



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 4th MARCH 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 4th March 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 26th DAY OF FEBRUARY 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 2nd January 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 receive a presentation from Rebecca White and Richard Wolfströme on the Bognor Regis Wayfinding Strategy
9. To consider adoption of the Wayfinding Strategy or next steps, deferred from Extraordinary Council Meeting held 12th April 2023 – Min. 185 refers
10. To consider any written dispensation requests received from Town Councillors
11. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 11.1 **Policy and Resources Extraordinary Committee Meeting of 8th January and the Meeting of 29th January 2024** with resolutions, recommendations and reports including: -
 - Recommendation to approve the 2024/25 Annual Audit Plan - Min. 119 refers
 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2023/2024 - Min. 120 refers
- 11.2 **Planning and Licensing Committee Meetings of 9th January, 30th January and 20th February 2024** with resolutions, recommendations and reports
- 11.3 **Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 15th January 2024** with resolutions, recommendations and reports
12. 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
13. To note the List of Payments and Transfers made in [December](#) 2023 and [January](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (February 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)
14. Annual Review of the Council's Internal Control Procedures and Practices
15. To consider nominations for Deputy Mayor 2024/25 and make recommendation to the Annual Town Council Meeting 2024
16. Notice of Motion (S.O. 9.0) proposed by Cllr. D. Dawes, seconded by Cllr. Miss. C. Needs

"Pride can be defined as: "A feeling that you respect yourself and deserve to be respected by other people". I feel that pride is important and is missing from our town. Our town cannot fight for itself and we, as the communities elected representatives, should be standing up for the town and shouting about what needs doing, we should be rattling cages and getting done what should just be done.

The home of BRTC is the Town Hall and should ALWAYS be so (funds allowing) and whilst we are here, we should ensure that the building looks its best.

I would like to ask all Cllrs in unison to call on Arun District Council to attend to the appearance of a community centered historic, Listed Building (the Town Hall) and give the town back some pride.

The current state of the exterior of the building is appalling and if you look at the appearance of our twin towns Town Halls you will no doubt be as embarrassed as I am and, on that point, even the plaques marking our twinning are in a terrible state and the upkeep of these I believe is down to the Town Council. The best way for me to point out some of what needs doing is to list it. Please see this detail in the attached report.

PRIDE... is what we need to show in our town and at the moment we do not. Please can we come together and unite in asking ADC to look into giving Bognor Regis Town Hall some pride back, because if you go and take a look a look at the Civic Centre or Littlehampton Town Hall (which I know is not ADC's) you will see that we should hang our heads.

I would propose that Town Force quote for the work that is required, and we submit a proposal to ADC. I would also suggest looking at the responsibilities held under Listed Building status as to what HAS to be done in order to comply. Can we do this?"

17. Notice of Motion (S.O. 9.0) proposed by Cllr. D. Dawes, seconded by Cllr. P. Woodall

"I have spoken to all of the businesses in the Arcade, and they are overwhelmingly disappointed with the condition of the pedestrian area which forms the main corridor from the seafront to the main town area. This is a matter of pride for the town as this is how many visitors to Bognor Regis see us for the first time. Our biggest attraction is the beach, prom and seafront and many refer to it as "The jewel in our crown" so imagine seeing that and then calling into the main shopping area and having to walk through what I can only describe as "Crap Alley". This pedestrian area is constantly filthy, covered in bird excrement, litter, dirty windows on empty unkempt units and not, according to the businesses, cleaned how it should be by the 'in-house' maintenance operative... they are tired of the state of the place, and we should be addressing this and helping them however we can.

I am asking that we, as a united council, approach ADC and ask them to remedy the situation and ensure cleanliness moving forward as it is unacceptable and embarrassing that one of our town's main thoroughfares is presented in this way. I understand that there are repairs to the upper floors underway but that should not be detrimental to the daily appearance of the public facing areas when such little attention is needed to create a cleaner environment. Let's do this for the pride of the town?"

18. Notice of Motion (S.O. 9.0) proposed by Cllr. P. Wells, seconded by Cllr. B. Waterhouse

"Bognor Regis Town Council requests Arun District Council to invite representation from BRTC on to Aruns Flood Forum.

Tescos and Durban Road along with other areas in the Town Council wards have also been affected by the recent flooding experienced since October 2023 and the Town Council should be present to represent the views of local residents and businesses.

The Motion also requests the Town Council sends a letter to Central Government highlighting the severe impact the recent flooding events have made on Bognor Regis and the wider area including impact on people's homes, businesses and infrastructure and calls for additional funding to be allocated to the various agencies to undertake any works required to mitigate further flooding events in the area."

19. To pass the necessary Resolution, required to open a Corporate Account with Boom Community Bank, to be signed by the two agreed signatories subject to the outcome of the due diligence checks – Min. 147 refers
20. To consider a request for the Town Council to seek funding for the provision of an Emergency Bleed Control Kit in the town
21. To agree a change to the A.N. Other seat allocation in relation to the Environmental and Leisure Committee for the remainder of the Municipal Year
22. To consider the membership of a Working Party, appointed at the July Council Meeting, to discuss the future of Bognor Regis Town Hall (if further information is available) - deferred from previous meeting - Min. 118 refers
23. To **RESOLVE** that the Town Clerk, as the Proper Officer, execute the legal deeds once finalised regarding the leasing of four areas of ADC land to house the Bike Repair Stations, on behalf of the Town Council, in line with the Town Council's Standing Orders S.O. 23a refers
24. Consideration of dates of future Online Community Open Forums and Councillor Drop-In Surgeries
25. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023 (previously circulated to all Councillors) (deferred from the last Meeting- Min. 153 refers) and the Minutes of the Meeting held on 24th January 2024 (if available)
26. Mayor's Report and duties undertaken
27. Town Crier's Report and duties undertaken
28. Reports from Representatives to other organisations
29. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team (if available)
30. To receive Correspondence
31. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - AGM of The Bognor Pier Company Ltd. – to adopt the accounts Year Ended 31st December 2023 and to note the Director's report (if available)
 - To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (third quarter payment for 2023)

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 2nd JANUARY 2024

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall (until Min. 157) and Mrs. G. Yeates (during Min. 132)

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
1 member of the public

The Meeting opened at 6.32pm

132. 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.

Cllr. Mrs. Yeates arrived at the Meeting

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

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

No apologies were received by the Clerk from Cllrs. Ralph or Stanley. However, the Mayor advised those present that a member of Cllr. Stanley's family had been taken ill in hospital and this may be why he had not been in contact.

134. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare

their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

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

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

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

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

Cllr. Brooks declared an Ordinary Interest as an Arun District Councillor and advised he would redeclare his interest, if required, during the Meeting

Cllr. Goodheart declared an Ordinary Interest as an Arun District Councillor

Cllr. Nash declared an Ordinary Interest as an Arun District Councillor, as Deputy Leader of Arun District Council and as the Chair of the District Council's Economy Committee

Cllr. Miss. Needs declared an Ordinary Interest as an Arun District Councillor and as a member of the District Council's Economy Committee

Cllr. Oppler declared an Ordinary Interest as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest as an Arun District Councillor

Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board as a member of the Bognor Pier Trust C.I.C, and as a BID Levy payer in the Town

Cllr. Mrs. Yeates declared an Ordinary interest as an Arun District Councillor

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

The Town Clerk confirmed that no representative was able to be present, having received apologies from Inspector Ross Wickings.

136. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 30th OCTOBER 2023 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 13th NOVEMBER 2023

The Minutes of the Council Meeting held on 30th October and the Extraordinary Meeting of 13th November 2023 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

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

No reports had been received. However, the Town Clerk advised Members that Cllr. McDougall, an Arun District Councillor, had confirmed prior to the meeting that there were currently no updates to report due to the Christmas break, and gave apologies for being unable to attend as he had a prior engagement.

138. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

139. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The member of the public seated in the public gallery had no questions, therefore, the meeting was not adjourned.

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

There were no written dispensation requests received from Town Councillors.

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

142. Policy and Resources Committee Meeting of 20th November 2023

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

143. Planning and Licensing Committee Meetings of 31st October, 21st November, 5th December and 19th December 2023

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

143.1 Min. 102.3 - 21st November 2023 - Planning application BR/238/23/OUT

Cllr. Wells expressed his surprise that the Committee decided to raise no objection to planning application BR/238/23/OUT, for the development of a new build four-storey block of 23 flats at 17 Durban Road, particularly given this area had recently fallen victim to severe flooding.

Cllr. Mrs. Yeates, a member of the Town Council's Planning and Licensing Committee, confirmed that she had not attended the meeting at which this application was discussed, but wished to clarify that although the address was registered as 'formerly Westside Supplies Unit', she no longer owns the unit and is currently trying to get the name changed, to reflect that she is not involved in this site or application.

144. Events, Promotion and Leisure Committee Meeting of 6th November 2023

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

There was some discussion about issues with the Christmas illuminations in and around the Town Centre this year, with the hope that a review would be completed ahead of next year. Mention was also made about the Town Council's Switch-On event with a Member wishing to see the stage area relocated for next year and for all areas of the Town Centre to benefit from the entertainment on offer at the event.

145. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 11th DECEMBER 2023 INCLUDING TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2024/25

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

It was suggested that Agenda items 11 and 12 be considered together. The Chair of the Committee, Cllr. Waterhouse reported on the extensive discussions held on the Town Council's Budget and Precept for 2024/25, over the course of a few meetings. The Mayor concurred that these meetings had been inclusive and invited any Councillors present, who were not Members of the Policy and Resources Committee, to ask any questions, of which there were none.

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2024/25, and further unanimously **RESOLVED** to **APPROVE** that the various budget savings identified (a net

saving of £81,000 from the original computation) be placed in the Economic Development Fund, for such use as may be determined.

146. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2024/25

The Town Clerk's report, including the Budget Summary attached as an appendix, was **NOTED**.

Members unanimously **RESOLVED** to **APPROVE** the Precept amount for 2024/25 of £999,504.

