



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

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 2nd SEPTEMBER 2024.**

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 2nd September 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 AUGUST 2024

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 8th July 2024
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Meeting of 29th July 2024** with resolutions, recommendations and reports including: -
 - Recommendation that the updated Treasury Management Policy, to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted - Min. 40 refers
 - Recommendation that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. Thus, enabling the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Cooperative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory - Min. 40 refers
 - 9.2 **Planning and Licensing Committee Meetings of 16th July, 6th and 27th August 2024** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 15th July 2024** with resolutions, recommendations and reports including: -
 - Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as non-voting additional Tenant Representatives for the remainder of the 2023-2024 allotments year - Min. 25.1 refers
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in [June](#) and [July](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (August not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 12. Notice of Motion (S.O. 9.0) proposed by Cllr. D. Dawes
"I hope that all are aware of the work that has been done to the front of the Town Hall and I personally would like to say that it is looking better than it has for a long time.

Particular thanks has to go to (ADC employee) Graham (Percy) I feel as he has made the front look like it hasn't in a long long time.

The brass is now being brought back to life, the railings have been refurbished, the front doors have been rubbed down, filled and stained, new twinning signs and parking signs have been erected and this brings back some civic pride.

I am hoping that all, if not some of you can agree that more has to be done and this is what I would like to propose, to start:

The central flagpole on the balcony needs to be replaced (currently the ADC flag is flying on the west side of the building and the Union flag is on the east side whereas apparently it should be ADC west side, BRTC east side and the Union in the middle where there is a flagpole in an elevated position i.e. on the balcony). I wonder if this is mentioned on the Grade II listing?

Parking is still a huge problem and indeed recently an ambulance was unable to get to the front of the Town Hall for an emergency.

The main problems are the residents of No.3 Clarence Rd and the staff of Crawford Care Home. I have had 'words' with the residents at No3 who recently parked an uninsured and untaxed wreck on the pavement directly in front of the Town Hall and that and a van should no longer be a problem, but I feel a polite letter to the residents of that house or notes on windscreen would be advisable.

The staff at Crawford have not only been openly hostile to officers from BRTC but also carry on using the front of the Town Hall as their own free parking thus stopping the elderly, disabled and other persons from parking for the allowed 20 minutes to attend to matters that they visit the Town Hall for.

May I suggest in this circumstance a polite but firm letter addressing the issue to the directors/owners of Crawford as the manager has a tendency to give BRTC the middle finger... literally.

Their details are:

Mr Mark Edward Wills, Director, Mr Richard Paul Jupp, Director, Mrs Jennifer Jane Jupp, Secretary at Crawfords Homes Ltd, 38 Salisbury Road, Worthing, West Sussex BN11 1RD. I am happy to hand deliver if required on behalf of BRTC.

It seems that WSCC and ADC cannot, or just don't see it as important, to come together and sort this out whereas I and I hope you do. The front of the Civic Centre in Littlehampton is fine and managed as is County Hall in Chichester so perhaps we should push them to show us and our Community the same courtesy.

To stop this problem in the future I would suggest a metal pole at each side of the road on the east and west side and a chain across between certain times with notices showing those times.

The yellow hatching also needs repainting as does the disabled bay and the Town Clerks space.

There has apparently been a quote given for jet washing the Town Hall but as we all know they will not spend the kind of money quoted until they have decided what to do with the building so perhaps we ask if the front can be done only to at least wash her face and show some pride especially as the down pipes are utterly disgusting.

I hope I can rely on some support for this as I feel that we have been ignored and run roughshod over for too long when it comes to our home (yes, it is their building, but it is our home)"

13. Notice of Motion (S.O. 9.0) proposed by Cllr. D. Dawes

"I have attended many events provided for the town by BRTC and am often in awe of the services that are provided to the town and its residents often for no charge or expectation.

However, I am rather irked by the appearance at many events by the Bognor Regis Chamber of Commerce which, if it was an active body, I would have no argument with but they are not and at present provide zero, as far as I can see, to the town or its residents. Why?

Their Facebook page last had a post from them on the September 27th 2019, and their header picture is of the front of the train station pre-planters which have been there for many years now and the contact number puts you in touch with the President who says "The Chamber is on hold... You need to talk to the Chairman and good luck with that as even I can't get hold of him". This is a very poor representation of Bognor Regis.

We now have the Chichester Chamber recently stated in the press that "We are looking to grow a Bognor Chapter of businesses that will be part of the Chichester Chamber, but at the same time will provide a voice for Bognor businesses and highlight the positive contributions that Bognor can bring to a co-ordinated business strategy for the entire coastal plain of West Sussex. There is no need to go through the expense and time of growing a business forum in Bognor; we can utilise all the facilities, infrastructure and experience already available via the Chichester Chamber of Commerce."

It seems we will just have to be happy being a chapter that is run by Chichester. In which case we see the 102yr old Bognor Regis Chamber of Commerce disappear and we rescind all further invitations to the BRCoC as they will be defunct sadly and invite the Chichester Chamber of Commerce which is equally as sad.

I know some will say that the BRCoC is not under the auspices of BRTC and I agree but surely we should be looking at how the town is represented and contact the Chairman and President for some clarification as to where we stand as a Town or give in and ask the Chichester Chamber of Commerce how we can help them represent OUR town. Thoughts?"

14. To ratify donation of £100 to MacMillan Cancer Support in memory of

former Town Councillor and Mayor, Mr. Pat Dillon and to note the additional £1.50 payable to JustGiving to enable the donation to be made

15. Regeneration including: -
 - To note the postponement of the Bognor Regis Regeneration Board AGM from 10th July to the 17th October 2024
 - To note the appointment of Matt Stanley as acting Chair of the Bognor Regis Regeneration Board
 - To further note the appointment of Matt Stanley as a Director of the Bognor Regis Regeneration Board in line with the Management Committee's Terms of Reference
16. To receive any feedback from the Councillor Drop-In Surgery held on 31st July 2024
17. Mayor's Report and duties undertaken
18. Town Crier's Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
21. To receive Correspondence
22. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
23. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
24. Picturedrome Site update including: -
 - Update on pending rent review for elements of the building and to agree next steps - Min. 201 of 26th March 2024 refers

Agenda item **24** will contain confidential items and require a resolution to exclude public and press.

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 8th JULY 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, P. Ralph, 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 Ashley Wightwick-Hotston (Mayor's Cadet) (part of meeting)

The Meeting opened at 6.30pm

36. 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.

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

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

No apologies were received by the Clerk from Cllrs. Smith or Stanley.

38. 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.

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

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

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

Cllr. Wells stated that he would declare any Interest as and when

39. **TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 13th MAY AND THE SPECIAL COUNCIL MEETING HELD ON 3rd JUNE 2024**

The Minutes of the Annual Council Meeting held on 13th May and the Special Council Meeting held on 3rd June 2024 were **APPROVED** by the Council as a correct record and were signed by the Chair.

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

The Town Clerk gave apologies for Cllr. McDougall, an ADC Councillor for Pevensy Ward, who could not attend. Unfortunately, he had not submitted a written report due to annual leave and having been busy campaigning for the recent General Election.

41. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

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

There were no members of the public present, therefore the meeting was not adjourned.

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

There were no written dispensation requests received from Town Councillors.

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

45. Policy and Resources Committee Meeting of 3rd June 2024

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

46. Planning and Licensing Committee Meetings of 14th May, and 4th and 25th June 2024

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

47. Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 20th May 2024

The Chair of the Committee, Cllr. Batley reported.

47.1 Min. 8.1 refers – Recommendation to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell and Mr. C. Penfold (Allotment Tenant Representatives)

Members unanimously **RESOLVED** to **APPROVE** the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell and Mr. C. Penfold (Allotment Tenant Representatives).

47.2 Min. 8.2 refers – Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson

Members unanimously **RESOLVED** to **APPROVE** the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

48. 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’.

49. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY 2024 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JUNE NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** ‘to note the payments and transfers made in April and May 2024 and to note the balances, bank reconciliations and financial reports (June not yet available) and outturn and approval of the contents and their publication’.

50. TO NOTE DECISION OF THE BOGNOR REGIS CARNIVAL ASSOCIATION TO DECLINE A ‘RESERVE’ REPRESENTATIVE TO THE ORGANISATION – MIN. 10 REFERS

Cllr. Woodall declared an Ordinary Interest as the appointed Representative to the Bognor Regis Carnival Association

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

A Member queried whether it should be the decision of the Council, not individual organisations, as to whether Town Councillor representatives and reserves be appointed, particularly those in receipt of funding via Grant Aid, such as Bognor Regis Carnival Association.

Cllr. Woodall, as the appointed Town Council representative to the Carnival Association, clarified that an appointed representative is currently only a requirement for those in receipt of over £5,000 in Grant Aid, which in the 2024 round of funding, the Carnival Association was not.

After some discussion, Members **NOTED** the decision of the Bognor Regis Carnival Association to decline a ‘reserve’ representative to the organisation for the 2024/2025 Municipal year. This would be reflected on the ‘representatives to outside bodies’ list and the reserve representative would be advised accordingly.

51. TO NOTE THE CHANGE IN DATE OF THE COUNCIL MEETING (PRECEPT) SCHEDULED TO TAKE PLACE ON 13th JANUARY 2025 – MIN. 12 REFERS

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

Members further **NOTED** that in a change to the Calendar of Meetings for 2024/2025, the Council Meeting (Precept) will now be held at 6.30pm on Monday 6th January 2025.

52. REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 24th JANUARY 2024 AND THE MINUTES OF THE MEETING HELD ON 24th APRIL 2024, DEFERRED FROM LAST MEETING – MIN. 24 REFERS

Cllr. Wells declared an Ordinary Interest as a member of the Bognor Regis Regeneration Board in his own right

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board AGM held on 24th January 2024 and the Minutes of the meeting held on 24th April 2024, which had both been previously circulated to Councillors.

53. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor conveyed her enjoyment of the events that she had attended in her position, thus far, listing the Beacon Lighting for the 80th anniversary of D-Day and the Town Crier competition as particular highlights. She further advised that despite a visit to L'Arche as part of their 50th anniversary celebrations, being listed as a civic duty attended, unfortunately, due to bad weather, this was currently being rearranged.

A Councillor queried why there had been three events unattended by either the Mayor or Deputy Mayor. It was explained that this had arisen due to a clash of meetings in relation to two of the events, and that the third had been a generic, ticketed invite, falling out of area.

54. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

55. 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.

55.1 Cllr. Woodall - Arun Supporting Families Locality Group; Bognor Regis Carnival Association; The 39 Club.

At the Council Meeting, held on 2nd January 2024 (Min. 156.1 refers), Cllr. Woodall had queried whether Councillors should be submitting completed reports, regardless of whether they had attended any meetings for organisations they are representatives to. The Town Clerk had confirmed that this was the case.

As the only Councillor to have submitted a report prior to the meeting, Cllr. Woodall expressed his dissatisfaction with other Councillors not completing their forms. He further stated that until others started doing so, he would no longer be providing updates on the organisations that he was a representative for.

Verbal Reports:

55.2 Cllr. Paul Ralph - Arun-Chichester Neighbourhood Planning Network.

As a representative to the above group, Cllr. Ralph advised that he had not been invited to attend any meetings, since his appointment as representative at the Annual Town Council Meeting in May.

55.3 Cllr. Mrs. Warr - Arun-Chichester Neighbourhood Planning Network; Bognor & Bersted United Charities; Bognor Regis Seafront Lights.

Cllr. Mrs. Warr provided an update on behalf of Bognor Regis Seafront Lights. There had been plenty of positive comments on the new astronomical timers that had been installed. The style of timers aimed to improve reliability of the displays and allow the seafront illuminations to come on at dusk throughout the year, something which the Town Council had requested in the past. The new lighting displays at West Street had proved popular, with plans underway for the Illuminate Bognor Regis event, which is due to take place over the August Bank Holiday weekend.

A Councillor commented on the astronomical timers and urged the Environmental and Leisure Committee, who would shortly be reviewing the Town Council's Christmas illuminations contract, to consider working on this principle in place of 'old fashioned' timers.

55.4 Cllr. Wells - Bognor Regis Town Centre Forum Group; Bognor Regis Youth and Community Centre; Grandad's Front Room; Rampion 2 Community (Coastal Liaison Project); Sussex Police Focus Group; West Sussex ALC Ltd.

Cllr. Wells apologised for not submitting a report, confirming that he was not available to attend the previous two meetings of the Sussex Police Focus Group. He hoped that the Assistant Clerk would provide an update on these meetings, under the upcoming Agenda item.

55.5 Cllr. Mrs. Yeates - Arun District Association of Local Councils; Bognor Regis Heritage & Arts Partnership Board.

As a reserve and not a representative of the Bognor Regis Heritage and Arts Partnership Board, Cllr. Mrs. Yeates confirmed that she hadn't been to any meetings, of either organisation.

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

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

Members were reminded that should they have any specific questions on any aspect of the report, a meeting with her to discuss this should be arranged, as due to the sensitive nature of much of the discussions at these meetings, only the information within her report could be shared publicly.

A response from Inspector Wickings regarding a question from Cllr. Wells on the travellers who had recently been occupying the King George V recreation

ground in Felpham, had not yet been received. The Assistant Clerk flagged this up at the most recent meeting for which Inspector Wickings apologised for the delay and confirmed that a response would be forthcoming.

57. TO RECEIVE CORRESPONDENCE

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

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

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

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

The Meeting closed at 6.56pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th JULY 2024

PRESENT: Cllrs: J. Brooks, N. Smith, Mrs. J. Warr, P. Wells and Mrs. G. Yeates

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

Prior to the Meeting, a one-minute silence was held in memory of former Town Councillor and Mayor, Mr. Pat Dillon

The Meeting opened at 6.32pm

27. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Waterhouse, the Vice-Chair, Cllr. Wells, took the Chair and 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.

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

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

There were no apologies received from Cllr. Goodheart. These could, therefore, not be approved.

29. 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. Wells declared an Ordinary Interest as a BID Levy Payer

30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd JUNE 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd June 2024 and these were signed by the Chair.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public and the meeting was not, therefore, adjourned.

32. CLERK'S REPORT FROM PREVIOUS MINUTES

32.1 3rd June 2024 - Min. 7.10 Business Wardens Service Level Agreement

Following receipt of a signed copy of the Service Level Agreement from the Bognor Regis BID, the Clerk was notified that the Community Warden would be having a new uniform. With new, red, High Vis vests planned, the BID proposed that along with their logo, the Town Council logo also be included in the design. As the Council's future financial commitment to the provision of a Community Warden is unknown, the BID was advised that the matter would need to go before the Policy and Resources Committee to seek their instruction on whether they wish to include the Council's logo. However, in order to expedite the changes, and given that the Town Council's logo has never previously featured, the decision was made to put the new uniform into production without further delay.

32.2 3rd June 2024 - Min. 9 ADC Free Parking Scheme Review

Following changes to the scheme introduced in January, with a virtual parking disc available via an app being introduced, as well as the physical disc, Arun District Council are seeking people's thoughts in relation to the annual charge. As part of the review, it is proposed to combine the two separate schemes, in Bognor Regis and Littlehampton, into one to give customers the freedom to park in either town centre using one disc. Under the proposal, discs will continue to be available as either a virtual (app based) disc, or a physical disc. The proposed disc would apply to the same six car parks as the existing schemes.

It is proposed that the virtual disc be available at a lower price than the physical disc to reflect its lower administration costs.

Wanting to hear about views on the pricing, Arun have launched a public consultation between Monday the 29th of July and Friday the 23rd of August. The short questionnaire is available online and hard copies can be picked up at either the Littlehampton Civic Centre, Bognor Regis Town Hall, or one of the Free Parking Scheme's participating retailers.

The future of the scheme is set to be presented to ADC's Environment Committee for consideration in September.

32.3 3rd June 2024 - Min. 15 Proposal from a member of the public in relation to an art project

As part of the Town Force report given at the previous meeting, Members were informed that a member of the public had requested that the Town Council consider working on a joint art project with Arun District Council and West Sussex County Council for Hotham subway, to address the long-term issue of graffiti.

The general consensus was that this initiative had the potential to be successful in its aims and Members agreed to support in principle the proposal for a joint art project for Hotham subway, to be funded from General Reserves, with Officers asked to approach ADC and WSCC inviting them to work in partnership.

As the subway is an asset of West Sussex County Council's, they were contacted by Officers in the first instance to ask whether they would be agreeable to the project being delivered. Following a site visit with Officers from the Town and County Council, approval has been granted, with the County Council keen to work with the Town Council on the project and an offer of some level of support in terms of materials and labour. Potential funding streams from Arun District Council have been identified and the Bognor Regis Regeneration Board have expressed an interest in working collaboratively on the art project to embed elements of the Wayfinding scheme within it.

32.4 3rd June 2024 - Min. 15 refers Clearance of shingle on seafront decked areas

Also reported under the previous Town Force report was the clearance of shingle from the seafront decked areas, which had required the need to hire a digger to clear the substantial build-up of shingle. A Member queried the associated costs, but the information was not to hand at the time of the question being asked. The Town Force Manager has confirmed that the hiring of the digger came at a cost of £336 excluding VAT.

32.5 3rd June 2024 - Min. 22.3 Replacements laptops to ensure Windows 11 compliancy

Following ratification of expenditure to replace 5 of the Town Council's laptops that were not Windows 11 compliant, a Member asked what was to become of the devices being replaced, and whether they would be suitable to be offered for use.

Having made enquires, the advice is that the devices being replaced would be best 'removed from circulation'. They are being replaced because of their age, which inevitably also means they are coming out of support of manufacturers and software, and are becoming less compatible, which will continue to be the case as time goes on. For them to be able to be used elsewhere would require the laptops to be wiped and refurbished, which would ultimately cost the Council, or whoever is funding it, a lot of time and money, most likely, more than the devices themselves would be worth.

32.6 Election costs

Members were advised that the invoice for the fees for the Bognor Regis Town Council Elections held on 4th May 2023 had now been received at a total cost of £38,219.62. According to Arun District Council, this had increased significantly on the costs charged in 2019 at the last Council Elections owing to increased costs through inflation as well as the additional requirements brought about by the Voter ID legislation introduced in 2023. Part funding of this invoice has been covered from the Earmarked Reserve and this year's budget of £7,500. However, this will leave a shortfall of just under £17,580 which will result in the Elections Budget being overspent in the current year. It is also evident that the budget for future years will also need to be increased significantly to cover the cost of the next elections in 2027.

The majority of those present felt that such a high increase in election costs needed further explanation and asked the Clerk to request a breakdown of the total 2023 costs from Arun District Council for the Bognor Regis area, in addition to the election costs for 2019, as a comparison.

33. UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS – REPORT FROM THE EVENTS OFFICER

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

Owing to a limitation on suitable event space in the Town Centre to hold the planned BMX event, in addition to issues with the paperwork required to proceed, it was no longer viable to organise the event for this year. As an alternative, the Events Officer has suggested an Eco-themed Fun Day to be held as a substitute. Members unanimously **RESOLVED** to **AGREE** that an Eco-themed Fun Day event be arranged, with expenditure of up to £3,000 from the Town Centre events budget available, and that it be held in the Town Centre on a weekday during August 2024, subject to availability.

Members were still hopeful that, with more time for making the necessary arrangements, the BMX event could go ahead in 2025 and, therefore, unanimously **RESOLVED** to **AGREE** that £3,000, from the budget of £6,000 for Town Centre events, be earmarked for a BMX Stunt Show to be held in 2025.

The provision of a French Market in the Town Centre was well received, with some believing that this offering could help to increase footfall. Members unanimously **AGREED** that Officers should proceed with arrangements for booking in a French Market, at no expected cost to the Town Council, for 2025.

Following a query from Cllr. Brooks about the possibility of Councillors, who had expressed an interest, being consulted with regard to the arrangements for the Town Council's Christmas Lights Switch-On event, particularly in relation to the possible positioning of any stage, the Chair suggested that the matter be tabled as an Agenda item for the next meeting. Cllr. Brooks was asked to put ideas on paper and send these to the Clerk, prior to the meeting, to aid discussions. This was **AGREED**.

34. TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 13th MAY 2024 – MIN. 9 REFERS

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 13th May 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 20th June 2024, was **NOTED**.

The Chair encouraged all Members, and members of the public, to participate in the Free Parking Scheme review. It was queried as to whether there would be a corporate response made, on behalf of the Town Council, however, there was an understanding that the Town Council's appointed Representative to the Working Party had delivered a strong response when the Party met on 15th July 2024. With the Minutes of that meeting not yet published, it was suggested that Councillors respond individually to the consultation and **AGREED** that the Clerk would liaise with the Chair once the Minutes of the meeting held on 15th July were available, regarding whether this should be a future Agenda item to enable a corporate response.

35. TO RECEIVE THE TOWN FORCE REPORT

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

A Member remarked upon the benefits of the Legionella site surveys that had taken place, which included the Town Council's seafront showers. Comment was made about the lack of signage on the showers, denoting that they are provided by the Town Council, and it was suggested that this could be introduced and feature the 'Sunniest' Bognor Regis logo. The Member proposed that any funds left in the Shower Maintenance Budget could cover the associated costs or else it was suggested that expenditure could come from another of the Environmental and Leisure Committee's budgets, such as the Publicity and Promotion Budget.

It was **AGREED** that the Town Force Manager be asked about the viability of signs, promoting the Town Council, being attached to the seafront showers.

36. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

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

37. TO NOTE THE CHANGE IN DATE OF THE EXTRAORDINARY POLICY AND RESOURCES (GRANT AID) MEETING SCHEDULED TO TAKE PLACE ON 21st JANUARY 2025 – MIN. 13.3 REFERS

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

Members also **NOTED** that the Extraordinary Policy and Resources Committee (Grant Aid) Meeting had been rescheduled to take place at 6.30pm on Monday 13th January 2025.

38. TO RECEIVE ANY FURTHER UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT) – MIN. 18 REFERS

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

Having been nominated to speak to Bognor Regis Seafront Lights about the Town Council's participation in their ILLUMINATE Bognor event, to be held on 25th August 2024, Cllr. Wells reported that they had suggested funding a Gliding Fairy as a proxy entry, at a total cost of £620.

Members had previously resolved a budget of £1,000 for the Town Council to participate in the Bognor Regis Carnival and ILLUMINATE Bognor, to be split between these events funded from Reserves (Min. 144 refers).

The Clerk advised that the costs associated with the Carnival had been less than the £500 allocated and there was, therefore, surplus funds available that could cover the extra budget required for the Gliding Fairy proposed.

Members unanimously **RESOLVED** to **AGREE** to fund a Gliding Fairy, at a total cost of £620, as a proxy entry into the ILLUMINATE Bognor event in August 2024 and asked that the Town Clerk liaise with Bognor Regis Seafront Lights to arrange this.

39. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2024

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of May and June 2024, including business crime reporting through DISC, was **NOTED**.

Comment was made about the data showing that the total number of incidents reported on DISC by the Warden was only reported as 2 in May and 0 in June, when there were known incidents in the Town Centre during this period.

It was **AGREED** that this query should be followed up with the Bognor Regis BID.

40. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL

The Town Clerk's report, including the updated Treasury Management Policy with suggested amendments appended, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the updated Treasury Management Policy as proposed, to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted without any further amendments suggested.

Members further unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. Thus enabling the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

41. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

41.1 To ratify expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall

Members **RATIFIED** expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall.

It was noted that a lot of work had been recently carried out by ADC to improve the appearance of the Town Hall, which was nice to see money being invested in the Grade II Listed building.

42. BOGNOR REGIS CARNIVAL – QUERY AS TO WHETHER THERE WILL BE ANY IMPLICATIONS TO THE FUNFAIRS THAT VISIT AND TO THE CARNIVAL AS A RESULT OF THE WSCC PLANNED CHANGES TO THE ESPLANADE – MIN. 7.9 REFERS

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

In response to the comments from West Sussex County Council about the viability of the Esplanade being used for events, including fair rides, following the completion of the improvement works, a Member stated that this issue had been highlighted to the project leads, by the Town Council, at a Members Briefing some time ago.

Members unanimously **AGREED** to **SUPPORT** the continued use of the Esplanade by event organisers, such as the Bognor Regis Carnival Association, and funfairs following the improvement scheme proposed by West Sussex County Council.

43. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 16 REFERS

The Town Clerk's report, and the related appendices detailing the approved and declined No Interest Loan applications and an overall summary of data from Boom Community Bank, was **NOTED**.

44. TO CONSIDER A REQUEST FROM ROX FOR THE £1,000 GRANT AID 2024 FUNDING TO BE REUTILISED FOR PURPOSES OTHER THAN FIRST AGREED – MIN. 107 REFERS

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

Members unanimously **RESOLVED** to **AGREE** that Rox Music & Arts Organisation may retain the £1,000 awarded to them from Grant Aid 2024, to be reutilised and used to cover costs for running the 'Rising Stars' stage at the Southdowns Music Festival in September 2024, with comment made about how great it was that live music was being brought back to the seafront.

45. TO CONSIDER AND AGREE ANY APPLICATION FOR AN ALLOCATION OF FUNDING AVAILABLE FROM THE SAFER ARUN PARTNERSHIP TO PROTECT COMMUNITY ASSETS FROM CRIMINAL DAMAGE OR ANTISOCIAL BEHAVIOUR

The Town Clerk's report, and the Safer Arun Partnership application form for funding, appended to the report, was **NOTED**.

A Member spoke about the ongoing issue of antisocial behaviour, often involving street drinking, centered around a bench located in High Street, outside of the Royal Mail Delivery Office. The Bognor Regis BID had led on proposals to have the bench relocated to York Road, with both ADC and WSCC involved in discussions. However, whilst there had been some initial momentum, including a public consultation being carried out and support from the Town Council's Planning and Licensing Committee to relocate the bench, this had not progressed.

In line with some of the issues being considered by the Bognor Regis in Bloom Working Group, another Member suggested that an application to the Safer Arun Partnership fund could be made to support the provision of CCTV in ASB hotspots such as the subway and Rose Garden in Hotham Park, or that funding for mobile speed devices be considered.

The Clerk pointed out that none of the community assets identified belonged to the Town Council and suggested that an application to reduce antisocial behaviour at an asset owned by BRTC be considered as a back-up.

Members **AGREED** to prioritise an application to the Safer Arun Partnership for funding towards the relocation of the bench in High Street, in an effort to reduce the ASB in this prominent location. If it is established that the community asset has to belong to the Town Council then it was further **AGREED** that a project aimed at reducing ASB at the Council's allotments, such as the provision of additional fencing or security cameras to reduce the risk of fly-tipping, be submitted.

46. FINANCIAL REPORTS INCLUDING: -

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

46.1 To note Committee I&E Reports for the months of May and June 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of May and June 2024.

46.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 2024, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

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

47. CORRESPONDENCE

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

48. 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 23 (contractual).

49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Clerk informed those present that the outstanding debt, referred to under Minute number 26 at the previous meeting, had now been settled.

The Meeting closed at 7.21pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 16th JULY 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
P. Ralph and P. Woodall

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

The Meeting opened at 4.00pm

39. 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.

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

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

41. 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. Woodall declared an Ordinary Interest in Agenda item 7, in relation to planning application BR/98/24/PL, as the address at which he was employed

42. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 25th June 2024 as an accurate record of the proceedings and the Chair signed them.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

44. CLERK'S REPORT FROM PREVIOUS MINUTES

- 44.1 31st October 2023 – Min. 95 – Appointment of a Representative and Reserves to the Arun-Chichester Neighbourhood Planning Network**
Following an invitation from Middleton-on-Sea Parish Council for representatives of the Town Council to join the Arun-Chichester Neighbourhood Planning Network, Cllrs. Ralph, Mrs. Warr and Waterhouse were appointed and subsequently attended a seminar held on 24th November 2023. Since that time, there has been no communication relating to the Network received and this point was made by Cllr. Ralph at the Council Meeting held on 8th July 2024, under the Agenda item to receive reports from Representatives to Outside Bodies. The Assistant Clerk followed this up with Middleton-on-Sea Parish Council and has established that the focus of the Network, in regard to sewerage infrastructure related to planning, has been largely superseded by the CPRE campaign calling upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development. Therefore, with there being no future plans for the Arun-Chichester Neighbourhood Planning Network to meet again, Cllrs. Ralph, Mrs. Warr and Waterhouse will be removed, as Representatives and Reserves to this group, from the Council's list of Representatives to Outside Bodies.

