be funded from the 2023/24 Environmental Projects Budget, together with £10 for the winner's plaque and £40 for the gift vouchers presented to the winner and runners up, both to be funded from the 2023/24 Competition Expenses Budget.
- The remaining Environmental Projects Earmarked Reserves of £2,955 be used towards the planting of 4 'Wild Service' trees, a Beech and a Monterey Pine as succession planting at the Town Cemetery.
- When discussing budgets for 2024/25, an increase to the In Bloom budget be considered to address the overspend of approximately £200, for the past 2 years, in relation to the Bognor Regis In Bloom Annual Awards Evening.
- The remaining Competition Expenses budget be used to fund the In Bloom share of the Awards Evening, including room hire, catering and the winners' plaques, and that any overspend (exact figure to be confirmed in due course), be funded from the Competition Expenses Earmarked Reserves.
- Mrs. M. Stanley be appointed as a co-opted Member of the In Bloom Working Group.

41. PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: YOUTH PROVISION, HAMPSHIRE AVENUE FUN WEEK (PLAYDAYS), SURGERIES, OPEN FORUMS AND TOPIC TEAMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

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

Members felt that as the Draft Budget had not been set by the Policy and Resources Committee, Members **AGREED** to **DEFER** this item to the next meeting.

NOTE: *As per the recommendations from the Bognor Regis In Bloom Working Group, an increase of £200 for the 2024/25 budget was **AGREED** to address the overspend for the past 2 years, in relation to the Bognor Regis In Bloom Annual Awards Evening. This will therefore be **RECOMMENDED** to the Policy and Resources Committee.*

42. TO CONSIDER THE ADOPTION OF ANY AVAILABLE RED PHONE KIOSKS IN BOGNOR REGIS AND TO AGREE FOR WHAT PURPOSE

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

Members raised concerns as to who would be liable for any damages, its contents, ongoing maintenance, Public Liability Insurance requirements of adopting a kiosk. Another Member asked whether BT could provide a list of those in Bognor Regis. The Clerk stated that BT are not able to provide a list of the kiosks, but he would make enquiries regarding maintenance, liability, and report back at the next meeting.

It was suggested by a Member that the Clerk could contact Bosham Parish Council, as they have recently adopted a kiosk to ascertain further details about the process and report back to the Committee, to which Members **AGREED**.

Members also **AGREED** that the Clerk create a public appeal to be shared on Facebook, website, E-Bulletin, noticeboards etc asking if residents know of any kiosks in their street and, if so, to let the Town Council know.

43. TO CONSIDER A REQUEST FROM ARUN DISTRICT COUNCIL FOR SUPPORT IN PROMOTING THE IMPORTANCE OF DEFIBRILLATORS AND A 'CALL TO ACTION' TO ENSURE THAT ANY WITHIN OUR DISTRICT ARE REGISTERED ON 'THE CIRCUIT'

The Projects Officer's report was **NOTED** and the related appendix detailing defibrillators in the vicinity of Bognor Regis.

A Member spoke of a £1 million Community Automated External Defibrillators Fund which he felt would be something that the Town Council should be looking to apply for.

This will be added to the next Committee Meeting for Members to consider their next steps, with a report provided.

Members **NOTED** the list of current defibrillators registered in Arun, as attached to the report.

44. TO PROVIDE FEEDBACK TO THE BOGNOR REGIS BID ON THE POTENTIAL REPOSITIONING OF A STREET BENCH, WITH ASSOCIATED ANTI-SOCIAL BEHAVIOUR, FROM THE EAST END OF BOGNOR REGIS HIGH STREET TO YORK ROAD

The Projects Officer's report was **NOTED** including the Bognor Regis BID report attached as Appendix 1.

Comment was made by a Member that he felt that anti-social behaviour, falls under the remit of the Police and was concerned that moving a bench would not eradicate the unwanted behaviour.

Another Member provided a long list of anti-social behaviour occurring at the bench in question, and stated that he had visited 19 businesses in the locality of the bench, the majority of which agreed that they would benefit from the bench being moved.

After much discussion, Members **AGREED** that the bench from the east end of Bognor Regis High Street should be moved to York Road and this would be reported back to Bognor Regis BID.

Cllr. Brooks DISAGREED, and Cllrs. Oppler and Mrs. Warr abstained and requested that this be Noted in the Minutes

Members also **AGREED** that the Town Clerk write a letter to Sussex Police stating that the Town Council have taken this decision, and that should similar behaviour appear, the Town Council would ask that the Police support addressing anti-social behaviour by enforcing with remedial action.

45. TO RECEIVE AN UPDATE ON THE 5-YEAR LISTING OF BOGNOR REGIS TOWN HALL, AS AN ASSET OF COMMUNITY VALUE – MIN. 22 REFERS

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

A Member thanked the Clerk and the Committee Administrator for their efforts to ensure that the Town Hall met the requirement to be relisted again successfully.

Members **NOTED** that Bognor Regis Town Hall has been registered as an Asset of Community Value with effect from 6th September 2023, for a maximum period of five years from this date, with a charge placed on the Local Land Charges Register as well as at Land Registry.

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

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

Cllr. Dawes provided feedback to the Committee, that Community Groups put forward the suggested name 'Volunteer Force' and that a group had already conducted an extensive clean along east end of Bognor Regis High Street. A Member asked what the Terms of Reference were for the Working Group. The Clerk stated that the Working Group should agree the Terms of Reference at the first meeting.

46.1 To agree upon the name of the Working Group

Members **AGREED** the name 'Volunteer Force' for the Working Group for which the Clerk would liaise with Cllr. Dawes to arrange the first meeting.

47. TO RECEIVE AN UPDATE WITH REGARDS TO THE LEVELS OF SEWAGE IN BOGNOR REGIS SEA (IF AVAILABLE) – MIN. 31 REFERS

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

The Clerk updated the Committee and confirmed that he had reached out numerous times to Southern Water and advised they are liaising with their stakeholders for a response, once this is received it will be circulated to the Committee.

Members **AGREED** to wait for any feedback at the next meeting. Should no response be received then further action will be taken.

48. FEEDBACK FROM ONLINE COMMUNITY OPEN FORUM HELD ON THE 29th AUGUST 2023 AND COUNCILLOR DROP-IN SURGERY HELD ON THE 26th SEPTEMBER 2023 (IF AVAILABLE) INCLUDING: -

The Projects Officer's report, including the Notes from the Online Community Open Forum Meeting held on 29th August 2023 and from the Councillor Drop-In Surgery held on 26th September 2023, were **NOTED**.

48.1 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.

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

Members **AGREED** to host the next Online Community Open Forum Meeting on Monday 16th October 2023 at 6.30pm.

A Member stated that he felt that the Officer, Town Force and Councillor time for the Drop-In Surgeries could be better utilised by hosting the surgeries at the Town Hall.

Therefore, Members **AGREED** that the next Councillor Drop-In Surgery would take place 30 minutes before the next Full Council Meeting on 30th October 2023.

NOTE: *Following the meeting, the Clerk was advised that there is a Twinning Association presentation due to be delivered to Members ahead of the next Full Council Meeting to be held on the 30th October 2023, and therefore the Councillor Drop-In Surgery will not be possible. A new date for the Councillor Drop-In Surgery will be presented for Members consideration at the*

Community Engagement and Environment Committee Meeting to be held on the 4th December 2023.