Cllr. Wells, as Vice-Chair of the Policy and Resources Committee, took the opportunity to convey his pleasure at working with his fellow Town Councillors, to produce a 'balanced' budget, which whilst keeping costs down, still delivered important aspects for its residents, including funding the vital work of the Town Force team and a comprehensive events programme for 2024, amongst others. He believed that the Town Council, in recent years, had not publicised enough the good work it does for its constituents, and hoped that this budget would be well received by residents of the five Wards.

The Mayor concurred with the thoughts expressed by Cllr. Wells, further adding that he had been 'bowled over' by the willingness of his fellow Town Councillors to work together cohesively, for the betterment of the Town.

147. TO CONSIDER A RECOMMENDATION FROM THE POLICY AND RESOURCES COMMITTEE IN RELATION TO BOOM COMMUNITY BANK AND TO AGREE ANY NEXT STEPS

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

Cllr. Waterhouse, as Chair of the Policy and Resources Committee, reported on the recommendation and proposed a grant of £30,000. This was seconded by Cllr. Nash who reserved his right to speak.

A Member expressed some feelings of discomfort with the proposal and would like to review the initiative after any first sum was invested, before topping up the funding.

Mention was made of Worthing Borough Council's existing involvement with Boom Community Bank, and it was queried as to whether contact had been established with them, in order to receive their input and feedback in relation to the scheme. The Town Clerk confirmed that she had reached out to the Borough Council, as part of the due diligence checks (Min. 98.6 refers), and was advised that, due to the Christmas break, she could expect a reply early in the New Year which, at the time of the meeting, was still awaited.

As Seconder, Cllr. Nash spoke of the importance of the due diligence checks and ensuring that the Town Council's money was safe, as this was public money. He recalled from the Policy and Resources Committee Meeting that the Chair had

talked about in the first year putting in 12% to top up the scheme and reviewing it after that, which he saw as a sensible way forward. He spoke of 'landmarks' in the history of the Town Council, citing the setting up of Town Force as a good example. In his opinion, the setting up of a No Interest Loan Scheme (NILS), through paying a grant of £30,000 to Boom Community Bank, funded from the Council's Economic Development Fund, could be the next 'big' landmark of this Administration. With many families in the five Wards of Bognor Regis experiencing financial difficulties, and in an attempt to break the connect with loan sharks, he felt that this could be a major step forward in helping residents, through no interest loans. Cllr. Nash confirmed that through conversations he'd had with Worthing Borough Council, the scheme seems to be working well and is having a positive impact on their residents.

Members unanimously **RESOLVED** to **AGREE IN PRINCIPLE** that a grant of £30,000 be made to Boom Community Bank, funded from the Council's Economic Development Fund, to set up a No Interest Loan Scheme (NILS), subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision.

It was **AGREED** that the Town Clerk, in liaison with the Chair of the Policy and Resources Committee and the Town Council's Accountant, be given Delegated Authority in this matter.

Cllrs. Smith and Wells were proposed and seconded as the two named Councillors, to act on behalf of the Town Council as signatories for the Credit Union Account and to sign the required Resolution. Following a vote, it was **AGREED** to appoint both Cllrs. Smith and Wells as signatories, with them both being agreeable to providing the identification documents required to act in this capacity.

Members further **AGREED** that the key contact for communications would be the Clerk to the Council, Glenna Frost, with the Assistant Clerk, Joanne Davis, as a second.

148. 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'.

149. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN OCTOBER AND NOVEMBER 2023 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (DECEMBER 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 October and November 2023 and to note the balances, bank reconciliations and financial reports (December not yet available) and outturn and approval of the contents and their publication’.

150. TO NOTE UPDATES TO THE COUNCIL’S TERMS OF REFERENCE FOLLOWING THE DISSOLUTION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE - MIN. 131 REFERS

The Assistant Clerk’s report, including the appendices, were **NOTED**.

Members unanimously **RESOLVED** to **ADOPT** all of the Council’s updated Terms of Reference, unchanged from the versions attached to the report.

151. TO AGREE NEW NAME FOR THE PREVIOUS ‘EVENTS, PROMOTION AND LEISURE’ COMMITTEE - MIN. 131 REFERS

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

A Member suggested ‘Environmental and Leisure’ would be an appropriate name for the Committee. There being no other suggestions, Members voted and **AGREED** this should be the name for the previous ‘Events, Promotion and Leisure’ Committee.

152. TO CONSIDER ANY ADDITIONAL APPOINTMENTS OF REPRESENTATIVES TO ‘OUTSIDE’ BODIES

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

152.1 Bognor Regis Heritage & Arts Partnership Board

The Town Clerk reminded Members that further to meetings held with members of the Board, the organisation would be independent from the Town Council going forward. However, they would still be agreeable to having the existing Representatives from the Town Council, and for the two remaining Reserve Representative vacancies to be filled.

With no Member present volunteering to fill the current vacancies, Members **AGREED** to **DEFER** the two appointments of Reserve Representatives to the Annual Town Council Meeting in May 2024.

Cllr. Waterhouse left the Meeting

152.2 Chamber of Commerce & Industry

The Civic & Office Manager confirmed that contact had been made with the Chamber of Commerce’s President, who reiterated that whilst the group had been inactive of late, they are still an entity and it is hoped that they will have more of a presence in Town again, soon.

Cllr. Brooks, as the Town Council’s Representative to the group, advised Members that progress to get the Chamber from its current ‘dormant’ state had been slow. Cllr. Brooks had met with the President to visit their Chichester counterpart, who were doing good work in their area, and was something to aspire to. He hoped that there would be more of an update available at a future

meeting.

Cllr. Waterhouse returned to the Meeting

The Mayor suggested and it was **AGREED** to **DEFER** any Reserve appointments to the Chamber of Commerce & Industry to the Annual Town Council Meeting in May 2024.

153. REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 13th SEPTEMBER 2023 (IF AVAILABLE) (DEFERRED FROM LAST MEETING – MIN. 120 REFERS)

The Town Clerk's report, which advised that the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023 were not yet available and would be Noted at the next meeting, was **NOTED**.

154. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor spoke of a few of his highlights over the busy festive period of events. These included the Town Council's Christmas Lights Switch-On, for which he conveyed his thanks to the Events team for their hard work, as well as the Town Crier, Jane Smith, who he stated had 'excelled herself', at the event, commenting also on her waistcoat for the occasion. Whilst acknowledging and agreeing with some of the comments made earlier in the meeting, about the event, he felt it had generally been very well-received by the thousands in attendance.

He also cited the Duke of Gloucester's visit to the Bognor Regis Museum, to which he was invited to form part of the Welcoming Party, as an enjoyable event and important occasion for the Museum and Town itself.

155. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

156. 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.

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

As the only Councillor to have submitted a report to officers, Cllr. Woodall sought clarification from the Town Clerk as to whether he was correct in completing the form, particularly if no meetings of the organisations had been attended.

The Town Clerk confirmed that all Councillors should be completing the report, which should be returned prior to each Council Meeting, for forwarding to Town Councillors for information, particularly to include any meetings attended of those organisations who receive any level of funding from the Town Council.

157. TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS CONFERENCE HELD ON 1st DECEMBER 2023

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

Councillors discussed the Minutes of the meeting, with some agreeing they were too broad, and not specific enough to the Bognor Regis area.

Other concerns included issues not being quickly resolved, with lots of subjects requiring investigation and therefore 'going in circles'.

A dual-hatted Councillor, who had attended the ADALC Conference, was unsure of many of the comments made and how clear the information being reported was. Not many questions were taken on each subject, and the Councillor felt that a more targeted review of a lot of the important issues may be more appropriate.

Other Councillors agreed that some of the comments made were not accurate and it was reported that the Planning Policy Framework had been described as 'disappointing'. Members concurred that with a General Election taking place this year, and the current state of 'unrest' in the national government, not much is anticipated to be achieved through the forum this year.

Cllr. Woodall gave his apologies and left the Meeting

However, there was a 'spark of hope' with more groups seemingly interested in using this collaborative tool, which a year ago looked like it may terminate. It was hoped that these ADALC meetings may prove more useful in the future, as a vehicle to benefit local communities.

158. TO RECEIVE CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list, with the Clerk drawing attention to a response from ADC, in relation to the Brewer's Fayre site, which had been previously circulated to all Councillors.

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

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

160. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.d) - (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 27 (contractual).

Cllr. Waterhouse left the Meeting

161. PICTUREDROME SITE UPDATE - CONFIDENTIAL BUSINESS

Cllr. Waterhouse returned to the Meeting

Members **NOTED** the proposed monthly budget for 2024 for The Bognor Pier Company Ltd, as appended the Town Clerk's confidential report, and previously circulated to Members.

The Meeting closed at 7.36pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 9 - TO CONSIDER ADOPTION OF THE WAYFINDING STRATEGY OR NEXT STEPS, DEFERRED FROM EXTRAORDINARY COUNCIL MEETING HELD 12th APRIL 2023 – MIN. 185 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Extraordinary Council Meeting held on 12th April 2023, Members received a presentation from Rebecca White and Richard Wolfströme on the Bognor Regis Wayfinding Strategy proposals. They had wanted to bring the proposals back to the current administration of the Town Council, at that time, out of respect for the part that Members had played to date, and they were thanked for their input and support for the Wayfinding Strategy throughout the consultation process.

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

Following the presentation on 12th April 2023, Members were invited to consider the adoption of the Wayfinding Strategy or next steps. However, Members agreed that decisions about any next steps should be deferred to a future meeting for the new administration to consider (Min. 185 refers).

DECISION

How do Members wish to proceed?



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON MONDAY 8th JANUARY 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart,
N. Smith, P. Wells and P. Woodall

IN ATTENDANCE: Mrs. R. Vervecken (Civic & Office Manager)
Mrs. J. Davis (Assistant Clerk)
3 members of the public

The Meeting opened at 6.30pm

102. 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.