44.2 **25th June 2024 – Min. 37 – Query concerning potholes arising from Public Question Time**

Following the Committee agreeing to write to West Sussex County Council, enquiring whether there was an onus on utility companies carrying out works on the highway to repair the road surface to a satisfactory standard, and asking who enforces this, the following response was received from WSCC's Streetworks Compliance Team: -

"Thank you for your e-mail, I can confirm that it is the responsibility of any utility company completing excavation work on highway land to reinstate any openings to the required standard and in the correct materials.

Under The New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA), the Code of Practice for Streetworks Inspections requires us to inspect a sample of each utility's works on live sites, at 6 months after reinstatement, and after 2 years (the end of the standard guarantee period). The sample size varies for each utility and is based on the number of works they undertake in the County and their previous performance (poor performers are inspected more frequently). We also complete as many routine ad hoc inspections as possible, however due to the level of works in the County, it is not possible to inspect every reinstatement that has been completed.

Our Inspectors check that the work meets the standards set out in the Specification for the Reinstatement of Openings in the Highway (SROH). Any non-compliances found are recorded as a high or low risk defect depending on severity. Defects are issued to the utility company via their permit and then remain in our cycle of inspections until remedial works have been carried out to bring the reinstatement up to the required standard.

We also rely on information from members of the public to advise us when issues with reinstatements arise. These are then investigated and if found to be defective, will also fall into the above defect cycle process."

45. **TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2024**

- 45.1 The Committee noted that there were no views from other Town Councillors to report.
- 45.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

Cllr. Woodall redeclared his Ordinary Interest in relation to planning application BR/98/24/PL

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

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

There had been no Pavement Licence applications received for Bognor Regis.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

48. TO RECEIVE DETAILS OF ADC'S PUBLIC CONSULTATION IN RELATION TO REVISED HOUSING AND HOMELESSNESS STRATEGIES, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Prior to the meeting, Cllr. Mrs. Yeates had emailed Committee Members proposing that consideration of any response to ADC's Housing and Homeless Strategies public consultations be deferred until consultation events, including a Members Briefing at the Civic Centre, had taken place. With the next Committee Meeting scheduled for 6th August, the Assistant Clerk emailed ADC to ask for an extension to the consultation deadline of 4th August. However, this was refused on the grounds that ADC would be on a tight deadline to finalise the strategies and write the reports to take them back to their Housing and Wellbeing Committee on 10th September 2024.

Having considered the consultation documents for the Arun Homelessness and Rough Sleeping Strategy – Draft June 2024, Members **AGREED** to respond to the survey, on behalf of the Town Council, and, having gone through each question, these responses were submitted online to ADC during the meeting.

Members **AGREED** to respond individually to ADC's Housing Strategy 2024-2029 – Draft July 2024 consultation survey, at a time of their choosing, by the deadline of 4th August 2024.

49. CORRESPONDENCE

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

Additional correspondence included: -

- 49.1** WSCC – Public Notice that the use of **Victoria Drive Bognor Regis** from the junction with Aldwick Road to Sylvan Way is temporarily prohibited from 15th July. The restriction will be in place 24hrs. This emergency closure is necessary to allow Southern Water to carry out replacement of frame and cover safely. It is anticipated the works will be completed by 16th July. Emergency vehicle, Residential and Pedestrian access will be

maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries about the nature of works please contact Southern Water on 01903 272167.

- 49.2** ADC – Notification that ADC has issued an Enforcement Notice in respect of 1 Somerset Gardens, Bognor Regis, because it appears to them that there has been a breach of planning control under Section 171A(1)(a) of the above act at the land described above, following a refusal for the retention of a 7 bed HMO.

The Meeting closed at 5.09pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 16th JULY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 21st, 28th JUNE AND 5th JULY 2024)**

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

<p><u>BR/84/24/PL</u> <u>3 Gordon Avenue</u> Bognor Regis PO21 9LG</p>	<p>Subdivision of 5-bedroom detached dwelling into 1 No. 1 bedroom flat, 1 No. 2 bedroom flat and 1 No. 3 bedroom flat, with changes to fenestrations. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/98/24/PL</u> <u>36-38 London Road</u> Bognor Regis PO21 1PY</p>	<p>Change of use of the existing 1st floor from Commercial to C3 residential, installation of windows along the northwest and southeast elevations, conversion of existing first floor to provide 1 No. studio, 4 No. 1-bed flats and 1 No. 2 bed flat, along with reconfiguration of part of the ground floor including the provision for refuse, recycling facilities and cycle storage. The existing ground floor commercial will remain. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/101/24/PL</u> <u>Winslade Court</u> 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Construction of single storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/103/24/PL</u> <u>Southview Cottage</u> High Street Bognor Regis, PO21 1HA</p>	<p>Change of use from single dwelling house into residential unit for short term holiday lets. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/106/24/A</u> <u>7 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projecting sign.</p>	<p>NO OBJECTION</p>

<p>BR/108/24/HH 93 Pevensey Road Bognor Regis PO21 5PB</p>	<p>Single storey front extension.</p>	<p>NO OBJECTION</p>
<p>BR/110/24/PL 9 Park Road (Flat 1) Bognor Regis PO21 2PX</p>	<p>Replacement windows and front door. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p>NO OBJECTION</p>
<p>BR/114/24/CLE Winslade Court 10 Cavendish Road Bognor Regis PO21 2JW</p>	<p>Lawful development certificate for the existing use of a house in multiple occupation for more than 6 persons.</p>	<p>NO OBJECTION On the proviso that any Licence to use a Property as a House in Multiple Occupation granted mirrors that of Licence Number: 112604, whereby the limitation is that the maximum number of households be 7, and the maximum number of occupants be 8.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 6th AUGUST 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
P. Ralph and P. Woodall

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

The Meeting opened at 4.00pm

50. 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.

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

Apologies for absence were received from Cllrs. Goodheart, Waterhouse and Mrs. Yeates with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

52. 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.

53. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 16th July 2024 as an accurate record of the proceedings and the Chair signed them.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

55. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

56. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th JULY 2024

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

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

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

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

There had been no Pavement Licence applications received for Bognor Regis.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

59. TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO ADC'S CONSERVATION AREA CHARACTER APPRAISALS PUBLIC CONSULTATION

The Assistant Clerk's report, including the copy of the consultation response form attached, was **NOTED**.

In considering the draft Character Appraisal for the Bognor Regis Station Square Conservation Area, Members wished to see the boundary extended to include the 1938-vintage art deco "Odeon" style signal box and the ornate footbridge, both of which are Locally Listed by Arun District Council.

There continued to be concern about ongoing street drinking, and subsequent antisocial behaviour, at Station Square which Members felt was exacerbated by the style of planters presently in place, which lent themselves to be being sat or laid upon. It was suggested that an ADC Conservation Officer visit the site between 3pm and 7pm, in particular, on a Friday evening to likely witness the issue as described.

In response to ADC's Bognor Regis Station Square Conservation Area Character Appraisal, Members unanimously **AGREED** to submit comments including a request that the boundary be extended to include the signal box and footbridge, and that a 'No Alcohol' Zone be introduced at Station Square with the current planters removed and replaced with plant containers that are less appealing to street drinkers.

When considering the draft Character Appraisal for the Hotham Park Conservation Area, Members noted that it was proposed to extend the boundary to include the area within which the boating lake was located. In agreeing with this proposal, Members hoped that the lake would be used and promoted to its full potential as a visitor attraction. It was unanimously **AGREED** to submit these comments in response to ADC's Hotham Park Conservation Area Character Appraisal.

60. TO CONSIDER ADC'S PROPOSALS TO INSTALL ADDITIONAL BEACH HUTS ACROSS THE ARUN COASTLINE AND AGREE ANY COMMENTS TO BE SUBMITTED AS FEEDBACK IN RESPONSE

The Assistant Clerk's report, including the three maps for the potential sites identified in Bognor Regis and the report to ADC's Economy Committee Meeting held on 16th April 2024, was **NOTED**.

The general consensus amongst those present was that whilst beach huts were a positive addition to a seaside resort, they had to be in the right place.

There was concern that locating them on the shingle at the two sites identified on Bognor Regis Promenade, between the Pier and Alexandra Theatre, and between Albert Road and Gloucester Road, would result in a loss of views. Comment was also made about the potential for storm damage to beach huts placed on the shingle. Neither of these concerns were an issue for Members in relation to the proposed huts on the Promenade between Gloucester Road and Longbrook Park as these would be adjacent to the Butlin's car park and, therefore, would not have a negative impact on views. Members would like to see Arun offering beach huts to hire on a daily and weekly basis, rather than leased for a year, to enhance the experience of those visiting our seaside resort.

Members unanimously **OBJECTED** to the proposed additional beach huts on Bognor Regis Promenade (shingle) between the Pier and Alexandra Theatre, and between Albert Road and Gloucester Road. There was **NO OBJECTION** to additional beach huts being installed on Bognor Regis Promenade between Gloucester Road and Longbrook Park. It was unanimously **AGREED** to submit these comments in response to ADC's consultation in relation to installing additional beach huts across the Arun coastline.