49. UPDATE ON YOUTH PROVISION INCLUDING: -

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

49.1 To Note the date of the next Youth Provision Steering Group Meeting to be held on 4th October 2023

Members **NOTED** that the next meeting of the Youth Provision Steering Group will take place in the Council Chamber at Bognor Regis Town Hall at 10.00am on Wednesday 4th October 2023.

49.2 To Note the release of £500 for The Regis School and 4 x Amazon Gift Cards to students from The Regis School and Felpham Community College for participating in the Youth Surveys – Min. 97.3 and Min. 25 refers

Members **NOTED** the release of £500 for The Regis School, and 4 x £25 Amazon gift cards to students from The Regis School and Felpham Community College for participating in the Youth Provision Surveys, all funded from the Youth & Young Persons Budget.

50. TO CONSIDER YOUTH & YOUNG PERSONS BUDGET APPLICATIONS INCLUDING: -

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

50.1 To further consider the funding request from The Bognor Fun Bus CIC – Min. 26 refers

Members **AGREED** to **DEFER** the funding request from Bognor Fun Bus CIC, for the purchase of a bus, from the 2023/24 Youth & Young Persons Budget to the meeting to be held on 4th December 2023, so that all applications for the remaining Youth & Young Persons Budget could be considered en-bloc.

50.2 To consider a funding request from The 39 Club

Cllr. Oppler declared a Personal Interest, as a Committee Member of the 39 Youth Club

Members **RESOLVED** to **AGREE** to the request from 39 Youth Club, for match-funding of up to £7,500, from the 2022/23 Youth & Young Persons Budget currently held in Earmarked Reserves, to support the Community Asset Transfer.

50.3 To note new applications received from Bognorphenia CIC, Bognor Regis Youth and Community Centre

The applications from Bognorphenia CIC and Bognor Regis Youth and Community Centre were **NOTED**.

Members **AGREED** that these two applications, the application from The Fun Bus CIC, and any additional applications received at least one week before the meeting on the 4th December 2023, would be considered at this time to give all organisations a fair opportunity to apply to the Youth & Young Persons Budget.

51. TO RECEIVE THE NOTES FROM THE BEACH & SEA ACCESS TOPIC TEAM MEETING HELD ON THE 25th SEPTEMBER 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS (IF AVAILABLE)

The Projects Officer's report, including the Notes from the Beach & Sea Access Topic Team Meeting held on the 25th September 2023 was **NOTED**.

52. TO NOTE THE DATE OF THE NEXT CLIMATE EMERGENCY FOCUS GROUP MEETING TO BE HELD ON THE 17th OCTOBER 2023

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

Members **NOTED** that the next Climate Emergency Focus Group Meeting will be held on Tuesday 17th October 2023 at 10.00am.

53. CORRESPONDENCE

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

The Meeting closed at 8.10pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th SEPTEMBER 2023

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

IN ATTENDANCE: Mrs. R. Vervecken (Civic & Office Manager)
8 members of the public

The Meeting opened at 4.00pm

62. CHAIR'S ANNOUNCEMENTS

The Chair 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.

63. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. P. Ralph and Cllr. P. Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

64. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

65. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th AUGUST 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 29th August 2023 as an accurate record of the proceedings and the Chair signed them.

66. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the meeting at 4.05pm

Seven residents of Berkeley Court, adjacent to the site proposed for the new 116-bedroom hotel as detailed in planning application BR/83/23/PL, were present at the meeting, and raised various concerns regarding the planning application.

These included grievances over the parking survey undertaken by the applicant, which the residents believed were not a fair reflection of the daily usage of the car park, due to the Brewers Fayre and Regis Centre having already closed when the survey was undertaken, which would undoubtedly have meant less parking demand than would be normal in the Regis Centre car park.

Other disputes included how the heritage of the Town Hall would be protected if the application was to proceed, due to its close proximity to the Grade 2 listed building, alongside the 'dubious' comparisons made in the day/sunlight report, between the proposed hotel under this application and a previous application for the site, which had never come to fruition.

Another member of the public seated in the gallery, a resident of Somerset Gardens, spoke of his discontent regarding planning application BR/186/23/PL. He raised concerns over the excessive parking demands a 7-bedroom HMO has already caused in this narrow cul-de-sac, already suffering from double parking issues, making it difficult for wheelchair users to access the footpaths and emergency vehicles to pass through.

He stated that the road currently has 22 family dwellings, and that a HMO is totally out of keeping with the rest of the area. The resident questioned why a planning application had not been made sooner. As a retrospective application, the HMO is already being occupied and residents of Somerset Gardens are worried this HMO will set a precedent for any other vacant houses in the road.

The Chair thanked the members of the public for attending and reconvened the Meeting at 4.21pm

67. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th AUGUST, 1st AND 8th SEPTEMBER 2023

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

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

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

68. 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.

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

69.1 Licensing Act 2003

Premises: Home Bargains, Unit 2-3, Bognor Regis Business Park, Bognor Regis, PO22 9TR
Licence Number: 118635

The Committee noted the application received for a Premises Licence for the supply of alcohol, Monday to Sunday between the hours of 00:00 to 24:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, noting the store already possesses an alcohol licence, with this new application required due to the expansion of the store.

69.2 Licensing Act 2003

**Premises: Pamporovo Mini Market Limited, 25 Station Road,
Bognor Regis, PO21 1QD
Licence Number: 118678**

The Committee noted the application received for a Premises Licence for the supply of alcohol off the premises, Monday to Saturday between 08:00 and 23:00 and Sunday between 09:00 and 22:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities, however, Members wished to state that they are aware of the problems associated with the sale of alcohol in this area, as are Sussex Police.

70. TO FURTHER CONSIDER AND AGREE ANY ADDITIONAL 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 make no further comments.

71. TO CONSIDER THE APPOINTMENT OF A REPRESENTATIVE TO THE NETWORK FOR NEIGHBOURHOOD PLANNING, REFERRED FROM THE COUNCIL MEETING HELD ON 4th SEPTEMBER 2023 – MIN. 85 REFERS

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

Members were favourable to the idea of appointing a Representative and Reserve from the Planning and Licensing Committee for attendance at meetings of the 'Network for Neighbourhood Planning'.

Various nominations were discussed alongside the possibly frequency of the meetings. Members therefore **AGREED** to **DEFER** appointment of a Representative and Reserve until such time as more information on the requirements may be available.