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

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

104. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 6 in any discussion relating to Rox Music and Arts Organisation, stating he would not vote on this application owing to his involvement with them. He also declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board, as a member

Cllr. Wells declared an Ordinary Interest in Agenda item 6 in relation to the Bognor Pier Trust C.I.C., and stated that as a member of the Trust, he would not take part when their application was discussed nor vote. He also declared an Ordinary Interest in the Bognor Regis Local History Society, as a member, on which he would not vote. Cllr. Wells declared a Disclosable Pecuniary Interest in St Wilfrid's Hospice, stating that he would leave the room if necessary, having recently had dealings with them

Cllr. Woodall declared an Ordinary Interest in Agenda item 6 in any discussion relating to the Bognor Regis Carnival, Grandads Front Room C.I.C. or Southdown Music Festival, as a Town Council Representative to these groups

105. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

The few members of the public present were afforded the opportunity to address Members directly on their Grant Aid applications, including their intentions for use of the funds, should their applications be successful.

One of those seated in the gallery stated that, in his opinion, the Town Council had been very generous in recent years, with the amount of funding made available to outside organisations, applying through the Grant Aid scheme. He felt that it would be sensible for all applicants to be 'self-aware', undertaking their own fundraising throughout the year, whilst also looking at other options, such as match-funding, rather than relying so heavily on the Town Council, for the majority of their revenue, particularly where a Grant Aid application was to cover 'running costs'.

The Chair reconvened the Meeting at 6.45pm

106. CONSIDERATION OF PARTNERSHIP FUNDING AND CRITERIA

Before moving to review the applications, the Chair reminded Members of the discussions that had previously taken place about the Town Council's 2024/25 Budget at the Policy and Resources Committee Meeting held on 11th December 2023, which had included a recommended budget for Grant Aid 2024 and Partnership Funding (Min. 98.2 refers). It was Minuted that "the importance of supporting local groups should be balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council's limited resources".

106.1 Bognor Regis Seafront Lights

Members noted the previous three-year agreement with Bognor Regis Seafront Lights, in which they received £9,000 per annum towards the cost of the provision and maintenance of decorative illuminations along Bognor Regis Seafront, had now come to an end. Members were, therefore, asked by the organisation to consider supporting them financially again, through a new three-year funding commitment.

Members unanimously **RESOLVED** to **AGREE** to enter into a new three-year Partnership Funding Agreement with Bognor Regis Seafront Lights, to continue in their support of the decorative illuminations along Bognor Regis seafront, with a decreasing funding stream, as follows: -

- Year 1 (2024) - £6,000
- Year 2 (2025) - £4,500
- Year 3 (2026) - £3,000

106.2 Southdowns Music Festival

Members unanimously **RESOLVED** to **AGREE** to enter into a three-year Partnership Funding Agreement with the Southdowns Music Festival, to continue to support this popular event within Bognor Regis Town Centre, with a decreasing funding stream, as follows: -

- Year 1 (2024) - £9,000
- Year 2 (2025) - £8,000
- Year 3 (2026) - £7,000

107. CONSIDERATION OF GRANT AID FUNDING FOR 2024

The Chair reported that over £99,000 had been requested from the 39 applications received for Grant Aid 2024, with the decreased budget standing at just £15,000, which inevitably meant many organisations would be left disappointed.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

Cllr. Goodheart declared an Ordinary Interest in discussion relating to Bognor Coastal Art Trail, due to previously being involved with them, Bognorphenia C.I.C. as a Trustee, as well as Bognor Regis Local History Society and Bognor Regis Twinning Association, as a member of both organisations

Cllr. Wells redeclared his Ordinary Interest in discussion relating to the Bognor Pier Trust C.I.C., as a member

Following an initial review of all the Grant Aid 2024 applications, Members revisited each application and reaffirmed their decisions.

Members **RESOLVED** to **APPROVE** the Grant Aid 2024 awards, as summarised to Members by the Assistant Clerk, and as attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

The Meeting closed at 7.54pm

Extraordinary P&R Committee Meeting 8th January 2024

Appendix 1

Applicant		Amount requested Grant Aid 2024	P&R decision for Grant Aid 2024	Comments
1	4 Sight Vision Support	£7,755.00	£1,000.00	
2	60 Minutes of Classical Music	£4,540.00	£750.00	
3	Age UK West Sussex, Brighton & Hove	£600.00	£0.00	
4	Air Ambulance Charity Kent Surrey Sussex	£500.00	£0.00	
5	Arun and Chichester Citizens Advice	£3,000.00	£500.00	
6	Arun Community Transport	£500.00	£100.00	
7	Arun Counselling Centre	£2,835.00	£0.00	
8	Bognor Coastal Art Trail	£3,000.00	£1,000.00	
9	Bognor Pier Trust C.I.C.	£5,606.89	£1,000.00	
10	Bognor Regis and Chichester District Samaritans	£950.00	£300.00	
11	Bognor Regis Armed Forces Day	£3,000.00	£800.00	
12	Bognor Regis Carnival Association	£6,500.00	£1,200.00	Conditional
13	Bognor Regis Town Show	£4,500.00	£800.00	
14	Bognorphenia C.I.C.	£2,500.00	£1,000.00	
15	Bognor Regis Local History Society	£1,500.00	£300.00	
16	Bognor Regis Seafront Lights (event)	£1,500.00	£0.00	
17	Bognor Regis Shopmobility	£7,500.00	£500.00	
18	Bognor Regis Twinning Association	£900.00	£400.00	
19	CAPITAL Project Trust	£500.00	£0.00	
20	Chestnut Tree House	£690.00	£0.00	
21	Family Support Work	£1,000.00	£300.00	
22	Felpham and Middleton Horticultural Society	£500.00	£0.00	
23	Girlguiding Bognor Regis	£500.00	£500.00	
24	Girlguiding Bognor Regis South District	£200.00	£200.00	
25	Grandads Front Room C.I.C.	£2,820.00	£2,000.00	
26	Home Start Arun Worthing and Adur	£1,000.00	£0.00	
27	My Sister's House C.I.O.	£500.00	£350.00	
28	Neighbourhood Watch (Hawthorn Road North Scheme)	£1,000.00	£0.00	
29	Pregnancy Options Centre	£1,000.00	£0.00	
30	Regis School of Music C.I.O.	£3,000.00	£500.00	
31	Rox Music & Arts Organisation	£7,000.00	£1,000.00	
32	Shore Community Church	£1,000.00	£0.00	
33	Soc!ety Dance Academy Ltd	£2,933.36	£0.00	
34	Southdowns Music Festival	£10,000.00	N/A	refer to Partnership Funding
35	St Wilfrid's Hospice (South Coast)	£1,000.00	£0.00	
36	UK Harvest	£3,000.00	£0.00	
37	West Sussex Guitar Club	£1,500.00	£200.00	
38	Young People's Shop	£2,316.00	£0.00	
39	Youth of Bognor (YoB Camp)	£1,000.00	£300.00	
Total Amount Rewarded			£15,000.00	
			£0.00	(unallocated)



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th JANUARY 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart (during Min. 110), Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, P. Wells and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
2 Members seated in the public gallery
3 members of the public

The Meeting opened at 6.32pm

108. 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.

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

No apologies had been received from Cllr. Goodheart and could not therefore be approved.

110. 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
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- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

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

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

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

The 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 in Agenda item 16 as a member of the Bognor Pier Trust CIC

Cllr. Goodheart arrived at the Meeting

Cllr. Woodall declared an Ordinary Interest in Agenda item 16 as the Town Council appointed Representative to the Bognor Regis Carnival Association

Cllr. Goodheart declared an Ordinary Interest in the event that Rox was discussed

111. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2023 AND THE EXTRAORDINARY MEETING HELD ON 8th JANUARY 2024

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th December 2023 and the Extraordinary Meeting held on 8th January 2024 and these were signed by the Chair.

112. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

Two members of the public spoke in relation to Grant Aid 2024 applications that they had each submitted to the Town Council and referenced the level of funding that they had been awarded. Both speakers stated that without additional funding from the Town Council, it may not be possible for their events to go ahead.

Another member of the public spoke about the lack of lighting during the Christmas period in Queensway, Hotham Park, and along the seafront, including the bandstand. They also asked that the matter of inadequate lighting on Place St Maur be considered as a future Agenda item.

In response to the points raised concerning Grant Aid 2024 funding, Members commented that the Town Council was not the only stream of funding available to event organisers and suggested that these other avenues be explored. The possibility of helping other organisations, supported by Grant Aid, to obtain match-funding was also raised with comment made that whilst this was something that the Town Council would welcome requests for, this funding would always be subject to the Council's resource availability.

A Member seated in the public gallery briefly mentioned the Christmas Switch-On, to be discussed under Agenda item 7. However, the Town Clerk informed Members that, unfortunately, the Events Officer was unwell and would, therefore, be suggesting that the item be deferred until the Officer was able to attend a future meeting. Following a query from a Councillor, the Chair invited Members to email any feedback in reference to the Switch-On event to him, which he would then collate and pass on to the Events Officer to assist with the review. The same Member also mentioned a meeting that was due to be held to discuss the Christmas lights. The Clerk confirmed this to be the case and asked Members to email any questions for the contractor to her, prior to the meeting.

Referring to the request from the member of public for there to be more lighting on Place St Maur, the Vice-Chair suggested that Cllr. Goodheart, District Councillor for Hotham Ward, took this matter up with Arun District Council with a proposal that lighting could be attached to the hoarding that would likely be installed during the forthcoming redevelopment work to the theatre, adjacent to Place St Maur. Cllr. Goodheart was of the opinion that an approach from the Town Council would be stronger.

The Chair reconvened the Meeting at 6.51pm

113. CLERK'S REPORT FROM PREVIOUS MINUTES

113.1 20th November 2023 – Min. 76.2 New location for the Model Bathing Machine

Unfortunately, notification had been received by the Local History Society from the General Manager of The Royal Norfolk Hotel to inform them that after thorough consideration, as a company they had decided to decline the request to locate the Model Bathing Machine on a pole in the corner of the grounds of the hotel. The management had come to the conclusion that the proposed "object" was too large and may compromise the dignified manner their hotel had always maintained in Bognor Regis. Whilst respecting their decision, the news was very disappointing for the History Society who had already spent a significant amount of money on professional and planning application fees based on a previous verbal consent.

The project would therefore now be put into abeyance until an alternative location could be identified.