61. CORRESPONDENCE

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

Additional correspondence included: -

- 61.1 ADC - Notification that planning application BR/77/24/PL (Cordell House Rest Home, 120 Victoria Drive, Bognor Regis, PO21 2EJ), to which the Town Council objected, is expected to be determined by ADC's Planning Committee on 7th August 2024.
- 61.2 ADC - Notification that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in relation to planning application BR/40/23/PL (The Rock Bar & Restaurant, 41-43 High Street, Bognor Regis, PO21 1RX), to which the Town Council raised no objection.
- 61.3 ADC - update in relation travellers' unauthorised encampment in Rustington, 31st July 2024.
- 61.4 ADC - Copy of letter detailing the decision of the Planning Inspectorate to allow the appeal and grant planning permission for a change of use of the existing dwelling and annexe to a HMO at Rose Cottage, Shripney Road, Bognor Regis, West Sussex, PO22 9LN (BR/168/23/PL), to which the Town Council and Arun District Council objected.
- 61.5 ADC - update in relation to travellers' unauthorised encampment in West Park, Aldwick, 2nd August 2024.
- 61.6 WSCC – Public Notice that Victoria Drive, between the junctions with Sylvan Way and Ellasdale Road, will be temporarily closed to all traffic on 27th August 2024 for up to 5 days (it is estimated to be completed on 28th August 2024) and is required for the safety of the public and workforce while Southern Water undertakes sewer works. The restriction will be in place daytime only from 08:30 until 18:00 An alternative route will be signed on site but please visit <https://one.network/?tm=139009254> for more details. Access will be maintained for emergency services, residents

and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 3030 368 who will be able to assist with scope of these works.

The Meeting closed at 5.01pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 6th AUGUST 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 12th, 19th AND 26th JULY 2024)**

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

<p><u>BR/118/24/PL</u> <u>7 London Road</u> Bognor Regis PO21 9LG</p>	<p>Installation of 7 No. AC condenser units to flat roof area of the rear elevation. This application may affect the setting of a listed building and is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/119/24/HH</u> <u>44 Wood Street</u> Bognor Regis PO21 2PJ</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/76/24/PL</u> <u>33 West Street</u> Bognor Regis PO21 1XA</p>	<p>Construction of a 3-storey residential development comprising of 5 apartments with associated facilities, following demolition of the existing building. This application is in CIL zone 4 (zero rated) as other development, and may affect the setting of listed buildings and the character and appearance of The Steyne, Bognor Regis conservation area</p>	<p>OBJECTION 'Fields' 33 West Street, Bognor Regis, is a Locally Listed Building of Character, as designated by Arun District Council, in recognition of the importance it plays in relation to local architecture and historic interest. It illustrates and serves as a reminder of the historical development of The Steyne Conservation Area and the proposed demolition would cause significant harm to the character and appearance of the area.</p> <p>Policy HER DM2, of the Arun Local Plan, states that <i>"Applications will only be granted for development which results in the loss of existing Locally Listed Buildings or</i></p>

<p>BR/76/24/PL (continued) 33 West Street Bognor Regis PO21 1XA</p>		<p><i>Structures of Character when it can be demonstrated that the building or structure cannot be put to beneficial use or re-use". The documents submitted by the applicant suggest that the existing 3-bedroom property is currently occupied, thereby failing to demonstrate that the building cannot be put to beneficial use and thus contrary to Policy HER DM2.</i></p> <p><i>Furthermore, Policy HER DM3 states that "Within Conservation Areas, permission for development involving demolition or substantial demolition will only be granted, subject to conditions, if it can be demonstrated that: (g) the structure to be demolished makes no material contribution to the special character or appearance of the area; or (h) it can be demonstrated that the structure is wholly beyond repair or incapable of beneficial use...". Since neither of these statements can be validated, we consider the proposals to be contrary to Policy HER DM3.</i></p>
<p>BR/111/24/PL 8 Argyle Road Bognor Regis PO21 1DY</p>	<p>Change of use of 1 No. two storey terraced three bed house and workshop to 5 bed HMO (house in multiple occupation). This application is in CIL Zone 4 and is CIL Liable as new dwelling</p>	<p>OBJECTION The HMO would result in a proliferation and over concentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4</p>

<p><i>BR/111/24/PL (continued)</i> <i>8 Argyle Road</i> <i>Bognor Regis</i> <i>PO21 1DY</i></p>		<p>changes. The additional HMO would result in harm to the character of the area due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan.</p> <p>In the absence of a parking study, it has not been demonstrated that the proposal would not contribute to the generation of excessive parking demands in the area contrary to criteria (b) of HMO policy H SP4.</p>
<p><u>BR/100/24/PL</u> <u>1B York Road</u> Bognor Regis PO21 1LW</p>	<p>Retention of a change of use from 4 No self-contained flats on first and second floors to a 13 No. bed HMO (Sui Generis) on first and second floors. This application is in CIL Zone 4 and may be CIL Liable</p>	<p>NO OBJECTION</p>
<p><u>BR/121/24/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Construction of rear orangery and side extension</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 27th AUGUST 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes,
S. Goodheart and Mrs. G. Yeates

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

The Meeting opened at 4.02pm

62. 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.

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

Apologies for absence were received from Cllrs. Ralph, Waterhouse and 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.

65. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 6th August 2024 as an accurate record of the proceedings and the Chair signed them.

66. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

67. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

68. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2024

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

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

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

69. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS INCLUDING: - BONITO LOUNGE 1 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ AND GREGGS UNIT 2, 2B, LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PY

**69.1 Business and Planning Act 2020
Premises: Bonito Lounge, 1 London Road, Bognor Regis, West Sussex, PO21 1PQ**

Licence Number: 120061

The Committee noted the application received for a Pavement Licence for 14 tables with 56 chairs to be placed on the pavement directly outside the premises Monday to Sunday, 9am - 9pm.

There was concern expressed about the amount of street furniture already in situ on the High Street side of the premises which included four concrete blocks, three banner-arm columns, two benches, a mature tree, a bike rack and a large Belly bin. Members felt that the presence of so many tables and chairs outside of Bonito Lounge, on High Street, exacerbated the limited amount of pavement for pedestrians, particularly for those using mobility scooters or buggies, and could force them to use the road instead.

Whilst Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence being granted, they would like to request that the applicant remove or relocate at least two of the tables and chairs from the High Street side for the safety of pedestrians. Furthermore, during events such as Carnival or the Christmas Switch-On, where large crowds gather to spectate, Members request that the applicant consider the impact of chairs and tables on High Street in reducing the flow of movement for pedestrians during the events.

69.2 Business and Planning Act 2020

Premises: Greggs, 2b London Road, Bognor Regis, West Sussex, PO21 1PY

Licence Number: 120062

The Committee noted the application received for a Pavement Licence for 3 tables with 9 chairs to be placed on the pavement directly outside the premises Monday to Saturday, 7am - 8pm, and Sunday, 8am - 5.30pm.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence being granted for the reasons outlined in the application.

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

There had been no Premises Licence applications, including any Variations or other Licence applications, received.

71. TO CONSIDER A REQUEST FROM THE TOWN FORCE MANAGER FOR CIL FUNDING TO COVER COSTS ASSOCIATED WITH GREEN INFRASTRUCTURE IMPROVEMENT WORKS IN BOGNOR REGIS

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

Following a discussion about whether the boats on the Squareabout could be replaced, rather than repaired, a query about the Bognor Regis in Bloom Working Group already funding replacement planting on roundabouts, and the possibility of the labour costs quoted in the report being offset through

a community service initiative, Members **RESOLVED** to **DEFER** consideration of the funding until such time that arrangements had been made for them to meet with the Town Force Manager and Senior Town Force Member to discuss the proposals further.

72. CORRESPONDENCE

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

The Meeting closed at 4.37pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 27th AUGUST 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 2nd, 9th AND 16th AUGUST 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 9th August 2024

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

<p><u>BR/66/24/PL</u> Flat 1 4 Nelson Road Bognor Regis PO21 2RY</p>	<p>Part-retrospective application for the erection of a single storey front/side extension, following demolition of detached garage</p>	<p>OBJECTION Members consider the extension to be in breach of the Arun Design Guide owing to its proximity with the boundary line, and feel that the proposal causes adverse harm by way of lost external amenity. Members are also aware that the previous application on this site (BR/166/23/PL) for the retention of the extension had been refused by the Local Planning Authority.</p>
<p><u>BR/141/24/T</u> 9 Pevensey Road Bognor Regis PO21 5NZ</p>	<p>1 No. Oak (T1) height reduction to leave a height of 9m</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 15th JULY 2024

PRESENT: Cllr: K. Batley (Chair); Cllrs: J. Brooks, D. Dawes,
R. Nash, P. Ralph, Mrs. J. Warr and P. Wells.

IN ATTENDANCE: Mr. M. McLaughlin (Committee Clerk)
1 member of the public seated in the public gallery

The Meeting opened at 6.32pm

17. 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.

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

Apologies for absence were received from Cllrs. Barrett and Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were **APPROVED** by Members.

No apology was received from Cllr. M. Stanley.

19. 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

20. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 20th MAY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 20th May 2024, as an accurate record of the proceedings and the Chair duly signed them.

21. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

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

With reference to the Environmental and Leisure Committee meeting of 20th May 2024, a member of the public reiterated the lights on the Promenade Bandstand were not working, and as previously, asked if Bognor Regis Seafront Lights organisation could operate them.

Citing frustration, the member of the public expressed a willingness to report this apparent inaction to the local press, and to hold local Councillors to account.

Cllr. R. Nash, in response, stated he would raise with both the interim and newly appointed Chief Executive Officer at Arun District Council, respectively Karl Roberts and Dawn Hudd, and report back at the next meeting.