72. CORRESPONDENCE

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

The Meeting closed at 5.35pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th SEPTEMBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25th AUGUST, 1st AND 8th SEPTEMBER 2023)**

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

<p><u>BR/83/23/PL</u> <u>The Regis Car Park</u> Belmont Street Bognor Regis PO21 1LE</p>	<p>Demolition of former fire station, and construction of a 5-storey, 116-bedroom hotel with ancillary restaurant and all associated works. This application affects the setting of a Listed Building and is in CIL Zone 4 (zero rated) as other development. RE-ADVERTISED Amended Building Design & noise survey; additional demolition plan and drainage, daylight and parking reports</p>	<p>OBJECTION After considering the newly submitted documents, Members stand by their original grounds for objection, as detailed fully in the previously submitted representation for this application.</p> <p>Members further emphasised their concerns regarding the increase in parking demands that a 116-bedroom hotel would inevitably have on The Regis Centre car park, as well as the proposed restaurant, which Members believe is to be used exclusively by hotel guests, and not the general public. As per the original objection, they spoke of the loss this creates, considering the Brewers Fayre offered family-friendly dining. Members discussed the need for any hotel here to be more accommodating toward families staying in Bognor Regis, considering its status as a 'seaside resort', and the need for a hotel on this prominent site, to attract visitors to the Town Centre.</p>
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BR/83/23/PL <i>(continued)</i>		Members felt this application, in its current state, did not meet these objectives, and so stood by their original objection.
<u>BR/170/23/T</u> Abbots Lawn Sylvan Way Bognor Regis PO21 2RS	1 No. Lime tree (T1) - Crown lift to 3.5m-4m above ground level	NO OBJECTION Members commented that the crown lift seemed extensive, but agreed to raise no objection, subject to approval of the ADC Tree Officer. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
<u>BR/186/23/PL</u> <u>1 Somerset Gardens</u> Bognor Regis PO21 2AA	Retention of 7 bed HMO. This application is in CIL Zone 4 and is CIL Liable as new dwellings	OBJECTION Members strongly believed this application would result in an intensification of use that adversely affects the character of the area which would in turn, affect public and neighbouring amenities. This application would result in the generation of excessive parking demands, in this particularly narrow road, thus harming public amenity; contrary to Policies H SP4 and QE SP1 of the Arun Local Plan. Furthermore, Arun District Council's website clearly states that there is a minimum requirement for an HMO, housing 6 to 8 people, to contain 1 wash hand basin in each sleeping room (where practical), plus two bathrooms and two separate WC's with wash hand basins.

BR/186/23/PL <i>(continued)</i>		<p>From looking at the proposed plans submitted, Members were not convinced these requirements were being met.</p> <p>Concerns were raised with this being a 'retrospective' application, with Members questioning whether all appropriate regulations had been met, when the works to this property were carried out, including proper fire regulation checks.</p> <p>As a requirement detailed in the Arun Parking Standards document, electrical vehicle charging points should have been provided, and it is not clear if bicycle storage facilities will be installed.</p>
<u>BR/195/23/HH</u> <u>1 Westway</u> Bognor Regis PO22 8DA	First floor rear extension	NO OBJECTION
<u>FP/122/23/PL</u> <u>Rabbit Island</u> Rear of 84 Brooks Lane Bognor Regis PO22 8DN	Erection of an agricultural storage barn (revised application further to FP/91/23/AG). This application is in CIL Zone 5 (zero rated) as other development, and is a dual Parish application Bognor Regis Town Council	<p>OBJECTION As the piece of land referred to in this application falls within the boundaries of Felpham Parish Council, Members are in support of the reasons for their objection and agreed with concerns they raised.</p> <p>Regarding the access road, which does fall within Bognor Regis' boundaries, Members expressed serious safety concerns</p>

<i>FP/122/23/PL</i> <i>(continued)</i>		surrounding the ability of the bridge to be able to support heavy farming vehicles which, should this application be approved, may be a necessity.
<u>BR/190/23/A</u> 42-44 London Road Bognor Regis PO21 1PY	Proposed internally illuminated fascia sign and internally illuminated projecting sign to replace existing sign	NO OBJECTION
<u>BR/192/23/A</u> Oldlands Farm Newlands Road Bognor Regis PO22 9FJ	Installation of 1 No. non-illuminated wordmark sign on three elevations of the warehouse (north, east and west) together with 10 No. non-illuminated signage on the western elevation, along with the installation of non-illuminated signs across the site	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 10th OCTOBER 2023

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

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
3 members of the public

The Meeting opened at 4.02pm

73. WELCOME BY CHAIR

The Chair 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.

74. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. B. Waterhouse with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

There were no apologies for absence received from Cllr. S. Goodheart. These could therefore not be approved.

75. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th SEPTEMBER 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 19th September 2023 as an accurate record of the proceedings and the Chair signed them.

77. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.04pm

The applicant for planning application BR/200/23/PL (The Promenade, opposite Brewers Fayre, Bognor Regis) spoke to Members about the opportunity that the installation presented to showcase Bognor Regis' seaside heritage. The augmented reality of a computer-generated image of a historical bathing machine, complimenting the model bathing machine that it was hoped would be installed on the grounds of the Royal Norfolk Hotel (The Esplanade), in addition to the bathing machine on show at Bognor Regis Museum (West Street), would create a new trail in the Town.

A member of the public, who had previously addressed Members of the Town Council about their road safety concerns in relation to Linden Road, continued to express frustration with traffic problems in the area and spoke of prohibited parking.

The Chair reconvened the Meeting at 4.13pm

78. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th SEPTEMBER 2023

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

Cllr. Ralph asked that his abstention from voting in respect of planning application BR/200/23/PL (The Promenade, opposite Brewers Fayre) be recorded

79. 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, to submit **NO OBJECTION**, were **RATIFIED**: -

- Licence Application Number: 118746 - Rocks Bar and Restaurant, 41-43 High Street, Bognor Regis, West Sussex, PO21 1RX
- Licence Application Number: 118694 - Bonito Lounge, 1 London Road, Bognor Regis, West Sussex, PO21 1PQ
- Licence Application Number: 118498 – Cafe Central, 46A London Road, Bognor Regis, West Sussex, PO21 1PY
- Licence Application Number: 118674 - Punch & Judy, 13 High Street, Bognor Regis, West Sussex, PO21 1RJ
- Licence Application Number: 118528 – Greggs, Unit 2, 2B London Road, Bognor Regis, West Sussex, PO21 1PY
- Licence Application Number: 118755 The Clockhouse Café, 3–6 Clock Walk, High Street, Bognor Regis, West Sussex, PO21 1SG
- Licence Application Number: 118764 - Costa Coffee, 33 London Road, Bognor Regis, West Sussex, PO21 1PQ

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

There were no Premises Licence applications to be considered.

81. TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO WSCC'S DRAFT ACTIVE TRAVEL STRATEGY AND LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) CONSULTATION SURVEY

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

Members felt that a move to more active travel should be supported and that it was an area which the Town Council were already promoting with plans to install 4 public bike repair stations, around the Town, in the future.

It was **AGREED** to submit comments in **SUPPORT** of WSCC's Draft Active Travel Strategy, and Local Cycling and Walking Infrastructure Plan.

82. TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO ADC'S DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) CONSULTATION 2023

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

Members considered the minor changes proposed in the draft revised Statement of Community Involvement (SCI) and unanimously **AGREED** to submit comments to ADC in response to the 2023 public consultation, **SUPPORTING** the updates to the document, in order to ensure it is up to date with recent changes in the planning system.

83. TO CONSIDER REGISTERING WITH THE PLANNING INSPECTORATE AS AN INTERESTED PARTY, IN RELATION TO THE RAMPION 2 OFFSHORE WIND FARM, IN ORDER TO SUBMIT COMMENTS IN RESPONSE TO THE EXAMINATION

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

The Development Consent Order (DCO) application for the Rampion 2 Offshore Wind Farm has been accepted for examination by the Planning Inspectorate. The application is for an offshore wind farm with an area up to approximately 196km² comprising up to 90 wind turbines off the coast of Bognor Regis.