113.2 20th November 2023 – Min. 76.6 Community Banking Hub

Following Members previous agreement to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building, the following response had been received from Karl Roberts, Interim Chief Executive and Director of Growth: -

“As you will be aware, the Council has decided to conduct a review of our future accommodation needs including the Town Hall. We now anticipate that this work will largely be undertaken during 2024. As a result, it would be prudent not to commit to any specific project involving the possible use of some of the Town Hall before the outcome of that review is known. I trust your members will appreciate the logic of such a decision at this time.”

113.3 20th November 2023 – Min. 76.7 Two-Hour Free Parking Disc Scheme

Following Members decision to disagree with entering into a new two-year agreement, based on the proposals for changes to the scheme in Bognor Regis, it was reported at the last meeting that a request had been received from ADC to nominate two named BRTC representatives to sit on the ADC Working Party with the first meeting of this Working Party taking place on Monday 5th February 2024. As the Town Council were no longer funding partners in the Free Parking Scheme, confirmation was being sought by the Clerk regarding whether this was still applicable. Confirmation had been received from ADC that the decision made by the ADC Environment Committee on the 7th September 2023 still stood and the Town Council were invited to nominate two named representatives to sit on this Working Party. The decision regarding the named representatives had already been taken by the Council at the Extraordinary Town Council Meeting on 3rd October 2023 – Min. 98 refers where it was agreed that the Mayor and the Chair of the Policy and Resources Committee would be the Town Council Representatives. ADC has been advised accordingly.

113.4 20th November 2023 – Min. 77 Graffiti in the Town and letter to Sussex PCC

Members were reminded that it was agreed to write a letter to the Sussex PCC to highlight the Council’s concerns in relation to the ongoing issue of graffiti in the Town. In response the Clerk had been advised that a copy of the Council’s letter had been forwarded to the new District Commander (Arun and Chichester), Chief Inspector Will Keating-Jones so that he was aware, and he would arrange to meet with Town Council officers to discuss how we can work together on this issue. Whilst there is no additional funding available through the Sussex PCC at this time, it was suggested that an approach could be made to the Community Safety Partnership for extra funding. The new Immediate Justice project was also referenced which is being supervised by Superintendent Andy Saville which he would be happy to discuss with the Town Council. The Town Force Manager will make contact to see if this is something that can be progressed. A copy of the Clerk’s

letter and the full response received from The Office of the Sussex Police & Crime Commissioner had been copied to Councillors under separate cover for their information.

113.5 11th December 2023 – Min. 98.5 Arun-wide Business Crime Reduction Partnership (BCRP)

Following Members decision not to support the request from ADC for the Town Council to financially contribute towards a BCRP initiative, the Clerk advised the ADC Community Safety Officer, Wellbeing and Communities of the decision taken and supplied an excerpt from the Minutes of the meeting for their reference and to reflect some of the discussion held. A response was received from the ADC Officer as follows: -

"I note the comment that "some members personally involved with the Disc system spoke of a perceived apathy amongst business users in Town who feel no action comes from reporting." This is a shame, as the proposed scheme is targeted at changing that by having a BCRP Manager who would drive action and feedback from relevant agencies to highlight the importance of reporting business crime and outcomes.

We will take a collective discussion at the next meeting to see whether this proposal can proceed as it was set out, or if an alternative arrangement may be taken forward."

113.6 8th January 2024 – Mins 106.1 and 106.2 Partnership Funding and Criteria

Following the decision taken at the last meeting to support Bognor Regis Seafront Lights and Southdowns Music Festival with a new three-year Partnership Funding Agreement on a decreasing scale, both organisations had been written to with details of the Committee's decision and provided with a new 'Funding Agreement' for signing. The Chairman of Southdowns Music Festival had already returned a signed copy of the agreement which had been countersigned and a copy returned for their records. A signed copy of the agreement from Bognor Regis Seafront Lights was awaited.

113.7 30th October 2023 – Town Council Min. 116 'Class B' Membership to the Bognor Regis BID

Following agreement at the September Town Council Meeting that the Council apply to become a 'Class B' member of the Bognor Regis BID, Members considered at their meeting in October the appointment of a Representative to be nominated as a 'Class B' member to the Bognor Regis BID, on behalf of the Town Council, and a Reserve Representative, to act as the named proxy, should the Representative be unavailable. Having submitted the application to the Bognor Regis BID along with a cheque for £120 as the voluntary membership fee including VAT, correspondence had been received from the Bognor Regis BID Ltd Board of Directors in response. The letter indicated that Directors interpreted the Town Council's application as more appropriate to "D" class Membership.

However, their membership document reflects that “To maintain political neutrality, no application for “D” class membership will be approved for individuals holding an elected public office.” As a stakeholder partner, rather than a commercial entity, and in light of the existing formal representation on the BID Board, Directors agreed that BRTC’s application for voluntary levy payer status was unnecessary and outside the BID’s remit to represent business interests.

As such, Directors unanimously declined to accept the membership application and the voluntary membership fee returned. The full response received from Bognor Regis BID Ltd Board of Directors had been copied to Councillors under separate cover for their information.

113.8 2nd January 2024 – Town Council Min. 146 BRTC 2024/25 Precept and Annual Budget Turnover requirement to qualify to be a Member of NALC Super Councils’ Network

Members were reminded that the Town Council’s Precept requirement for 2024/25 was set at £999,504 at the last Council Meeting held on 2nd January 2024 compared to £1,009,819 in the previous year. Having received correspondence from the Policy Manager at NALC seeking confirmation of the Council’s Precept level for this year, it had been confirmed that owing to the reduction in the Precept, BRTC no longer qualified to be on the NALC Super Councils’ Network for the 2024-25 financial year. The Super Councils’ Network is for the largest local councils which have an annual Precept of over £1m or an annual turnover of over £1.5m.

114. TO REVIEW THE CHRISTMAS SWITCH-ON EVENT 2023

In the absence of the Events Officer, it was **AGREED** to **DEFER** this item until the next meeting with Members asked to email any feedback to the Chair prior to this, which would be passed on to the Events Officer.

115. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

Having spoken favorably about previous Carols in the Park events, Members unanimously **AGREED** to **SUPPORT** in **PRINCIPLE** the Events Officer entering into discussions regarding working collaboratively with Arun Arts Ltd, and other organisations, to reinstate the event for 2024. A report will then be brought back to the Committee at a future meeting for a final decision when further details are available.

116. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2024 – REPORT BY EVENTS OFFICER

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

The fact that the Town Council supported local events with Town Force time was welcomed, with comment made that it was important for the public to know that the Council also supports events in kind, on top of monetary funding.

Members unanimously **AGREED** the recommended Town Force hours for 2024 external town events.

117. TO CONSIDER THE PURCHASE OF 'D-DAY 80' OFFICIAL LAPEL BADGES, FOR ALL TOWN COUNCILLORS AND TOWN COUNCIL STAFF, TO BE FUNDED FROM THE CIVIC FUND

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

Whilst the lapel badges to commemorate this significant anniversary were considered a good idea, with a limited budget in the Civic Fund, Members **DISAGREED** that the Town Council should purchase one for all Councillors and staff. Instead, the link to buy the lapel badges would be circulated to all Members with anyone wishing to have one of the badges purchasing it themselves.

118. TO RECEIVE THE TOWN FORCE REPORT

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

A Member expressed astonishment at the high number of hours that the Council's Town Force team spent removing graffiti in the Town during the month of August 2023.

119. INTERNAL AUDIT INCLUDING: - TO CONSIDER INTERNAL AUDIT REPORT 2023/24 (INTERIM); TO REVIEW THE 2024/25 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

The Town Clerk's report, and the Internal Audit Report 2023/24 (Interim), was **NOTED**.

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2024/25 to the Town Council.

120. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

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

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2023/2024 be referred to the Town Council for approval.

Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

121. TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES AND TOWN FORCE LOCK-UP UNDERTAKEN BY WORKNEST ON 7th DECEMBER 2023

The Assistant Clerk's report, and the attached 2023 Health & Safety Inspection Safety Action Plan for the Town Hall and Town Force Lock-Up, was **NOTED**.

122. TO CONSIDER AND AGREE ANY ACTION IN RESPONSE TO REPAIRS REQUIRED TO A WALL AT THE SOUTHERN END OF GLOUCESTER ROAD

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

The long-term damage to the wall in Gloucester Road was discussed, including the persistent ambiguity as to who had responsibility for its repair and maintenance.

With the estimated cost for rebuilding the wall in the region of £2K-£2.5K plus VAT, including labour and materials, it was unanimously **RESOLVED** to give the Town Clerk Delegated Authority to actively investigate the possibility of working in partnership with ADC and Butlin's. It was hoped that an agreement could be reached to share the cost of progressing this to a satisfactory conclusion and get this long outstanding matter resolved and the wall rebuilt.

123. TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCHFUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS AND IDENTIFY QUALIFYING RECIPIENTS

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

Cllrs. Wells and Woodall redeclared their Ordinary Interests

The Chair summarised the criteria previously used, as set out in the report, that would qualify event organisers as being eligible to potentially receive match-funding. The funds available, totaling £9,800, were to be used to enhance significant events put on by other event organisers that the Town Council already supported through its Grant Aid process, and which helped to promote tourism by bringing people into the Town.

Members agreed that the considerations upon which last year's further grant funding was released, were applicable to the match-funding on offer this year. The eligible event organisers for 2024, to whom Grant Aid had already been awarded, would need to meet the following: -

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

Members **AGREED** that Bognor Pier Trust CIC, Bognor Regis Armed Forces Day, Bognor Regis Carnival Association and Southdowns Music Festival, as established events in the town that are supported through the Town Council's Grant Aid process for 2024, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. They would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding. They would also be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council can seek a maximum return for the investment.

124. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 11th MARCH 2024

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

In view of the low level of attendees at Electors Meetings in recent years, it was not deemed necessary to source a large venue at cost when the Town Hall would likely accommodate the numbers expected.