The Chair reconvened the Meeting at 6.38pm

22. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk reported there was no significant updates or issues to report further this period.

23. TO FURTHER CONSIDER THE APPOINTMENT OF THE ONE REMAINING VACANCY ON THE BOGNOR REGIS IN BLOOM WORKING GROUP, DEFERRED FROM THE PREVIOUS MEETING - MIN. 8.2 REFERS

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

No nomination was forthcoming.

Members thus **AGREED** to **DEFER** the vacancy until such time as a Member comes forward.

Members cited, time constraints and a clash of meetings as their collective reasoning.

24. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JUNE 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis in Bloom Working Group meeting held on 3rd June 2024, was **NOTED**.

24.1 Recommendation to request funding of £300, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to allocate £200 towards this. It was suggested that the Working Group approach local garden centres to seek sponsorship towards any shortfall in funding of the Awards Evening as planned.

25. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 17th JUNE 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Minutes of the Allotments Sub-Committee Meeting held on 17th June 2024, was **NOTED**.

25.1 Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as additional Tenant Representatives for the remainder of the 2023-2024 allotments year – Min. 5 refers

Members **AGREED** to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. Paul Goodchild and Mr. Phil Fortin as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

25.2 Resolution to request additional funding of £500, from the Publicity and Promotions Budget 2024/25, towards the Bognor Regis in Bloom Awards Evening scheduled for October 2024, to allow for an increased number of Tenants to be invited – Min. 15 refers

In considering the recommendation from the Allotments Sub-Committee, in relation to the request for an additional £500 from the Publicity and Promotion Budget, Members unanimously **RESOLVED** to **AGREE** to allocate £300 towards this.

26. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2024/25 INCLUDING:

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

26.1 To receive proposals in promoting Billy Bulb to wider events other than the annual carnival, both within and supported by the Town Council – Min. 15 refers

Members, proposed that Billy Bulb attend the following two Town Council events:

- I. Councillor Drop-in Surgery, Hampshire Avenue, Wednesday 31 July 2024, between 12:30pm and 14:30pm
- II. Christmas Lights Switch-on, Bognor Regis Town Centre, Saturday 30 November 2024, between 4:00pm and 7:00pm.

Members collectively questioned the current 2.4m high (Heras) fencing requirement, citing this was potentially obstructive and counter-productive to the active promotion to a wider audience and events programme, and that a crowd barrier (of 1.1m standard height) would be more appropriate.

Additionally, it was suggested that the crowd barrier, be it of galvanised steel or plastic construction, be painted in a colour co-ordinated livery. Notwithstanding the wider implications of: - cost, specialist paint application, storage and dedicated barrier use.

Members further questioned the insurance requirements, asking who the current provider was, and what Billy Bulb is designated as.

Members suggested, the introduction of a designated web page for Billy Bulb.

26.2 To note any remaining funds in the Publicity and Promotion Budget 2024/25, subject to any decisions taken earlier in the meeting - Min. 11.3 refers

Having agreed earlier in the meeting to support requests from the Bognor Regis in Bloom Working Group and Allotments Sub-Committee, for funding towards the Awards Evening at a combined total of £500, Members **NOTED** that there was £1,679.88 remaining unallocated in the Publicity and Promotion Budget 2024/25.

27. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The Clerk confirmed no licence applications had been received since the previous meeting of 15th July 2024.

28. TO RECEIVE THE NOTES AND RECOMMENDATIONS FROM THE CHRISTMAS ILLUMINATIONS WORKING GROUP MEETING, HELD ON 17th JUNE 2024, AND TO FURTHER CONSIDER THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS CONTRACT 2025-27 CONTRACT - MIN. 13 REFERS

The Committee Clerk's report, including the Notes of the Christmas Illuminations Working Group meeting of 17th June 2024 and the recommended Brief and Specification, was **NOTED**.

Members in discussion, questioned the 15kN stress loading requirement for catenary wires, citing 6.5kN more appropriate.

Members **APPROVED** the Brief as proposed and **AGREED** the Specification with the following amendments/additions: -

1. Reduce the need for stress testing of the catenary wires in London Road to 6.5kN.
2. Include a walk-through bauble at the Railway Station to provide photo opportunities.
3. Include an additional 25ft Christmas tree to be located on the site of the Alexandra Theatre/Place St Maur.

There was no agreement made in relation to a standalone meeting being held to receive presentations from those tendering for the new Christmas contract.

29. YOUTH & YOUNG PERSONS BUDGET 2024/2025 INCLUDING: - TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE FUNDING POLICY PROPOSED; TO REVIEW THE YOUTH & YOUNG PERSONS BUDGET APPLICATION FORM AND AMEND IF REQUIRED; TO AGREE THE ARRANGEMENTS FOR CONSIDERING APPLICATIONS

The Committee Clerk's report, including appendices detailing the criteria/guidelines, budget and application was **NOTED**.

29.1 To consider replacing the current guidelines/criteria with the funding policy proposed

Members **RESOLVED** to **ADOPT** the proposed Funding Policy for the Youth & Young Persons Budget 2024/2025, without amendment.

29.2 To review the Youth & Young Persons Budget application form and amend if required

Members **APPROVED**, without amendments the Youth & Young Persons Budget application form as proposed.

29.3 To agree the arrangements for considering applications

Members **AGREED** all applications be considered en-bloc with a deadline date set to allow for these to be considered at the Committee Meeting to be held on 4th November 2024.

30. CORRESPONDENCE

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

The Meeting closed at 7.35pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024

AGENDA ITEM 12 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. D. DAWES - SUPPORT IN ASKING ARUN DISTRICT COUNCIL TO
ATTEND TO THE APPEARANCE OF THE TOWN HALL

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. D. Dawes: -

"I hope that all are aware of the work that has been done to the front of the Town Hall and I personally would like to say that it is looking better than it has for a long time.

Particular thanks has to go to (ADC employee) Graham (Percy) I feel as he has made the front look like it hasn't in a long long time. The brass is now being brought back to life, the railings have been refurbished, the front doors have been rubbed down, filled and stained, new twinning signs and parking signs have been erected and this brings back some civic pride.

I am hoping that all, if not some of you can agree that more has to be done and this is what I would like to propose, to start:

The central flagpole on the balcony needs to be replaced (currently the ADC flag is flying on the west side of the building and the Union flag is on the east side whereas apparently it should be ADC west side, BRTC east side and the Union in the middle where there is a flagpole in an elevated position i.e. on the balcony). I wonder if this is mentioned on the Grade II listing?

Parking is still a huge problem and indeed recently an ambulance was unable to get to the front of the Town Hall for an emergency.

The main problems are the residents of No.3 Clarence Rd and the staff of Crawford Care Home. I have had 'words' with the residents at No.3 who recently parked an uninsured and untaxed wreck on the pavement directly in front of the Town Hall and that and a van should no longer be a problem, but I feel a polite letter to the residents of that house or notes on windscreen would be advisable.

The staff at Crawford have not only been openly hostile to officers from BRTC but also carry on using the front of the Town Hall as their own free parking thus stopping the elderly, disabled and other persons from parking for the allowed 20 minutes to attend to matters that they visit the Town Hall for.

May I suggest in this circumstance a polite but firm letter addressing the issue to the directors/owners of Crawford as the manager has a tendency to give BRTC the middle finger... literally.

Their details are:

Mr Mark Edward Wills, Director, Mr Richard Paul Jupp, Director, Mrs Jennifer Jane Jupp, Secretary at Crawfords Homes Ltd, 38 Salisbury Road, Worthing, West Sussex BN11 1RD. I am happy to hand deliver if required on behalf of BRTC.

It seems that WSCC and ADC cannot, or just don't see it as important, to come together and sort this out whereas I and I hope you do. The front of the Civic Centre in Littlehampton is fine and managed as is County Hall in Chichester so perhaps we should push them to show us and our Community the same courtesy.

To stop this problem in the future I would suggest a metal pole at each side of the road on the east and west side and a chain across between certain times with notices showing those times.

The yellow hatching also needs repainting as does the disabled bay and the Town Clerks space.

There has apparently been a quote given for jet washing the Town Hall but as we all know they will not spend the kind of money quoted until they have decided what to do with the building so perhaps we ask if the front can be done only to at least wash her face and show some pride especially as the down pipes are utterly disgusting.

I hope I can rely on some support for this as I feel that we have been ignored and run roughshod over for too long when it comes to our home (yes it is their building but it is our home)"

Updates

Reinstatement of Flagpole – During these recent liaisons, Officers also queried any progress which might have been made regarding reintroducing the flagpole to the balcony of the Town Hall, with the fixings appearing to be in-situ. The importance of having this as the 'dominant' pole was highlighted by the recent passing of Pat Dillon, a former Town Councillor, Mayor of Bognor Regis and District Councillor. Because the balcony flagpole is missing, the Union flag is flown from the Town Council owned pole, as per protocol, meaning that the Town Council could not fly the Town Crest at half mast, in honour of Pat. If ADC could replace the balcony flagpole, then that would be reinstated as the dominant pole and the Union flag therefore flown from its position, thereby returning the Town Council's pole for our use.

In a follow-up phone call with ADC's Property, Estates and Facilities Manager, we have been advised that it is unclear whether the missing balcony flagpole was under the remit of ADC or BRTC. However, it is understood that if ADC were responsible for this flagpole, it is unlikely that they would pay to have this reinstated.

If the Town Council were to replace the balcony flagpole, regardless of whether they were previously responsible for it, then ADC would likely regard it as one of their assets since it was attached to their building.