With the proposed development in such close proximity to Bognor Regis, it was acknowledged by those present that it would likely have a significant impact on the lives of residents and visitors to the Town.

Members **AGREED** that the Town Council would register with the Planning Inspectorate as an interested party, in relation to the Rampion 2 Offshore Wind Farm, to ensure that the Council continues to have a voice. It was further **AGREED** that the Committee Clerk would circulate the application documents to Members by email, in readiness for them to consider the matter again at the Planning and Licensing Meeting to be held on 31st October 2023 at which they will be invited to agree any further comments to be submitted in response to the examination.

84. TO RECEIVE DETAILS OF ANY CIL PAYMENTS DUE TO BE RECEIVED BY BRTC IN OCTOBER 2023 AND TO NOTE THAT THE TOWN COUNCIL'S CIL ANNUAL MONITORING REPORT FOR 2022/23 HAS BEEN SUBMITTED TO ADC

The Assistant Clerk's report, and the appendix relating to the CIL Monitoring Report for 2022/23 submitted to ADC, were **NOTED**.

85. CORRESPONDENCE

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

Additional correspondence included: -

- 85.1** Notification from Arun District Council that planning applications BR/268/22/PL (Ravenna, Richmond Avenue, Bognor Regis), BR/168/23/PL (Rose Cottage, Shripney Road, Bognor Regis) and BR/186/23/PL (1 Somerset Gardens, Bognor Regis) are to be considered by the Council's Planning Committee on 18th October 2023. Members were invited to email the Committee Clerk by no later than 5pm on Friday 13th October if they wished to register to speak on any of the applications at ADC's Planning Meeting.

The Meeting closed at 4.57pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 10th OCTOBER 2023
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th, 22nd AND 29th SEPTEMBER 2023)**

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

<u>BR/201/23/PL</u> <u>The Royal Norfolk Hotel</u> The Esplanade Bognor Regis PO21 2LH	Installation of bathing machine model. This application may affect the setting of a listed building, affects the character and appearance of The Steyne, Bognor Conservation Area and is in CIL Zone 4 (Zero Rated) as other development	Members RESOLVED to AGREE to submit NO COMMENT in respect of this application, as the Town Council are guardian of this piece of artwork.
<u>BR/202/23/A</u> <u>The Royal Norfolk Hotel</u> The Esplanade Bognor Regis PO21 2LH	Installation of bathing machine model and non-illuminated signage for Bognor Regis Museum	Members RESOLVED to AGREE to submit NO COMMENT in respect of this application, as the Town Council are guardian of this piece of artwork.
<u>BR/180/23/PL</u> <u>Hook House</u> 51 Hook Lane Bognor Regis PO22 8AR	Change of use from a 4-bed house to a 6-bed HMO student let	<p>OBJECTION Members feel that this proposal will be detrimental to the character of the Hotham Ward area by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community and would prefer to see a family dwelling retained.</p> <p>It is unclear from the plans whether the minimum standards for HMOs has been met by provision of a wash hand basin in each bedroom. The plans also do not show that there is a second WC within the proposals. Such lack of provision would be contrary to ADC's SPD.</p>

<p><u>BR/200/23/PL</u> <u>The Promenade</u> Opposite Brewers Fayre Bognor Regis</p>	<p>Installation of a 1550mm x 500mm anodised aluminium rectangular archway as part of an 18-month augmented reality art installation showcasing Bognor Regis's heritage. This application is in CIL Zone 4 (Zero Rated) as other development and may affect the setting of a listed building</p>	<p>NO OBJECTION Whilst discussing the proposals at the Planning and Licensing Committee Meeting held on 10th October 2023, Members expressed support for the installation which they felt promoted the seaside heritage of Bognor Regis by using modern technology.</p>
<p><u>BR/189/23/PL</u> <u>The Beehive</u> 31 William Street Bognor Regis PO21 1DL</p>	<p>Conversion and change of use from a building used for the Church into 2 no. self-contained flats (use class C3)</p>	<p>NO OBJECTION</p>
<p><u>BR/208/23/T</u> <u>Danehurst</u> Sylvan Way Bognor Regis PO21 2LR</p>	<p>2 No. Pines (T1 & T2) section fell to ground level. 1 No. Lime (T3) crown reduction to leave a height of 10-11m and a spread of 3-4m, removal of deadwood, crown lift to 3m over the grass verge and crown thin by 20%</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 11th SEPTEMBER 2023

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.31pm

29. CHAIR'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. Stanley and Woodall with the Clerk recommending that the reasons given were acceptable. The absences were **APPROVED** by Members.

30. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

31. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th JULY 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 17th July 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 17th July 2023, as an accurate record of the proceedings and the Chair duly signed them.

32. 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.

33. CLERK'S REPORT

There were no updates to report.

34. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE EXTRAORDINARY MEETING HELD ON THE 16th AUGUST 2023

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 16th August 2023 as previously circulated, was **NOTED**.

35. It was **RESOLVED** to vary the order of business and move the Additional Agenda item 1 to follow Agenda item 6 - S.O. 10(a)(vi).

36. **TO REVIEW THE 'SUNNIEST BOGNOR REGIS' LOGO – MIN. 92 REFERS**

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

Several Members agreed it would be sensible to follow the Officers recommendation to simply adopt the alternative 'Sunniest Bognor Regis' logo but without the strapline or to tweak the strapline so that it says 'One of Britain's Sunniest Mainland Resorts'.

Members subsequently, **AGREED** on option B for the Town Council's 'Sunniest' logo.

A Member suggested using an automated weather reading system, which the Events Officer advised the Town Council is in discussions with the Met Office in relation to the site becoming automated and are pending a decision from the Met Office regarding it. If a decision is granted, the Met Office complete surveys and then install the reader. The Met Office will only recognise official Met Office data from Met Office equipment, which they fund and install, such as is the case now, with the manual equipment.

37. **TO RECEIVE FEEDBACK FROM THE ARUN DISTRICT AND BOGNOR REGIS TOWN COUNCIL SITE MEETING HELD ON 4th SEPTEMBER 2023 REGARDING THE UTILISATION OF WIND SHIELDS ON THE PROMENADE BANDSTAND – MIN. 20 REFERS**

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

The Projects Officer gave a verbal update provided by an Officer from Arun District Council who had advised that their structural engineer had responded regarding the wind loading of the windbreaks on the Bandstand.

"In general, he has no significant issue putting up temporary windbreaks however, he has advised not to use impermeable sheeting like the windbreaks suggested at the site meeting last week. He advised a netted type of sheeting of which there are various products available, but these may need to be manufactured and tailored to suit the site."

Should Members wish to proceed with this item, the Projects Officer stated he could obtain 3 quotes to present to Members at a future meeting, for Members consideration and a budget will need to be identified. Members were invited to consider the costs involved and weigh this up against projected demand confirmed by Arun District Council as less than 5 requests

each year, for the last 2 years from bands wishing to use the bandstand. The Projects Officer also advised that if Members are minded to proceed with this item, the selected vendor would need to work with Town Force to produce a Risk Assessment, which Arun District Council would review before the wind shields could be used.