Following concerns raised by members of the public around policing in the Town, shared with Councillors during an Online Community Open Forum in July 2023, it had been suggested that the Sussex Police & Crime Commissioner be invited to speak at the next Annual Town Meeting of Electors. However, it was proposed to invite the new District Commander (Arun and Chichester) from Sussex Police, Chief Inspector Will Keating-Jones, as an alternative to the PCC.

Other suggested speakers included Karl Roberts, ADC's Interim Chief Executive and Director of Growth, to provide an update on the Alexandra Theatre, the Resort Director from Butlin's, and the Lord-Lieutenant of West Sussex.

Members **RESOLVED** to **AGREE** that Chief Inspector Will Keating-Jones be invited in the first instance, to introduce himself as the new District Commander (Arun and Chichester) and to take questions at the Annual Town Meeting of Electors, with the other suggested invitees kept in mind. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 11th March 2024, whereby doors will open at 6.30pm and the meeting to commence at 7pm.

125. TO CONSIDER DISSOLUTION OF BRTC 2 HOUR FREE PARKING LIAISON WORKING PARTY – MIN. 76.5 REFERS

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

Members unanimously **RESOLVED** to **DISSOLVE** the BRTC 2 Hour Free Parking Liaison Working Party owing to the fact that they are no longer a financial partner in the scheme.

Cllr. Oppler left the Meeting

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

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

127. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR NOVEMBER AND DECEMBER 2023

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of November and December 2023, was **NOTED**.

128. FINANCIAL REPORTS INCLUDING: -

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

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

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

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

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

Cllr. Oppler returned to the Meeting

129. CORRESPONDENCE

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

The Clerk read aloud an email received from the Bognor Regis Carnival Association in relation to the level of funding that they had been awarded by the Town Council following their application to Grant Aid 2024 to support their event. The email stated that having been awarded less money than they had applied for, it was possible that the Carnival would not go ahead this year unless the Town Council were able to offer further funding to them.

Cllr. Goodheart left the Meeting

As the request could not be immediately discussed, owing to it not being on the Agenda, the Clerk suggested that an Extraordinary Meeting of the Policy and Resources Committee be called to allow the request to be considered quickly.

Following a vote, Members **DISAGREED** that an Extraordinary Meeting should be called to consider the request from the Bognor Regis Carnival Association for more funding from the Town Council. Cllr. Woodall **ABSTAINED** from voting and asked that this be recorded in the Minutes.

The Meeting closed at 7.44pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th JANUARY 2024

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

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

The Meeting opened at 4.04pm

131. 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.

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

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

133. 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

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

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

135. 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.

136. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th AND 22nd DECEMBER 2023

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

Licensing Act 2003

**Premises: Premier Inn (proposed) at junction of Belmont Street/Clarence Road/The Esplanade, Bognor Regis, PO21 1LD
Licence Number: 119149**

The Committee noted the application received for a Premises Licence including: - to enable the sale of alcohol between 10:00 and 00:30 hours seven days a week to non-residents for consumption on and off the premises and 24 hours a day seven days a week for residents; to enable the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application; to enable Regulated Entertainment (as specified in the application) to be provided when the Premises are open for the sale of alcohol; to enable the provision of late night refreshment.

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

139. TO CONSIDER ANY COMMENTS IN RESPONSE TO ADC'S DESIGN GUIDE UPDATE 2023 SUPPLEMENTARY PLANNING DOCUMENT – MIN. 128 REFERS

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

Following a brief discussion about ADC's updates to Chapter F of the Design Guide SPD, needed to reflect new guidance on design standards for cycling infrastructure and the requirements for highway and junction design, Members **AGREED** to submit the following comments: -

"Bognor Regis Town Council welcomes the inclusion of the targeted updates to Chapter F of ADC's Design Guide SPD in addressing the provision of a cycle-friendly environment and road safety measures for cyclists, provided that these introductions do not inhibit access by other highway users, such as pedestrians. Whilst acknowledging that the Design Guide SPD is a non-statutory document, if adopted, Members would like to see the design standards for cycling infrastructure being enforced."

140. TO RECEIVE DETAILS OF A PLANNING TRAINING EVENT BEING HOSTED BY ANGMERING PARISH COUNCIL ON 24th JANUARY 2024 AND TO CONSIDER ANY ATTENDANCE

Members were advised that Angmering Parish Council would be hosting a training session on the Levelling Up Act, and the recent updates to the National Planning Policy Framework, for which they were offering places to other local parish councils at a cost of approximately £20 per person.

It was **AGREED** that the Clerk would email Committee Members with the full details of the training session, with anyone interested in attending making this known to the Clerk by no later than 5pm on Tuesday 16th January 2024.

141. CORRESPONDENCE

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

The Meeting closed at 5.04pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 9th JANUARY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th AND 22nd DECEMBER 2023)**

Please Note: there were no planning applications for Bognor Regis on list dated 22nd December 2023. Furthermore, there was no planning list dated 29th December 2023.

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

<p><u>BR/256/23/PL</u> <u>10 Longford Road</u> Bognor Regis PO21 1AQ</p>	<p>Change of use from purposes falling within dwellinghouse (Class C3) to 9-unit HMO (Sui Generis).</p>	<p>OBJECTION The HMO would result in a proliferation and over concentration of such uses in an area close to being over-run with these forms of housing, which shares the boundary with 2 wards within which an Article 4 Direction is in place. 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>Contrary to the comments from the LHA, neither the application form nor the plans indicate that any parking is included within the proposal. The lacking provision of car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.</p>
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<p><i>BR/256/23/PL (continued)</i> 10 Longford Road Bognor Regis PO21 1AQ</p>		<p>It is the opinion of local Councillors that Longford Road is an incredibly busy thoroughfare used by large vehicles, such as buses and lorries, and is considered by some as dangerous for cyclists. To allow further proliferation of smaller household typologies would only exacerbate safety concerns at this location, brought about by the potential for further demands on street parking in the area. The plans do not indicate cycle storage facilities to address the lack of parking provision.</p> <p>Furthermore, the House in Multiple Occupation by reason of the number of occupiers would have a detrimental impact on the residential amenity of the other dwellings in the area contrary to D DM1 and QE SP1 of the Arun Local Plan.</p>
<p><u>BR/273/23/T</u> <u>Sycamore</u> Sabey Court Albert Road Bognor Regis PO21 1LU</p>	<p>Height reduction by 2m, from 16m to 14m, 1m radial reduction on North, South and West aspect from 6m to 5m and 1.5m reduction on East side, from 6m to 4.5m to T1 No Lime tree and 2m height reduction from 15m to 13m and 1.5m radial reduction on West side from 6m to 4.5m to T2 – Sycamore.</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>
<p><u>BR/274/23/T</u> <u>Danehurst</u> Sylvan Way Bognor Regis PO21 2LR</p>	<p>2 No. Pines (T1 & T2) crown reduction to leave spreads of 9m and crown lifts to 5.5m over the highway.</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>

<p><u>FP/201/23/PL</u> <u>Rabbit Island</u> Rear of 84 Brooks Lane Bognor Regis PO22 8DN</p>	<p>Erection of an agricultural storage barn (revised application further to permission granted under FP/106/23/AG). This application is in CIL Zone 5 (Zero Rated) as other development.</p>	<p>NO OBJECTION, IN PRINCIPLE The Town Council is aware of historic issues impacting Bognor Regis residents living off Brooks Lane, that have resulted from the antisocial use of this piece of land. Whilst there is no objection to the proposal to erect an agricultural storage barn, we would ask that its use, as advertised, is strictly enforced.</p> <p>Members continue to have concerns about the ability of the bridge across the rife being able to support heavy farming machinery, if this is the only means of access to the field.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th JANUARY 2024

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

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Mr. S. Hill (WSCC Parish & Community Engagement Co-ordinator) (part of meeting)
Miss. L. Stanton (WSCC Business Administration Apprentice) (part of meeting)
1 Member seated in the public gallery (part of meeting)

The Meeting opened at 4.00pm

142. 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.

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

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

144. 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

145. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th JANUARY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 9th January 2024 as an accurate record of the proceedings and the Chair signed them.

146. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

147. TO WELCOME STEVE HILL, WSCC PARISH & COMMUNITY ENGAGEMENT CO-ORDINATOR, TO DISCUSS ANY HIGHWAYS ISSUES

The Chair welcomed Steve Hill to the meeting and invited him to address the Committee.

Steve advised that he is carrying out a review of the service and communication with Parish Councils and had arranged a schedule of meetings with a range of parishes in the Arun District to discuss information and communication with the Highways Department. He would like to gain an understanding of each parish's experiences when dealing with Highways matters and listen to suggestions as to where improvements could be made.

Discussions included: - concerns about excessive parking demands being generated from planning applications to which Highways often have no objection; the need for traffic calming measures at locations such as Longford Road; the safety of the pedestrianised area in High Street, at the crossing point from the Arcade to the London Road precinct, particularly in relation to the number of buses using the area; lack of road signs being cleaned; poor verge maintenance.

When asked by Steve how the Town Council would get these suggestions through to the County Council, Members referred to the now defunct JWAAC Highways & Transport Sub-Group, led by WSCC and involving ADC and other parishes in the district, which was regarded by some Members as having worked well. Steve stated that he would speak with colleagues about any possibility to have this forum reinstated.

The final issue raised by a Member was in relation to any update regarding the 'Bognor Regis Esplanade Public Realm Improvement' scheme, which is part of the WSCC/ADC Arun Growth Deal. This was not something that Steve Hill had any information about, however, the Clerk advised that an update had been shared by representatives from WSCC, at a Bognor Regis Regeneration Board meeting the previous week, concerning the scheme. It was **AGREED** that the Clerk would contact Nick Burrell (WSCC Strategic Programme Manager, Growth & OPE) and invite him to provide an update to Members of the Town Council at a future meeting.

The Chair thanked Steve Hill, and his colleague, for their attendance.

148. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 5th, 12th and 19th JANUARY 2024

148.1 The Committee noted that in anticipation of her absence from the meeting, Cllr. Mrs. Yeates had submitted comments to the Committee in response to planning application BN/11/22/OUT.

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

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

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

There were no Pavement Licence application representations to be ratified.