Parking - The issue of parking outside of the front of the Town Hall and establishing who is responsible for enforcing it has been an ongoing enquiry. Whilst it has been established through Land Registry that this parking area is owned by Arun District Council, and they are therefore at liberty to introduce whatever parking management they see fit, getting ADC to commit to any enforcement has also been ongoing.

Further to recent emails with ADC, in preparation for this meeting, the Property, Estates and Facilities Manager at the District Council has advised that enforcement of parking regulations has been discussed, with the use of traffic wardens ruled out, as it's private land. Apparently, headway is being made with arranging private enforcement, which is the intended solution. It was further confirmed that the District Council do not deem bollards as an appropriate solution, with the Property, Estates and Facilities Manager advising that in his experience, anything substantial enough to withstand abuse is then too awkward and heavy for regular removal and reinstallation. It also adds a management task at the beginning and end of each day which would be challenging to implement.

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024

AGENDA ITEM 13 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. D. DAWES - FUTURE OF BOGNOR REGIS CHAMBER OF
COMMERCE

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. D. Dawes: -

"I have attended many events provided for the town by BRTC and am often in awe of the services that are provided to the town and its residents often for no charge or expectation.

However, I am rather irked by the appearance at many events by the Bognor Regis Chamber of Commerce which, if it was an active body, I would have no argument with but they are not and at present provide zero, as far as I can see, to the town or its residents. Why?

Their Facebook page last had a post from them on the September 27th 2019, and their header picture is of the front of the train station pre-planters which have been there for many years now and the contact number puts you in touch with the President who says "The Chamber is on hold... You need to talk to the Chairman and good luck with that as even I can't get hold of him". This is a very poor representation of Bognor Regis.

We now have the Chichester Chamber recently stated in the press that "We are looking to grow a Bognor Chapter of businesses that will be part of the Chichester Chamber, but at the same time will provide a voice for Bognor businesses and highlight the positive contributions that Bognor can bring to a co-ordinated business strategy for the entire coastal plain of West Sussex. There is no need to go through the expense and time of growing a business forum in Bognor; we can utilise all the facilities, infrastructure and experience already available via the Chichester Chamber of Commerce."

It seems we will just have to be happy being a chapter that is run by Chichester. In which case we see the 102yr old Bognor Regis Chamber of Commerce disappear and we rescind all further invitations to the BRCoC as they will be defunct sadly and invite the Chichester Chamber of Commerce which is equally as sad.

I know some will say that the BRCoC is not under the auspices of BRTC and I agree but surely we should be looking at how the town is represented and contact the Chairman and President for some clarification as to where we stand as a Town or give in and ask the Chichester Chamber of Commerce how we can help them represent OUR town. Thoughts?"

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024

AGENDA ITEM 14 - TO RATIFY DONATION OF £100 TO MACMILLAN CANCER SUPPORT IN MEMORY OF FORMER TOWN COUNCILLOR AND MAYOR, MR. PAT DILLON AND TO NOTE THE ADDITIONAL £1.50 PAYABLE TO JUSTGIVING TO ENABLE THE DONATION TO BE MADE

REPORT BY THE TOWN CLERK

FOR DECISION

It is Town Council policy that upon the passing of a former Town Councillor, a donation is made, in their name, to a cause or charity, as chosen by the family.

Upon the sad passing of former Town Councillor and Mayor, Mr. Pat Dillon, the Clerk has been in liaison with the group leaders seeking guidance on their wishes on this occasion.

It was suggested and **AGREED** by the group leaders, that a donation of £100 to Macmillan Cancer Support, the charity chosen by Pat's family, would be an appropriate gesture.

Members are asked to ratify this expenditure.

Members are also asked to note the further £1.50 payable to JustGiving for utilising their online platform to enable the donation to be made.

DECISIONS

To **RATIFY** donation of £100 to Macmillan Cancer Support in memory of former Town Councillor and Mayor, Mr. Pat Dillon.

To **NOTE** the additional £1.50 payable to JustGiving to enable the donation to be made.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024

AGENDA ITEM 15 - REGENERATION INCLUDING: -

- TO NOTE THE POSTPONEMENT OF THE BOGNOR REGIS REGENERATION BOARD AGM FROM 10th JULY TO THE 17th OCTOBER 2024
- TO NOTE THE APPOINTMENT OF MATT STANLEY AS ACTING CHAIR OF THE BOGNOR REGIS REGENERATION BOARD
- TO FURTHER NOTE THE APPOINTMENT OF MATT STANLEY AS A DIRECTOR OF THE BOGNOR REGIS REGENERATION BOARD IN LINE WITH THE MANAGEMENT COMMITTEE'S TERMS OF REFERENCE

REPORT BY THE TOWN CLERK

FOR NOTING

To note the postponement of the Bognor Regis Regeneration Board AGM from 10th July to the 17th October 2024

Members are invited to note the postponement of the AGM from 10th July to 17th October 2024 Members Meeting, owing to multiple apologies received for the original meeting date.

To note the appointment of Matt Stanley as acting Chair of the Bognor Regis Regeneration Board

Members are invited to note the appointment of Matt Stanley as acting Chair, with the current Chair Dr. Dave Cooper wishing to stand down from the role. This nomination will be confirmed at the October Meeting.

To further note the appointment of Matt Stanley as a Director of the Bognor Regis Regeneration Board in line with the Management Committee's Terms of Reference

Members are further invited to **NOTE** the appointment of Matt Stanley as a Director of the Board in line with the Management Committee's Terms of Reference.

DECISIONS

Members are invited to **NOTE** the postponement of the Bognor Regis Regeneration Board AGM from 10th July to the 17th October 2024.

Members are invited to **NOTE** the appointment of Matt Stanley as acting Chair of the Bognor Regis Regeneration Board.

Members are invited to further **NOTE** the appointment of Matt Stanley as a Director of the Bognor Regis Regeneration Board in line with the Management Committee's Terms of Reference.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024**

**AGENDA ITEM 16 - TO RECEIVE ANY FEEDBACK FROM THE
COUNCILLOR DROP-IN SURGERY HELD ON 31st JULY 2024**

REPORT BY THE TOWN CLERK

FOR INFORMATION

At the Councillor Drop-In Surgery held on 31st July 2024, from 12.30pm until 2.30pm, at Hampshire Avenue Recreation Ground, the following were in attendance: -

BRTC Councillors: Smith, Mrs. Warr, Wells and Mrs. Yeates
BRTC Officers: Mr. M. Greenfield (Events Support Officer)

The Councillor Drop-In Surgery was held to coincide with the Town Council's Play Days event, that was taking place on the Recreation Ground, providing free activities for children and their families. Whilst the family event was well attended, it is understood that there was a low take up from members of the public seeking to raise specific issues or ask questions of the Councillors present at the Drop-In Surgery. Nonetheless, active engagement took place with Councillors handing out the Town Council's events leaflet, offering free sunflower seeds, and generally chatting with people.

As agreed at the Council Meeting held on 4th March 2024, the next two community engagement events will take place in the form of Online Community Open Forums, streamed live via Facebook, as follows: -

Tuesday 29th October 2024 (6.30pm – 7.30pm)
Thursday 30th January 2025 (6.30pm – 7.30pm)

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. MISS. CLAIRE NEEDS FROM 8th JULY - 2nd SEPTEMBER 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Tuesday 09.07.24	:	<i>Deputy Mayor attended: Elizabeth House Staff Long Service Awards 2024, 83 Victoria Drive, BR</i>
Monday 15.07.24	:	ADC 'Changing Places' Toilet Facility Opening, Hotham Park, BR
Wednesday 24.07.24	:	BRTC Twinning Reception for visitors from German twinned towns, 'Seasons' BR Football Club, Nyewood Lane, BR
Thursday 01.08.24	:	<i>Deputy Mayor attended: Goodwood Magnolia Cup Race Day, Goodwood Racecourse</i>
Tuesday 06.08.24	:	BRTC Funshine Days: H2O Day, Seafront Bandstand, BR
Friday 16.08.24	:	BRTC Book Day – 'Dino Day', Hotham Park, BR
Sunday 01.09.24	:	BR Carnival's 'Puppy Love' event, West Park, Aldwick

Invites not Attended

None.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 8th JULY - 2nd SEPTEMBER 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 20.07.24	:	Wedding in Calne as Master of Ceremonies (Private event)
Wednesday 24.07.24	:	BRTC Twinning Reception for visitors from German twinned towns, 'Seasons' BR Football Club, Nyewood Lane, BR
Thursday 25.07.24 – Sunday 28.07.24	:	2024 Armada Cup (Town Crier Competition) Plymouth, Kingsbridge and Dartmouth
Friday 02.08.24	:	Town Centre for Funshine Days proclamation
Tuesday 06.08.24	:	BRTC Funshine Days: H2O Day, Seafront Bandstand, BR
Friday 09.08.24	:	Town Centre for Funshine Days proclamation
Friday 16.08.24	:	BRTC Book Day – 'Dino Day', Hotham Park, BR
Friday 16.08.24	:	Town Centre for Funshine Days proclamation
Friday 23.08.24	:	Town Centre for Funshine Days proclamation
Sunday 01.09.24	:	BR Carnival's 'Puppy Love' event, West Park, Aldwick

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd SEPT 2024**

**AGENDA ITEM 20 - TO RECEIVE A REPORT FROM OFFICERS
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 26th July 2024

Both Cllr. Wells and the Assistant Clerk participated in the online meeting held on 26th July 2024, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings advised that the summer had brought an increase in demand for the police, which was exacerbated by the fact that there were many officers on annual leave at this time of year but the force is looking at ways to impact this in the future.