Members discussed the feasibility to purchase wind breaks when the demand to use the bandstand is low.

Members **AGREED** for the Projects Officer to obtain 3 quotes to present to Members at a future meeting, for further discussion.

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

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

38.1 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 26.2 refers
Members **AGREED** to **DEFER** this item until Members agree on a decision on the utilisation of wind shields on the bandstand at a future meeting.

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

A Member commented that the Geocaching event proposal does not appear user friendly to all, and the Chair stated that if vouchers were gifted to competition winners, they may not be used for an event in Bognor Regis.

The Chair suspended Standing Orders and adjourned the Meeting

At the invitation of the Chair, Cllr. Goodheart suggested an alternative event using augmented reality from a local based company involving all age groups.

The Chair reinstated Standing Orders and reconvened the Meeting

A Member suggested that Cllr. Goodheart or the local organisation put forward a proposal in the future for Members to consider.

After discussion, Members **RESOLVED** not to proceed with the geocaching proposal.

Members further **RESOLVED** that the £600 identified for monthly social media geocaching, competitions etc be returned to the Publicity and Promotion Budget, to be ringfenced for a similar virtual event to be proposed to Members at a future meeting. Any future proposal would need

to be recommended to the Policy and Resources Committee for final approval.

38.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band (if available) – Min. 26.5 refers

Subsequent to the report being produced, a design of the music bandstand banners had been received and was presented to Members at the meeting. The Projects Officer highlighted that the Bognor Regis Concert Band opted to use the wording "Partnership" as opposed to the suggested "Sponsorship" as well as the Corporate Logo instead of the Town Crest.

Members asked the Projects Officer to request the Bognor Regis Concert Band to revisit the design and ask they use the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" as previously approved along with both the Concert Band logo and the Town Council Crest included on the banner. This would be represented to Members, when available, for approval.

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

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

39.1 Live Broadcast of the Women's World Cup Final – 20th August 2023

A Member commented on the success of the event held last minute with particular attention to the inclusivity of the event and the great atmosphere on the day.

Members **RESOLVED** to **RATIFY** expenditure of £610.00 for the live broadcast of the FIFA Women's World Cup Final and further **RESOLVED** to **AGREE** that £400 be funded from the monies remaining in the Publicity and Promotions Budget, with the remaining expenditure of £210 funded from an appropriate budget.

39.2 Sir Richard Hotham's Birthday – 5th October 2023

Members **RESOLVED** to have a Gobo light produced to mark Sir Richard Hotham's Birthday, as part of the Christmas Light Switch-On event at an approximate cost in the region of £100. This would be funded from the balance of the Earmarked Reserve originally set aside for this event.

40. PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2024 EVENTS PROGRAMME

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

Members **AGREED** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events as **AGREED** by this Committee.

Members thanked the Events Officer and the events team for holding successful events this year.

The Events Officer left the Meeting at 7.15pm

41. TO AGREE TO SUPPORT THE BID'S REQUEST TO STRESS TEST EXISTING BRTC CATENARY WIRES ACROSS THE TOWN CENTRE AND TO FURTHER AGREE AND RESOLVE THE NECESSARY EXPENDITURE – MIN. 23 REFERS

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

The Projects Officer advised that the Bognor Regis Business Improvement District have confirmed their contractor has calculated the Wayfaring flags would fall under 3kN and that the Town Council's current Christmas Lighting Contractor provides an annual Load Test Certificate of 5kN.

He also highlighted to Members that the Town Council Insurers stated that both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up. Should Members wish to proceed then the Projects Officer advised he would draw up costings of a Legal Agreement in liaison with the BID, to present at the Events, Promotion and Leisure Committee Meeting to be held on 6th November 2023 for Members consideration. Any costing of the Legal Agreement, Members will need to consider as part of the 2024/25 budget, and therefore be required to be a recommendation to the Policy and Resources Budget Committee Meeting to be held 26th November 2023.

A Member discussed their unsurety of supporting the BID's request, partly due to the lack of knowledge on Wayfaring, and the uncertainty regarding insurance responsibilities for an external organisation hanging flags on the catenary wires. The Member suggested waiting for the Members Wayfaring Workshop next month before making any decisions.

Cllr. Wells declared an Ordinary Interest, as he is a Bognor Regis Business Improvement District levy payer

Members **AGREED** to **DEFER** their decision until Members have attended the Members Wayfaring briefing on 9th October 2023, in order to make an informed decision.

42. TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES AND TO AGREE ANY NEXT STEPS – MIN. 25 REFERS

Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the 2022/23 unused Earmarked Reserves for Lamp Post Banner Maintenance of £3,000 be returned to General

Reserves and reallocated for the utilisation of correx boards by way of promotion.

A Member asked whether the Projects Officer could source quotations from local organisations in an effort to support the Town Council's vision to support the community.

Members **AGREED** to **DEFER** any further decision until the next meeting, to allow time for local quotes to be sought, after which a decision about quantities, location and design could be made.

43. ITEMS FOR FUTURE AGENDA

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

44. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.35pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 30th OCTOBER 2023**

**AGENDA ITEM 13 – TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE
AND REPORT YEAR ENDING 31st MARCH 2023 ACCOUNTS AND
CONSIDER ANY ACTION IF REQUIRED**

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore, that they have completed the Town Council's annual audit for the year ended 31st March 2023.

The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

In line with the Accounts and Audit Regulations 2015, a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's noticeboards advising of the conclusion of the audit and the right to inspect this. A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

The report highlighted one matter not affecting their opinion which they wished to draw to the attention of the authority as follows: -

Section 2 of the AGAR was initially submitted without the Trust Fund disclosure in Box 11a completed. This was later resubmitted with a 'No' answer which was in line with their expectations and so there are no further concerns in this area.

DECISIONS

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report. Also, to further **NOTE** that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 30th OCTOBER 2023**

AGENDA ITEM 14 – TO NOMINATE AND AGREE A NAMED TOWN COUNCILLOR REPRESENTATIVE AND RESERVE REPRESENTATIVE TO BE PUT FORWARD AS A 'CLASS B' MEMBER TO THE BOGNOR REGIS BID, ON BEHALF OF THE TOWN COUNCIL (MIN. 82 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

Following agreement at the last Council Meeting that the Town Council apply to become a 'Class B' member of the Bognor Regis BID (Min. 82 refers), officers have been informed by the Bognor Regis BID Chief Operating Officer, that in order to consider the application of membership, a named Councillor will need to be assigned as the nominated member. When the BID has their AGM, all company members are sent a personal invitation by email. Each BID member when replying is asked to state whether they're attending, not attending or not attending but sending a named proxy to vote on their behalf.

With this in mind, Members are asked to nominate and agree a Representative who will be named as the 'Class B' BID member (subject to appointment of which is at the discretion of the BID Board of Directors), and to consider also nominating a Reserve Representative, to act as the named proxy, should the Representative be unavailable to attend any meetings/AGMs.

DECISIONS

To consider and **AGREE** the appointment of a named Town Councillor Representative to be nominated as a 'Class B' member to the Bognor Regis BID, on behalf of the Town Council.