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

There were none.

151. **TO RECEIVE DETAILS IN RELATION TO ADC'S GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT (G&T DPD) PUBLIC CONSULTATION, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE**

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

Having considered the consultation documents, and in understanding that at the 'publication' stage, representations can only be made on legal and soundness matters, Members **AGREED** to submit **NO COMMENT** to ADC.

152. **CORRESPONDENCE**

There was no correspondence.

The Meeting closed at 5.00pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 30th JANUARY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 5th, 12th AND 19th JANUARY 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 19th January 2024.

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

<p><u>BR/267/23/HH</u> <u>17 Southdown Road</u> Bognor Regis PO21 2JR</p>	<p>Retention of out building to use as an art studio.</p>	<p>NO OBJECTION</p>
<p><u>BR/276/23/HH</u> <u>82 Victoria Drive</u> Bognor Regis PO21 2TA</p>	<p>Retrospective consent for nonpermeable herringbone block paving over 5m², installation of new linear channel drainage to front boundary with highway edge with storm water discharge directed to new soakaway with crates in front garden.</p>	<p>NO OBJECTION</p>
<p><u>BR/279/23/T</u> <u>1A Queens Square</u> Bognor Regis PO21 1SA</p>	<p>Various works to various trees.</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>
<p><u>BR/280/23/HH</u> <u>Courtney Lodge</u> Sylvan Way Bognor Regis PO21 2RS</p>	<p>Renewal of unimplemented planning permission (BR/4/21/HH) for a rear/side single storey extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/281/23/PL</u> <u>39A London Road</u> Bognor Regis PO21 1PQ</p>	<p>Replacement glazing.</p>	<p>NO OBJECTION</p>

<p>BR/270/23/HH 44 Hampshire Avenue Bognor Regis PO21 5JJ</p>	<p>Single storey rear extension and installation of front porch, following the demolition of existing rear extension.</p>	<p>NO OBJECTION</p>
<p>BN/11/22/OUT Barnham, Eastergate, Westergate BEW Parcel SC1 Barnham</p>	<p>Outline application with all matters reserved (except for the A29 Realignment) for the demolition of existing structures and mixed use development to provide up to 1,250 residential dwellings (Use Class C3), Care Home/Senior Living Accommodation (Use Class C2/C3), flexible retail and community floorspace (Use Classes E/F2/Sui Generis), a Primary School plus open space, landscaping, drainage and all other associated ancillary works; and realignment of the A29 and early connection to existing A29 including construction of a new road carriageway, junctions and associated infrastructure. This application also lies within the parish of Aldingbourne, affects the setting of listed buildings, affects the character & appearance of the Eastergate Church Lane Conservation Area and affects a Public Right of Way. This application is the subject of an Environmental Statement.</p>	<p>OBJECTION Members entirely agree with the comments submitted by Barnham and Eastergate Parish Council that this proposal should not be considered until the completion of the mini-Masterplan and the A29 realignment. The condition suggested by National Highways, that there should be no occupation of the development until the improvement scheme for the A27/A259 is complete and open to traffic, was noted. Without these improvements to the infrastructure having been completed, we consider that a development of this scale would increase traffic movements to such a degree that it would have an unacceptable impact on the A27 Trunk Road which is in conflict with paragraph 111 of the NPPF (July 2018) as a result.</p> <p>Members are also aware of comments made by Southern Water in relation to another planning application in the locality, whereby they strongly advise against development in the area as they consider the drainage of sewage to be presently overburdened.</p>

BN/11/22/OUT (continued)
Barnham, Eastergate,
Westergate
BEW Parcel SC1
Barnham

The comments made by Network Rail, who object to the application because of the potential harmful impact that the proposal would have on the nearby level crossing with a likely increase in usage and, therefore, an increase in risk to users, are concerning.

However, one of the greatest material planning grounds for the Town Council objecting to planning application BN/11/22/OUT, is the substantial risk of flooding that a development of this scale would pose in an area that has been under water for the last few months, with homes and businesses flooded, and arterial roads into Bognor Regis being significantly impacted. It has not gone unnoticed that the Environment Agency continue to object to this planning application until a revised FRA, with modelling outputs to compare the pre- and post-development flood levels, has been submitted. They have stated that they have not seen enough evidence to justify how the designs will avoid an increase in flood risk. The proposed location for this development is in Flood Zone 3 and regarded as having a high probability of flooding from rivers and sea, let alone heavy and persistent rainfall.

<p><i>BN/11/22/OUT (continued)</i> <i>Barnham, Eastergate,</i> <i>Westergate</i> <i>BEW Parcel SC1</i> <i>Barnham</i></p>		<p>ALP Policy W DM2 demands that development in areas at risk from flooding must satisfy all criteria, including a FRA demonstrating that the development will be safe, without increasing flood risk elsewhere and reduce flood risk overall, and for this reason, and others stated, planning should not be permitted.</p> <p>We reserve the right to make further comment.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th FEBRUARY 2024

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

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

The Meeting opened at 4.06pm

153. 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.

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

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

No apologies had been received from Cllr. Goodheart, prior to the meeting, and could not therefore be approved.

155. 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

156. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th JANUARY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 30th January 2024 as an accurate record of the proceedings and the Chair signed them.

157. 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.

158. CLERK'S REPORT FROM PREVIOUS MINUTES

158.1 30th January 2024 – Min. 147 Highways issues discussed with Steve Hill, WSCC Parish & Community Engagement Coordinator

Following the attendance of Steve Hill at the previous meeting, to discuss Highways issues with Members, the Clerk reported that following feedback from the Town Council, Steve had confirmed that this had been passed on to local Highways Operations and that he would contact the Town Council once he had some answers, actions and next steps.

During discussions with Steve, Members asked for any update in relation to the 'Bognor Regis Esplanade Public Realm Improvement' scheme, which is part of the WSCC/ADC Arun Growth Deal. This was not something that Steve Hill had any information about, however, the Clerk advised that an update had been shared by representatives from WSCC, at a Bognor Regis Regeneration Board Meeting the previous week, concerning the scheme.

It was agreed that the Clerk would contact Nick Burrell (WSCC Strategic Programme Manager, Growth & OPE) and invite him to provide an update to Members of the Town Council at a future meeting. Having emailed Nick, the Town Council were simultaneously contacted by Stephen Reed, Projects Project Manager (WSP Secondment) for WSCC Highways, Transport and Planning, advising that the detailed design of the scheme had now been completed and asking for the opportunity to update BRTC.

A Member's Briefing has, therefore, been arranged to be held in the Council Chamber at 5.30pm on Monday 4th March 2024, prior to the Full Council Meeting at 6.30pm, to which all Members will be invited to receive an update from WSCC on the Esplanade improvement scheme.

159. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 26th JANUARY, 2nd AND 9th FEBRUARY 2024

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

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

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

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

There were no Pavement Licence application representations to be ratified.

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

161.1 Licensing Act 2003

Premises: Butlin's, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1JJ

Licence Number: 119293

The Committee noted the application received for a Variation of a Premises Licence including: - To amend the name of the venue known as "Temporary Entertainment Venue" to "Studio 36"; To amend the layout of the venue Studio 36 (previously known as Temporary Entertainment Venue) in accordance with the plan supplied by the applicant. There are no changes to any of the other existing licensed areas and all other existing licence plans are to remain as existing and attached to the premises licence; For the venue Studio 36 (previously known as Temporary Entertainment Venue) only, to extend the terminal hour for all permitted licensable

activities in this venue (Sale of alcohol for consumption on & off the premises, plays, films, indoor sporting events, boxing & wrestling, live music, recorded music, performance of dance and entertainment of a like kind) to 23:00 hours Monday to Thursday (currently 22:30). All other existing permitted hours and days for Studio 36 and all other venues licensed under this premises licence to remain as per the existing premises licence; For the venue Studio 36 (previously known as Temporary Entertainment Venue) only, to extend the terminal opening hours to 23:30 Monday to Thursday (currently 23:00). All other existing permitted opening hours and days for Studio 36 and all other venues licensed under this premises licence to remain as per the existing premises licence.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted for the reasons outlined in the application.

161.2 Licensing Act 2003

Premises: Arena Sports Centre, Westloats Lane, Bognor Regis, West Sussex, PO21 5JD
Licence Number: 119276

The Committee noted the application for a Premises Licence including: - Indoor Sporting Events, Saturday and Sunday, between the hours of 09:00 – 21:00; Boxing/Wrestling, Indoors on Saturday and Sunday, between the hours of 12:00 – 22:00.

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

162. TO NOTE DETAILS OF THE WSCC A259 CHICHESTER TO BOGNOR REGIS CORRIDOR SCHEME PUBLIC CONSULTATION

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

The details of the WSCC A259 Chichester to Bognor Regis Corridor Scheme public consultation, including the deadline of 11:55pm on Monday 11th March 2024 for individual responses to the survey to be submitted, were **NOTED**.

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

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

Having considered the consultation documents, Members **AGREED** that any comments in response to the Post-16 Transport Consultation should be submitted individually by the deadline of 17th March 2024.