Confidential operational updates were given that were pertinent to the local area. A query was raised about whether a similar operation to one in Chichester, that was focusing on ASB associated with train travel, would be replicated in Bognor Regis. The Community Safety Officer from ADC advised that the operation in Chichester was being led by WSCC and that it would need a lot of resource to deliver it in Bognor Regis.

Cllr. Wells raised concern at the rise in violent disorder that had taken place in Bognor Regis over the last couple of weeks and felt that there were rising tensions within certain communities. Inspector Wickings confirmed that there had been some disparate incidents over 4-5 days. Patrols had increased and these would continue, with a push on investigations. Whilst Inspector Wickings understood that there might be feelings of apprehension about further incidents, with limited resources, the focus was on deploying police to deal with problems that are happening in real-time, rather than somewhere that problems 'might' happen. Once again, Inspector Wickings urged for reports to be made as police cannot respond if this is not the case.

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour, rough sleepers, street drinking and fly-tipping.

In response to a question about how to report ASB, the Senior Anti-Social Behaviour Caseworker, from ADC's Community Safety Team, advised that if issues occur during the evening or weekend, then these should be reported to 101 or to Sussex Police online. The ASB Team at ADC pick up these reports and look at how many calls are going into the Neighbourhood Policing Team. For instance, low-level ASB at a recreation park might result in ADC's ASB Team knocking on doors of those houses overlooking the park, to ask what's going on, advise on reporting methods, obtain any Ring doorbell footage, and approach parents of young people suspected to be involved with the ASB.

The Community Safety Partnership are fully aware of youth-related crime across the district and are putting together a public document, so that everyone is aware of what's going on with a multi-agency approach. The Safer Arun Partnership are inviting applications from town and parish councils in the district to apply for funding towards projects that seek to protect community assets from ASB/criminal damage. Money had been allocated to ADC's Cleansing Team, BRTC and Littlehampton Town Council to help with tackling graffiti.

Owing to annual leave, the Assistant Clerk was unable to attend the Arun Parish (Sussex Police) Meeting held on 22nd August 2024. Therefore, any updates from this meeting will be reported on at the Council Meeting to be held on 28th October 2024.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2024**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. NALC Events - Circulated to all Councillors 23.07.2024
2. Parish Online Newsletter 23.07.2024
3. NALC Newsletter 24.07.2024
4. Letter of Condolence to Mrs Maureen Dillon and family on the passing of Mr Pat Dillon former Town Councillor and Mayor of Bognor Regis 24.07.2024
5. Public Sector Network Newsletter 24.07.2024
6. NALC Chief Executive's Bulletin - Circulated to all Councillors 25.07.2024
7. ADC News release - Parking disc scheme-What do you think? – Circulated to all Councillors 25.07.2024
8. Arun and Chichester Citizens Advice newsletter - Circulated to all Councillors 26.07.2024
9. The Sussex Police and Crime Commissioner newsletter - Circulated to all Councillors 26.07.2024
10. WSCC News Release Fly-tipping initiative to continue 26.07.2024
11. Travellers in Arun District - Circulated to all Councillors 29.07.2024
12. NALC Jobs listings 29.07.2024
13. NALC Events - Previously forwarded to all Councillors 30.07.2024
14. NALC Newsletter 31.07.2024
15. ADC Travellers update - Circulated to all Councillors 31.07.2024
16. WSCC News Release 'Book a Bus for £1 in August' - Circulated to all Councillors 31.07.2024
17. Heather Perrott; next international film at Picturedrome 12.08.2024 - Circulated to all Councillors 31.07.2024
18. NALC Chief Executive's Bulletin - Circulated to all Councillors 01.08.2024
19. WSCC Fostering Posters - Displayed on Town Council notice boards and social media 01.08.2024
20. WSCC Cabinet minutes - Circulated to all Councillors 01.08.2024
21. Arun Newsletter (44) 02.08.2024
22. ADC Travellers update West Park - Circulated to all Councillors 02.08.2024
23. The Sussex Police and Crime Commissioner newsletter - Circulated to all Councillors - 02.08.2024
24. Sussex Alerts - Oversharing Online - Circulated to all Councillors and on social media - 05.08.2024
25. West Sussex Mind September swimming sessions - 05.08.2024
26. GWT rail deals during the Southern, Thameslink and Great Northern Summer Sale - Circulated to all Councillors 06.08.2024
27. VAAC August E-bulletin - Circulated to all Councillors 07.08.2024
28. NALC Newsletter 07.08.2024
29. NALC Chief Executive's bulletin 07.08.2024
30. West Sussex Scout AGM 2024
31. ADC Travellers East Green Littlehampton - Circulated to all Councillors 08.08.2024

AGENDA ITEM 21

32. ADC Travellers The travellers formerly on East Beach Green in Littlehampton have now moved off - Circulated to all Councillors 08.08.2024
33. St Wilfrid's Hospice Newsletter - Circulated to all Councillors 09.08.2024
34. Statement from Cllr Paul Marshall, Leader of West Sussex County Council, on the civil unrest seen across the country - Circulated to all Councillors 09.08.2024
35. WSALC Vacancies in West Sussex 09.08.2024
36. The Sussex Police and Crime Commission newsletter - Sussex will not be a comfortable place for people who spread hate - Circulated to all Councillors 09.08.2024
37. WSCC Cabinet Meeting - 17 September 2024 - change of date - Circulated to all Councillors 12.09.2024
38. NALC Job listings 12.09.2024
39. VAAC East Preston Summer Networking event - Circulated to all Councillors 13.08.2024
40. NALC Events previously forwarded to all Councillors 13.08.2024
41. Sussex Alerts - Sussex Police arrest nine people in connection with recent protests - Circulated to all Councillors and on social media 13.08.2024
42. NALC Newsletter 14.08.2024
43. NALC Chief Executive's Bulletin - Circulated to all Councillors 15.08.2024
44. BR BID Eco Event Day business sign-up - Circulated to all Councillors 15.08.2024
45. The Sussex Police and Crime Commissioner newsletter Over 430 hours of reparative activity delivered in Sussex - Circulated to all Councillors 16.08.2024
46. NALC Events - Previously circulated to all Councillors 20.08.2024
47. NALC Newsletter 21.08.2024
48. Zonkey; specialists in modern user-friendly WCAG complaint websites brochure 21.08.2024
49. WSALC Ltd Redaction of Councillor's home addresses - Circulated to all Councillors 21.08.2024
50. Local authority update August 2024 Newsletter 22.08.2024
51. WSCC Residents newsletter 22.08.2024

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd SEPTEMBER 2024**

AGENDA ITEM 22 - PICTUREDROME SITE UPDATE INCLUDING: -

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

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Town Force Works - visit on 9th July to empty buckets due to water ingress in tower and towel dry buckets to test repair works at a total cost of £22 plus VAT. These works were funded by BPCL.

Review of completed refurbishment and repair work to the Picturedrome cinema

Members at their July meeting were provided with a situation analysis of the ongoing remedial work to the Picturedrome cinema. Work is almost complete, and this report provides Members with details of completion works.

Dampness penetration to ventilation shafts and tower

All towers and ventilation shaft waterproofing work has been completed and following the recent high winds and rain was found to be weatherproof.

Flue lining

The chimney serving the boiler has been inspected by a HETAS certified contractor who has confirmed that the chimney is sound and due to its configuration couldn't be easily lined without major structural changes. However, the contractor will be smoke testing the flue in early September together with the installation of carbon monoxide monitoring equipment.

Ventilation shaft to projection room

Members were previously advised that the ornamental spinning cowl at the top of the ventilation shaft was found to be rusted and fixed and it was reported that investigations were being undertaken into procuring a replacement cowl. However, following further investigation carried out by the contractor, repairs and refurbishment to the cowl were proposed as an alternative to replacement. This work was able to be undertaken whilst the scaffolding was in place and the contractor was instructed to complete this work at a cost of £400 plus VAT, which has been paid by BPCL. Due to the essential nature of this repair, required before striking the scaffolding it was not possible to advise Members in advance of the cost of this work.

Plasterwork repairs

The perished plasterwork within Screen 1 and within the cinema entrance lobby has been treated and redecorated.

Structural instability

Following the report from the structural surveyor the necessary remedial work has now been completed including:

- Stitching the extension wall at the front of the cinema (formerly the health supplement kiosk) completed within the agreed budget.
- Fitting restraint straps to the floor joists below Screen 1. This has been completed at no cost to BPCL.
- A further issue identified by the structural surveyor related to cracks to the ceiling within the entrance lobby including cracks to the brick lintel at the base of the access stairway. This work involving Heli bars to restitch the masonry through the cracks has been completed at a cost of £1,500 plus VAT, and this has been paid by BPCL.
- The most significant area of instability relates to the floor joists below Screen 1 with acrow props support still in place. A meeting has been arranged with the main contractor to discuss liability for repair works and this has been arranged for week commencing 2nd September.

Members are advised that all the costed repair work including all weatherproofing work previously advised to Members has been completed within budget subject to the minor variation identified above.

General progress with the Picturedrome refurbishments within the responsibility of the cinema operator

Members have requested regular updates on the cinema operator's progress in completing cinema improvements within his responsibility. To date the work has been interrupted by school holidays and workforce issues. This has resulted in 50% of the new café area being completed but no progress in other areas. The Clerk will therefore be convening an urgent meeting with the proprietor and his director this week when the operator's contractual obligations to The Bognor Pier Company Ltd. as landlord will be discussed.