To further consider and **AGREE** the appointment of a Reserve Representative, to act as the named proxy, should the Representative be unavailable.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 30th OCTOBER 2023**

**AGENDA ITEM 15 – TO CONSIDER ANY ADDITIONAL APPOINTMENTS
OF REPRESENTATIVES TO ‘OUTSIDE’ BODIES DEFERRED FROM THE
PREVIOUS MEETING (MIN. 85 REFERS)**

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall various appointments of Representatives to ‘Outside’ Bodies were made at the Annual Town Council Meeting held on 22nd May 2023, and additionally at the July and September Council Meetings, where vacancies remained. Further to these meetings, some appointments still need to be made. Those remaining vacancies are: -

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

At the July Council 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.

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 22nd February 2024 at 1.30pm.

This information has been emailed to Councillors further to the request to resend this information, following the September Council Meeting, and Members are now asked to consider appointing a Representative.

Bognor Regis Heritage & Arts Partnership Board:

Although, at the Policy and Resources Committee Meeting held on 5th 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.

Further to appointments for the Board being considered at the September Council Meeting, Cllr. Wells again asked for his appointment as a Reserve Representative be deferred to the Council Meeting on 30th October 2023 (Min.

85.4 refers). 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, then to the September Meeting and further, to the October Council Meeting. Members are therefore asked to consider and **AGREE** a 'reserve' Representative to this organisation. If no nomination is forthcoming, it is the Officer recommendation that this appointment is deferred for consideration at a future meeting, when a Member has indicated to the Town Clerk their desire to fill this vacancy.

DECISIONS

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

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, or, to **AGREE** to **DEFER** the appointment of a Reserve Representative to a future Meeting, when a Member has indicated to the Town Clerk, their desire to fill this vacancy.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 30th OCTOBER 2023

AGENDA ITEM 16 – TO CONSIDER THE MEMBERSHIP OF A WORKING PARTY, APPOINTED AT THE JULY COUNCIL MEETING, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL – DEFERRED FROM PREVIOUS MEETING – MIN. 86 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the July Council Meeting, 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 been made by ADC, the Town Clerk suggested deferring the membership to the September Council Meeting.

Although this was included on the Agenda for the September meeting, it was again **AGREED** to **DEFER** consideration of the membership of the Working Party to the October Council Meeting, with no further information having been made available.

At the time of writing this report, a formal approach from ADC is still awaited. 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.

DECISIONS

Members are asked how they wish to proceed: -

To **AGREE** the membership of the Working Party, appointed at the July Council 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 – 30th OCTOBER 2023**

AGENDA ITEM 17 - TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2023/24

REPORT BY THE TOWN CLERK

FOR DECISION

The Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) to help communities in times of extreme weather. For Town/Parish Councils that have Local Farmers and Contractors Agreements in place, WSCC require that their Community Winter Resilience Plans are submitted in a timely fashion in order that financial contributions can be claimed when necessary.

Although Bognor Regis Town Council do not have a Local Farmers and Contractors Agreement in place, it is good practice to have a Community Winter Resilience Plan to share with members of the public in order to prepare and support them during extreme winter conditions.

DECISION

Members are invited to **NOTE** that the Town Council's Community Winter Resilience Plan for 2023/24 (as detailed in **Appendix 1**) has been updated and submitted to WSCC.



BOGNOR REGIS TOWN COUNCIL

Community Winter Resilience Plan 2023/24

Community Winter Resilience Plan 2023/24

This Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSSCC) in helping communities in times of extreme weather.

WSSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by their weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via [@WSHighways](#).
- Treat the Winter Service Network – 42% of the county's 4,000km road network.
- Purchase and store, at five WSSCC depots, at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSSCC funded activities.

WSSCC Gritting Routes within the five Wards of Bognor Regis



----- Winter Service Network - treated for frost, ice and snow (this network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments)

----- Winter Resilient Network - treated for snow only (this is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads)

WSCC Highways does not undertake any of the following:

- Treat any roads not identified as part of the Winter Service Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bins or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or Hippo Bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan, or clearance has been undertaken without consent to activate from WSCC.

Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

Contacts for Daily Decisions: Mrs. Erika Adams
Town Force Manager
Bognor Regis Town Council
01243 825535
erikaadams@bognorregis.gov.uk

Bulk bags of salt to be provided by WSCC Highways during the autumn, for hand salting by identified volunteers at the problem areas highlighted below. Salt provided by WSCC is for use only on public roads and footpaths and is not to be used for complete route coverage. Bognor Regis Town Council's Town Force staff will be deployed to undertake salting in the event of emergencies, with salt to be stored at the following locations:

Area	Quantity
Town Force Lock Up	1 bag
Unit G2	
Beeding Close	
Southern Cross Trading Estate	
Bognor Regis	

Problem areas identified within Bognor Regis

The following areas have been highlighted as areas that may require hand salting in the event of snow/heavy frost:

- 3 x WSCC subways and adjoining paths.
- London Road precinct.
- Railway footbridges at Longford Road and Ivy Lane.
- Communal areas of Bognor Regis Town Council's allotments.
- Other areas as identified as a result of snow/frost.

Identified volunteers

Bognor Regis Town Force team (paid staff)

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.



One ton bags of salt/grit mix is delivered to agreed locations during times of adverse weather for use on the public highway as a form of self help. This material is not for use on private land.



WSSC recommends a spread rate of approximately 20 grams of salt/grit per metres square when hand salting. Although salt/grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices, as shown on the left, can be used to cover large areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource. Salt bins or bulk bags may not be replaced if salt stocks are critical.



The white board in the photo to the left is one metre square and has 20 grams of salt/grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

Advice from GOV.UK on clearing snow and ice, from a road, path or cycleway, where possible

When you clear snow and ice:

- Do it early in the day - it's easier to move fresh, loose snow.
- Don't use water - it might refreeze and turn to black ice.
- Use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (you can use ordinary table or dishwasher salt).
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot.
- Pay extra attention when clearing steps and steep pathways - using more salt may help.
- When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Remember, people walking on snow and ice have responsibility to be careful themselves.

Advice from WSCC on how to prepare for winter

Keep an eye on the weather

- Sign up to [receive severe weather and school closure email alerts](#).
- [Check if you are at risk from flooding](#) and [sign up for free flood warnings](#).

Protect your home

- Order winter fuel in advance.
- [Check pipes are lagged](#) to prevent them bursting and know where to turn your stopcock off.
- Have a shovel available to clear paths.
- Prepare an [emergency bag](#) in case you or your family have to move location at short notice.
- Make sure you have a [working smoke alarm](#) on each level of your home.

- Complete a Household Emergency Plan, which should include important numbers, such as your home insurer, doctor and the police: [Household Emergency Plan form](#).
- Sign up to the British Red Cross [app](#).

Protect your business

- WSCC's [Protect your business](#) pages provide information on how to prepare a business continuity plan to help in the event of extreme weather.

Protect your health

- [Keep warm and well](#) - find out if you are eligible for [Cold Weather Payments](#).
- Fight the flu – [get a flu jab](#).
- If you take medication make sure you have enough to get you through any bad weather.
- Check NHS Choices for [winter health guidance](#).
- Have your heating and cooking appliances serviced by an [approved trader](#) - carbon monoxide is a killer.
- Stock up on basic supplies at home (see WSCC's [emergency survival checklist](#) for more information) or find out about getting [Meals on Wheels](#).