164. CORRESPONDENCE

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

The Meeting closed at 4.46pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 20th FEBRUARY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 26th JANUARY, 2nd AND 9th FEBRUARY 2024)**

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

<p><u>BR/10/24/HH</u> 1A Normanton Avenue Bognor Regis PO21 2TX</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension with a pitched roof housing the new second floor with rear facing dormer. New highway access and vehicle crossover.</p>	<p>Members NOTED that planning application BR/10/24/HH had been withdrawn.</p>
<p><u>BR/15/24/HH</u> 36 Ivy Crescent Bognor Regis PO22 8AB</p>	<p>Larger front porch.</p>	<p>NO OBJECTION</p>
<p><u>BR/14/24/PL</u> Streete Court 22 Victoria Drive Bognor Regis PO21 2RL</p>	<p>Removal of existing cantilevered balconies to flats 36 and 41 to be replaced by stacking type balconies of similar design and appearance. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/246/23/PL</u> Land adjacent 285 Chichester Road Bognor Regis PO21 5AH</p>	<p>Demolition of existing commercial premises and replacement with 1 No single dwelling. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/1/24/T</u> The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>Various works to various trees.</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>
<p><u>BR/4/24/HH</u> Pebbles, 60 Highcroft Crescent Bognor Regis PO22 8DU</p>	<p>Installation of a front wooden shed.</p>	<p>OBJECTION The scale, height, and siting of the outbuilding are such that it has unneighbourly and significantly adverse impacts on the amenities of</p>

		the occupiers of the neighbouring properties by way of appearing overbearing and oppressive in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan.
<u>BR/17/24/T</u> <u>Hollywood Cottage</u> <u>Bersted Street</u> Bognor Regis PO22 9QJ	Reduction of entire Holm Oak tree (T1) crown by approximately 4m all over leaving the height at approximately 20m and the spread at approximately 8m all around; reduction of entire Holm Oak tree (T2) crown by approximately 3-4m leaving the height at approximately 20m and the spread at approximately 8m all around; reduction of lateral branches of 1 No Holm Oak tree by approximately 4m leaving an approximate spread of 2m and raise crown of canopy overhanging driveway to 6m to 1 No Beech tree (T4) and 1 No Bay tree (T5) to allow for clearance of emergency service vehicles.	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.
<u>BR/18/24/T</u> <u>97 Nyewood Lane</u> Bognor Regis PO21 2TY	Reduce back to previous knuckles 1 No Holm Oak tree (T1) which is a reduction by 3-4m over the complete canopy leaving the height of 12m in height & 8m in width.	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.
<u>BR/6/24/PL</u> <u>1 Argyle Road</u> Bognor Regis PO21 1DY	Conversion of an existing 2 storey, 4-bedroom end of terrace house into 2 No. 2 bedroom flats. This application is CIL Zone 4 (zero rated) as other development.	NO COMMENT Members noted that the applicant was a fellow Town Councillor. Therefore, having all declared an Ordinary Interest, Members unanimously ASBTAINED from voting on this application.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

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

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
2 Members seated in the public gallery
1 member of the public

The Meeting opened at 6.31pm

1. **TO NOTE THE CHANGE OF THE COMMITTEE'S NAME FROM EVENTS,
PROMOTION AND LEISURE TO THE ENVIRONMENTAL AND LEISURE
COMMITTEE AS AGREED AT THE COUNCIL MEETING HELD ON 2nd
JANUARY 2024 – MIN. 151 REFERS**

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

Members **NOTED** that the Committee's name had changed from Events, Promotion and Leisure to the Environmental and Leisure Committee.

2. **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.

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

No apologies had been received from Cllr. Stanley and could not therefore be approved.

4. **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. Batley declared an Ordinary Interest in Agenda item 10 as a Trustee to The 39 Club and as a user of the Bognor Regis Youth & Community Centre

Cllr. Wells declared an Ordinary Interest in Agenda item 10 as the Town Council appointed Representative to the Bognor Regis Youth & Community Centre

5. **TO APPROVE THE MINUTES OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6th NOVEMBER 2023**

Members were asked if there were any objections to the Minutes of the last Events, Promotion and Leisure Committee Meeting, held on the 6th November 2023.

The Committee **APPROVED** the Minutes of the Events, Promotion and Leisure Committee Meeting held on 6th November 2023, as an accurate record of the proceedings and the Chair duly signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.36pm

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

A Member seated in the public gallery spoke about two of the Town Council's events planned for 2024 and was reminded by the Chair that events now sit within the remit of the Policy and Resources Committee. Therefore, any questions or statements about events should be raised with that Committee.

An applicant to the Youth & Young Persons Budget, to be considered under Agenda item 10, spoke in support of their application and invited any questions from Councillors. A Member seated in the public gallery, previously involved with applications to the Youth & Young Persons Budget when it was within the remit of the now dissolved Community Engagement and Environment Committee, shared his thoughts on the applications to be considered for funding.

Reference was made to the operating times of the Christmas illuminations in the Town Centre, with a request that in future years these be turned on earlier in the day so that they are at their most visible whilst shops are open for business. Whilst comments regarding the Switch-On event were noted, the Chair reiterated that this was no longer within the remit of this Committee.

The Chair reconvened the Meeting at 6.53pm

7. CLERK'S REPORT

7.1 30th October 2023 - Min. 112.1 of the Council Meeting - Data collection of sunshine hours

Whilst automation of the full site is still being considered by the Met Office, the Campbell Stokes sunshine recorder will be re-established once a suitable location has been determined, it is hoped that this will be up and running within the coming month and long before the Summer season begins. Members were asked to note that any equipment used to record sun data must be '*calibrated, certified and of recognised specification for official Met Office use*'.

7.2 6th November 2023 - Min. 53 of the Events, Promotion and Leisure Committee Meeting - Seafront shelter poster sites

The recommendation for £2,000 to be included in the 2024/25 Publicity and Promotion Budget, to cover the costs associated with the seafront shelter poster sites, was subsequently approved.

With the funding becoming available from the 1st of April 2024, this matter will be progressed at the Environmental and Leisure Committee Meeting in March. The Events Officer is currently arranging Town Council events posters to be displayed in the next week, or two.

7.3 6th November 2023 - Min. 55 of the Events, Promotion and Leisure Committee Meeting - Windshields on Promenade bandstand

The budget of £1,500 recommended by this Committee to cover costs associated with purchasing windshields for the Promenade bandstand, including costs to instruct the supplier to draw up a Risk Assessment, was not approved by the Policy and Resources Committee as it was felt that this could be funded from within the Publicity and Promotion Budget. Consideration as to whether to pursue this issue any further and, if so, identification of the level of funding required to come from the 2024/25 Publicity and Promotion Budget will be put to the Environmental and Leisure Committee when it meets in March.

7.4 6th November 2023 - Min. 57 of the Events, Promotion and Leisure Committee Meeting - Correx board lamp post sleeves

With no Town Council events or Councillor Surgeries taking place in the coming weeks, there has been no progress with the boards at this stage owing to staff resources. Members will be updated in due course. As a point of clarification, Members were reminded that the decision regarding sizes and styles of these boards had been agreed at the last meeting.

8. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 6th NOVEMBER 2023

The Assistant Clerk's report, including the appended Minutes of the Meeting of the Allotments Sub-Committee held on 6th November 2023, was **NOTED**.

Members **RESOLVED** to **APPROVE** the total expenditure of £213.05 for costs associated with the Allotment Holders AGM and annual Awards, as detailed in the report.

A Councillor spoke of his visit to the Allotments last Autumn and encouraged all those on the Committee, who were also Members of the Allotments Sub-Committee, to arrange a visit to the site to gain a better understanding of any issues.

9. **BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 22nd NOVEMBER 2023**

The Assistant Clerk's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 22nd November 2023 appended to the report, was **NOTED**.

Members **RESOLVED** to **RATIFY** That Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group.

10. **TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2023/24 APPLICATIONS INCLUDING: -**

- **TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.1 REFERS**
- **TO CONSIDER FUNDING REQUESTS FROM BOGNORPHENIA CIC AND BOGNOR REGIS YOUTH AND COMMUNITY CENTRE, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.3 REFERS**
- **TO CONSIDER NEW FUNDING REQUESTS FROM 39 YOUTH CLUB, THE REGIS SCHOOL AND THE SHORE COMMUNITY CHURCH**

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

Cllrs. Batley and Wells redeclared their Ordinary Interests

Members spoke about the limited budget of £13,400 which would mean that not all applicants to the Youth & Young Persons Budget 2023/24 would be successful in securing funding at this time. Nonetheless, credit was paid to the work of the Town Council in financing youth provision when the County and District Council had made cuts to their funding for this. It was noted that the Town Council had made a further provision of £14,000 in the Youth & Young Persons Budget for 2024/25, therefore, any unsuccessful applicants were encouraged to re-apply when the next tranche of funding became available.

A query was raised as to whether religious groups met the criteria for applying to the Youth & Young Persons Budget. The Assistant Clerk advised Members that the current guidelines, approved by Members, did not exclude religious groups from applying. This may be something that the Committee wished to consider when reviewing the application process for 2024/25, in addition to deciding whether to consider applications to the Youth & Young

Persons Budget on a first come, first served basis or agree a cut-off date and take any applications en-bloc.

Generally, Members felt that the budget available should support applications from groups that were up and running, had a proven track record and with whom the Town Council could help in building upon what these groups were already delivering in terms of youth provision.

It was proposed and seconded that, from the balance remaining in the Youth & Young Persons Budget 2023/24, £2,500 be awarded to Bognorphenia CIC, £3,000 to the Bognor Regis Youth & Community Centre, and £7,000 to 39 Youth Club, with the underspend of £900 being earmarked to be added to the Youth & Young Persons Budget for 2024/25. This was unanimously **AGREED**.

11. **TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 56 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6th NOVEMBER 2023 REFERS**

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

Cllr. Nash left the Meeting

It was **NOTED** that, as had originally been agreed, any monies remaining from the £2,500 allocated from the Publicity and Promotion Budget 2023/24, for the production of BRTC sponsored music stand banners for the Bognor Regis Concert Band, would be used towards any charge for the band to perform at Town Council events in 2024.

Members **RESOLVED** to **AGREE** that £210 of the underspend in the Publicity and Promotion Budget 2023/24 be utilised to fund the remaining expenditure for the live broadcast of the FIFA Women's World Cup Final in August 2023.

As reported, to date, there had been no furtherment in relation to proposals for a virtual event, as an alternative to the monthly social media Geocaching that was deemed no longer viable. Members noted that should a proposal be forthcoming in time for the Environmental and Leisure Committee Meeting in March, then, with the support of the Committee, it would be suggested that the £600 be earmarked whilst the proposed use of the expenditure is recommended to the Policy and Resources Committee for consideration. Should there be no proposal put forward for consideration at the March meeting, then the £600 originally identified for monthly social media Geocaching, competitions etc, and subsequently ringfenced for a similar virtual event, would be returned to General Reserves.

12. CORRESPONDENCE

The Town Clerk verbally reported the correspondence received including: -

- 12.1** Blachere Illumination UK – Notification of update to UK Hire Catalogue with motifs available in January Sales 3-for-2 offer.