Winter travel

- Ensure you have shoes with a good grip.
- Prepare your car for winter weather by following [RAC advice](#).
- Follow GOV.UK's advice about [driving in adverse weather conditions](#).
- Keep up to date with the latest travel information [around the county](#) or [around the UK](#).
- Sign up for free [train delay and disruption alerts](#).

Other resources

- Contact the [Energy Saving Trust](#) for free, impartial advice on reducing your heating bills and making your home more energy efficient.

Useful contact details/websites in an emergency

Bognor Regis Town Council	01243 867744 bognortc@bognorregis.gov.uk
Arun District Council (Enquiries)	01903 737500 info@arun.gov.uk
BBC Sussex (104.8 & 95.3 FM)	www.bbc.co.uk/bbcsussex
British Gas and Transco Gas	0800 111 999
Emergency Services	999

Environment Agency	www.environment-agency.gov.uk
Heart (97.5 & 96.7 FM)	www.heart.co.uk/sussex
Highways England	0300 123 5000 https://m.highwaysengland.co.uk/
National Flood Forum	https://nationalfloodforum.org.uk/
NHS out-of-hours	111
Police (non-urgent)	101
Portsmouth Water	023 9247 7999
Power Cut	105
St Richard's Hospital	01243 788122
Southern Water	0330 303 0368
V2 Radio Sussex	www.v2radio.co.uk
West Sussex County Council (Enquiries)	01243 777100 www.westsussex.gov.uk
West Sussex Highways	01243 642105 www.westsussex.gov.uk
WSCC Resilience & Emergencies	033 022 22400 emergency@westsussex.gov.uk
West Sussex Fire & Rescue Service	01243 786211 wsfrs@westsussex.gov.uk

AGENDA ITEM 18

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING – 30th OCTOBER 2023

AGENDA ITEM 18 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 13th SEPTEMBER 2023 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR INFORMATION

Bognor Regis Regeneration Board AGM held on 13th September 2023

At the time of publishing this report, the Minutes from the AGM held on 13th September 2023 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 30th OCTOBER 2023**

**AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. FRANCIS
OPPLER FROM 4th SEPTEMBER - 30th OCTOBER 2023**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Sunday 10.09.23	:	<i>Deputy Mayor attended: Rustington Parish Council - Annual Thanksgiving Service, Rustington Methodist Church, Rustington</i>
Sunday 17.09.23	:	RAFA Battle of Britain Service, Salvation Army Church, Canada Grove, BR
Thursday 21.09.23	:	Chairman of Bersted's 'Networking Meeting' (via 'Zoom')
Friday 22.09.23	:	Presenting cheque and vouchers to The Regis School and Felpham Community College (funded by CE&E Cttee 'Youth and Young Persons Budget')
Saturday 23.09.23	:	<i>Deputy Mayor attended: Southdowns Music Festival 2023, London Rd Precinct, BR</i>
Friday 29.09.23	:	Attendance and presenting badges at School Collective Worship Assembly, South Bersted C of E Primary School, Church Lane, South Bersted
Saturday 30.09.23	:	Unveiling of Blue Plaque commemorating The 60 th Anniversary of 'The Punch & Judy Man' and attendance at 'The Punch & Judy Festival', Royal Norfolk Hotel Gardens, The Esplanade, BR
Saturday 30.09.23	:	West Sussex Guitar Club Concert, Regis School of Music, Sudley Rd, BR
Wednesday 04.10.23	:	Joint Town Council Liaison Meeting with ADC, Arun Civic Centre, Maltravers Rd, Littlehampton
Friday 06.10.23	:	Opening of 'Boutique Roma' new premises, London Rd, BR
Wednesday 11.10.23	:	WSALC Chair's Forum (Via 'Zoom')

AGENDA ITEM 19

Thursday 12.10.23	:	<i>Cllr Barrett attended: In Bloom and Allotments Awards Evening, Shore Community Church, Victoria Drive, BR</i>
Thursday 19.10.23	:	Chairman of Bersted's 'Networking Meeting', Bersted Parish Council, Community Centre, Chalcroft Lane, BR
Saturday 28.10.23	:	2023 Poppy Appeal Launch, Tesco, Shripney Rd, BR

Invites not Attended

Bognor Regis Concert Band Performance

West Sussex County Scouts AGM

VAAC AGM and Networking Lunch

'The Landing Place' Opening (The Royal Hotel)

Saint Maur 10K Road Race (France)

Lodge Hill AGM

West Sussex Guitar Club Concert

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 30th OCTOBER 2023**

**AGENDA ITEM 20 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 4th SEPTEMBER - 30th OCTOBER 2023**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 16.09.23	:	Tree planting for 100 th Anniversary of BR Allotments Society, behind Bishop Otter Campus, University of Chichester <u>(re-scheduled from Saturday 26.08.23)</u>
Saturday 23.09.23	:	2023 Southdowns Music Festival, London RD Precinct, BR
Saturday 30.09.23	:	'The Punch & Judy Festival', Royal Norfolk Hotel Gardens, The Esplanade, BR
Thursday 12.10.23	:	In Bloom and Allotment Awards Evening, Shore Community Church, Victoria Drive, BR
Saturday 14.10.23	:	70 th National Town Crier's Championship, Gun Gardens, Rye

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL MEETING
30th OCTOBER 2023

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. Email to CI Nick Bowman thanking for attendance at last Council Meeting and best wishes for retirement from BRTC – 12.09.2023
2. VAAC E-bulletin September 2023 – Circulated to all Councillors 14.09.2023
3. WSCC Residents E-newsletter September 2023 – Circulated to all Councillors 15.09.2023
4. WSCC news release – New surface dressing treatment programme completed in West Sussex – Circulated to all Councillors 15.09.2023
5. The Regis School Newsletter 'The Regis News' issue 001 – 15.09.2023
6. Arun weekly bulletin – Circulated to all Councillors 15.09.2023
7. The Sussex Police and Crime Commissioner – Tackling retail crime – Circulated to all Councillors 15.09.2023
8. NALC Job Listings 18.09.2023
9. NALC EVENTS – Circulated to all Councillors 19.09.2023
10. VAAC AGM & Networking Lunch on 27.09.23 – Circulated to all Councillors 19.09.2023
11. NALC Newsletter 20.09.2023
12. The Sussex Police and Crime Commissioner - 2023 #TalkSussex survey – Final Reminder – Circulated to all Councillors 20.09.2023
13. WSCC news release 'Quitting for my family' West Sussex man encourages smokers to give up this Stoptober – Circulated to all Councillors 20.09.2023
14. Safer Arun Partnership Public Consultation 'How safe do you feel in your local community?' – Circulated to all Councillors and on social media and website 20.09.2023
15. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 21.09.2023
16. NALC newsletter 22.09.2023
17. WSCC news release - Speed limit on road outside of school in Shipley reduced to make children's journey safer – Circulated to all Councillors 22.09.2023
18. Arun weekly bulletin – Circulated to all Councillors 22.09.2023
19. Govia Thameslink Railway (GTR) Notification of Railway Industrial Action taking place between 29.09.2023 – 06.10.2023 – Circulated to all Councillors and on social media and website 25.09.2023
20. Local Councils UPDATE issue 277 October – 26.09.2023
21. Office for National Statistics – Local authority update Your September Newsletter 22.09.2023
22. Twinning Association – Race Night – Circulated to all Councillors 24.09.2023
23. VAAC AGM Celebration! – Circulated to all Councillors 25.09.2023
24. NALC Events – Previously circulated to all Councillors 26.09.2023
25. NALC Job listings 26.09.2023
26. The Sussex Police and Crime Commissioner – Fighting rural crime in Sussex – Circulated to all Councillors 26.09.2023
27. Notice of WSALC Annual General Meeting 2023 – Forward to BRTC Rep Cllr Steve Goodheart 27.09.2023
28. NALC Newsletter 27.09.2023
29. WSCC Cabinet 12 September 2023 – minutes – Circulated to all Councillors 27.09.2023
30. CHIEF Executive's Bulletin 28.09.2023

31. St Wilfrid's Hospice An exhibition to remember – Circulated to all Councillors 27.09.2023
32. NALC Super Councils Network Session I 21 September 2023 – Circulated to all Councillors 28.09.2023
33. Arun Weekly Bulletin – Circulated to all Councillors 29.09.2023
34. Twinning minutes for September and October agenda – Forward to BRTC Rep Cllr Steve Goodheart 29.09.2023
35. The Sussex Police and Crime Commissioner – Historic Hastings walkway restored to former glory – Circulated to all Councillors 29.09.2023
36. VAAC E-bulletin 02.10.23 – Circulated to all Councillor 02.10.2023
37. The Sussex Snowdrop Trust newsletter Autumn 2023
38. VAAC Funding Focus – October 2023 – Circulating to all Councillors 02.10.2023
39. Sussex Alerts – The October edition of OUR NEWS 02.10.2023
40. NALC Newsletter Star Council Awards 02.10.2023
41. NALC Newsletter Star Council Awards 03.10.2023
42. E-news from St Wilfrid's Hospice – Circulated to all Councillors 03.10.2023
43. Sussex Alerts You, the Internet and Trust – Circulated to all Councillors and on social media 03.10.2023
44. NALC Newsletter 04.10.2023
45. West Sussex Mind – Could you leave a gift in your will for the mental health of the next generation? 04.10.2023
46. VAAC meeting: Autism in the Workplace – Circulated to all Councillors 04.10.2023
47. West Sussex Mind – Create your will for free 05.10.2023
48. NALC Chief Executive's Bulletin – Circulated to all Councillors 05.10.2023
49. Sussex Alerts have your say and make a difference 06.10.2023
50. NALC Events previously forwarded to Councillors 06.10.2023
51. Arun Weekly Bulletin – Circulated to all Councillors and on social media 06.10.2023
52. The Sussex Police and Crime Commissioner – Listening to the voices of victims and survivors – Circulated to all Councillors 06.10.2023
53. Sussex Alerts – Get Safe Online Week – Circulated to all Councillors and on social media 07.10.2023
54. NALC Job listings 09.10.2023
55. WSCC Cabinet Agenda 17 October 2023 – Circulated to all Councillors 09.10.2023
56. West Sussex Mind – Tesco Community Grant funds Suicide Prevention training 10.10.2023
57. Arun & Chichester Citizens Advice Stakeholder Newsletter – Circulated to all Councillors 10.10.2023
58. NALC Events – Previously circulated to all Councillors 10.10.2023
59. BR BID COO Updates – Circulated to all Councillors 10.10.2023
60. Reminder Invitation to WSALC Chairs Forum – Forward to Cllr S Goodheart (Rep) 11.10.2023
61. NALC Newsletter – Circulated to all Councillors 11.10.2023
62. Sussex Alerts – Trust & The Internet – Circulated to all Councillors and on social media 11.10.2023
63. NALC Chief Executive's Bulletin – Circulated to all Councillors 12.10.2023
64. Sussex Alerts - Be responsible this Hallowe'en – Advice from Sussex Police – Circulated to all Councillors and on social media 12.10.2023
65. VAAC fortnightly E-bulletin – Circulated to all Councillors 12.10.2023

- 66.** Sussex Alerts – Digital Switchover Scams – Circulated to all Councillors and on social media 12.10.2023
- 67.** Sussex Alerts Arun Weekly Bulletin – Circulated to all Councillors and on social media 12.10.2023
- 68.** WSCC Residents e-newsletter – Covid-19 and flu jabs, Fun Halloween events, have your say, and more – Circulated to all Councillors 13.10.2023
- 69.** Sussex Alerts How safe do you feel in your local community? – Circulated to all Councillors and on social media 13.10.2023
- 70.** NALC White Ribbon Day 13.10.2023
- 71.** WSCC Latest information on Bedford Street Closure – Circulated to all Councillors 13.10.2023
- 72.** WSCC Addition information on Bedford Street Closure – Circulated to all Councillors 13.10.2023
- 73.** The Regis News 13.10.2023
- 74.** West Sussex Mind Create your will for free 13.10.2023
- 75.** The Sussex Police and Crime Commissioner – Pioneering Immediate Justice in Sussex – Circulated to all Councillors 13.10.2023
- 76.** NALC Job listings 16.10.2023
- 77.** Office for National Statistics Consultation closes soon, have your say 16.10.2023
- 78.** Twinning Association Beaujolais Bistro and other information forward to Cllr Goodheart (Rep) 15.10.2023
- 79.** NALC Events – Circulated to all Councillors 17.10.2023
- 80.** West Sussex Mind Mental Elf 5k festive fun run 17.10.2023
- 81.** NALC newsletter 18.10.2023
- 82.** NALC Chief Executive's Bulletin – Circulated to all Councillors 19.10.2023
- 83.** Stonepillow Looking back, Moving forward AGM 2023 – Forwarded to Cllr Barrett as Rep and Cllr Oppler as Patron 19.10.2023
- 84.** NALC Star Council Awards 20.10.2023
- 85.** Arun Weekly Bulletin – Circulated to all Councillor and on social media 20.10.2023
- 86.** The Sussex Police and Crime Commissioner Working together to tackle business crime – Circulated to all Councillors 20.10.2023
- 87.** NALC Job Listings 23.10.2023
- 88.** Twinning minutes for October and November agenda – forwarded to Cllr Goodheart, Town Council representative 23.10.2023
- 89.** Clerks and Councils direct Update 278 November issue 23.10.2023
- 90.** Sussex Alerts we are missing your input, have your say now – Circulated to all Councillors with a request to complete the form 23.10.2023
- 91.** NALC Climate Emergency Network Session I Notes I 19 October 2023 – Circulated to all Councillors 23.10.2023
- 92.** Office for National Statistics October Newsletter | Issue 8 23.10.2023

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 30th OCTOBER 2023**

**AGENDA ITEM 23 - PICTUREDROME SITE UPDATE INCLUDING: -
DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR
RATIFICATION**

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

Town Force Works – to investigate and photograph water ingress and report back on 29th September at a total cost of £22.00 plus VAT. These works were funded by BPCL.

Annual Directors and Officers Insurance - the insurance policy has once again been renewed at a cost of £1,428.00 which includes the Broker's administration fee and Insurance Premium Tax. The premium is for the same amount as last year. This has been paid by BPCL.

Schedule of Works update - an update will be copied to Councillors for information under separate cover.