Cllr. Nash returned to the Meeting

13. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d)

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 14 (contractual).

14. REPORT ON CHRISTMAS ILLUMINATIONS (2nd YEAR OF 3-YEAR CONTRACT)

The Assistant Clerk gave a verbal report in relation to ongoing power issues with festive lighting along Queensway in Bognor Regis. There followed a discussion about the causes for this and ways in which it could be overcome for Christmas 2024, as well as operational timings of the Town Centre lights overall.

It was **AGREED** that a wash-up meeting be arranged, online, with the Christmas Illuminations contractor at a mutually convenient time whereby Committee Members could join in discussions. Once a date was known, Members would be invited to send preliminary questions in advance to the Assistant Clerk so that the contractor may prepare responses in time for the online meeting.

The Meeting closed at 7.52pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th MARCH 2024**

AGENDA ITEM 14 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

REPORT BY THE TOWN CLERK

FOR DECISION

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

DECISIONS

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact, subject to current restrictions on the banking of cash change, as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

**AGENDA ITEM 15 - TO CONSIDER NOMINATIONS FOR DEPUTY
MAYOR 2024/25 AND MAKE RECOMMENDATION TO THE ANNUAL
TOWN COUNCIL MEETING 2024**

REPORT BY THE TOWN CLERK

FOR DECISION

Following a Motion put to Full Council at the meeting held 2nd September 2019, Members resolved to agree that the Mayoralty Selection Committee be dissolved with nominations for Deputy Mayor being discussed at the March Council Meeting (Min. 98 refers).

DECISION

Members are invited to consider nominations for Deputy Mayor 2024/25 and **AGREE** a recommendation for this appointment, to be put before Full Council at the Annual Town Council Meeting.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th MARCH 2024

AGENDA ITEM 16 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. D. DAWES, SECONDED BY CLLR. MISS. C. NEEDS - 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 and has been seconded by Cllr. Miss. C. Needs: -

"Pride can be defined as: "A feeling that you respect yourself and deserve to be respected by other people". I feel that pride is important and is missing from our town. Our town cannot fight for itself and we, as the communities elected representatives, should be standing up for the town and shouting about what needs doing, we should be rattling cages and getting done what should just be done.

The home of BRTC is the Town Hall and should ALWAYS be so (funds allowing) and whilst we are here, we should ensure that the building looks its best.

I would like to ask all Cllrs in unison to call on Arun District Council to attend to the appearance of a community centered historic, Listed Building (the Town Hall) and give the town back some pride.

The current state of the exterior of the building is appalling and if you look at the appearance of our twin towns Town Halls you will no doubt be as embarrassed as I am and, on that point, even the plaques marking our twinning are in a terrible state and the upkeep of these I believe is down to the Town Council.

The best way for me to point out some of what needs doing is to list it:

The doors the Town Hall have names scratched into them that have been there for almost a year at least.

The Brass works on the doors are disgusting

A repair done to the door (top right) is an utter bodge job and has had no expense spent whatsoever

The railings are chipped, flaking, rusty and in a sorry state

The sign above the door is filthy and have a smear thru the dirt that I put there on my first day in the chamber as a Cllr in May 2022... It is still there.

The panel beading the front door has bits missing

The stone surround of the doors and in general on the whole frontage is utterly filthy

Notices are put on the front doors with drawing pins that rust despite there being two notice boards (which are in total disrepair) on the frontage and indeed one frame was put up the left of the door which contained the instructions on how to use it whilst items that could go in it were still pinned to the door.

The notice boards are in need of cleaning and repairing.

The drain pipes at the front of the building are disgusting and covered in green growth of some sort.

The car park at the front needs lines repainting (re-instate the Town Clerk space).

The barriers need removing AFTER we have pop up poles put in place, an easy and low cost deterrent to parking BTW. This needs doing so that the public can once again park at the Town Hall for limited time.

The signage re parking limits at the Town Hall has most of the letters missing.

PRIDE... is what we need to show in our town and at the moment we do not. Please can we come together and unite in asking ADC to look into giving Bognor Regis Town Hall some pride back because if you go and take a look at the Civic Centre or Littlehampton Town Hall (which I know is not ADC's) you will see that we should hang our heads.

I would propose that Town Force quote for the work that is required, and we submit a proposal to ADC. I would also suggest looking at the responsibilities held under Listed Building status as to what HAS to be done in order to comply. Can we do this?"

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.

DECISION

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 - 4th MARCH 2024

AGENDA ITEM 17 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES, SECONDED BY CLLR. P. WOODALL - SUPPORT IN ASKING ARUN DISTRICT COUNCIL TO ATTEND TO THE APPEARANCE OF THE ARCADE

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. D. Dawes and has been seconded by Cllr. P. Woodall: -

"I have spoken to all of the businesses in the Arcade, and they are overwhelmingly disappointed with the condition of the pedestrian area which forms the main corridor from the seafront to the main town area. This is a matter of pride for the town as this is how many visitors to Bognor Regis see us for the first time. Our biggest attraction is the beach, prom and seafront and many refer to it as "The jewel in our crown" so imagine seeing that and then calling into the main shopping area and having to walk through what I can only describe as "Crap Alley". This pedestrian area is constantly filthy, covered in bird excrement, litter, dirty windows on empty unkempt units and not, according to the businesses, cleaned how it should be by the 'in-house' maintenance operative... they are tired of the state of the place, and we should be addressing this and helping them however we can.

I am asking that we, as a united council, approach ADC and ask them to remedy the situation and ensure cleanliness moving forward as it is unacceptable and embarrassing that one of our town's main thoroughfares is presented in this way. I understand that there are repairs to the upper floors underway but that should not be detrimental to the daily appearance of the public facing areas when such little attention is needed to create a cleaner environment. Let's do this for the pride of the town?"

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.

DECISION

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 - 4th MARCH 2024

**AGENDA ITEM 18 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. P. WELLS, SECONDED BY CLLR. B. WATERHOUSE - SUPPORT IN
REQUESTING ARUN DISTRICT COUNCIL TO INVITE BRTC
REPRESENTATION ON ARUNS FLOOD FORUM**

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. P. Wells and has been seconded by Cllr. B. Waterhouse: -

“Bognor Regis Town Council requests Arun District Council to invite representation from BRTC on to Aruns Flood Forum.

Tescos and Durban Road along with other areas in the Town Council wards have also been affected by the recent flooding experienced since October 2023 and the Town Council should be present to represent the views of local residents and businesses.

The Motion also requests the Town Council sends a letter to Central Government highlighting the severe impact the recent flooding events have made on Bognor Regis and the wider area including impact on people’s homes, businesses and infrastructure and calls for additional funding to be allocated to the various agencies to undertake any works required to mitigate further flooding events in the area.”

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 Planning and Licensing Committee Meeting (12th March 2024), unless deemed as urgent by the Mayor.

DECISION

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 Planning and Licensing Committee Meeting (12th March 2024)?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 19 – TO PASS THE NECESSARY RESOLUTION, REQUIRED TO OPEN A CORPORATE ACCOUNT WITH BOOM COMMUNITY BANK, TO BE SIGNED BY THE TWO AGREED SIGNATORIES SUBJECT TO THE OUTCOME OF THE DUE DILIGENCE CHECKS – MIN. 147 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 2nd January 2024, Members considered a recommendation from the Policy and Resources Committee in relation to Boom Community Bank and to agree any next steps (Min. 147 refers).

Having unanimously resolved to agree in principle that a grant of £30,000 be made to Boom Community Bank to set up a No Interest Loan Scheme (NILS), subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision, it was agreed that the Town Clerk, in liaison with the Chair of the Policy and Resources Committee and the Town Council's Accountant, be given Delegated Authority in this matter.

Cllrs. Smith and Wells were proposed and seconded as the two named Councillors, to act on behalf of the Town Council as signatories for the Credit Union Account and to sign the required Resolution. Following a vote, it was agreed to appoint both Cllrs. Smith and Wells as signatories, with them both being agreeable to providing the identification documents required to act in this capacity.

Members further agreed that the key contact for communications would be the Clerk to the Council, Glenna Frost, with the Assistant Clerk, Joanne Davis, as a second.

Having agreed, in principle, to proceed with the proposal that a grant be made to Boom Community Bank then the next step would be to pass the following Resolution: -

"To West Sussex and Surrey Credit Union Limited (trading as Boom Community Bank): We confirm that at a properly convened meeting, it was Resolved:

- 1. We wish to open an account with Boom Community Bank and, in doing so, agree to abide by the social objects, rules, policies, and procedures of the Credit Union.*
- 2. The individuals representing the organisation consent to furnish the necessary personal details and identification documents in accordance with the Credit Union's requirements. They also acknowledge and authorise the processing and retention of their information for the sole purpose of opening and managing the account.*

AGENDA ITEM 19

3. *Boom Community Bank will rely on the appointed representatives unless it receives written confirmation of changes to representatives.*
4. *To provide Boom Community Bank with the organisation's governing documents in accordance with the Credit Union's requirements."*

This Resolution is a requirement of the 'West Sussex and Surrey Credit Union Limited Trading As Boom Community Bank' application form to open a Corporate Account with them. The two agreed signatories, Cllrs. Smith and Wells will be asked to certify on the application form, on behalf of the governing body that the above Resolution is a true copy of the Resolution passed at a Full Council Meeting.

DECISION

Do Members **RESOLVE** to **AGREE** that the Resolution, to open an account with Boom Community Bank, be passed and subsequently certified by the two appointed signatories, Cllrs. Smith and Wells, as a true copy of the Resolution passed at the Full Council Meeting held on 4th March 2024?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 20 – TO CONSIDER A REQUEST FOR THE TOWN COUNCIL TO SEEK FUNDING FOR THE PROVISION OF AN EMERGENCY BLEED CONTROL KIT IN THE TOWN

REPORT BY THE TOWN CLERK

FOR DECISION

A request has been received from a member of the public, asking that the Town Council investigate the possibility of providing an Emergency Bleed Control Kit in the town.

Background

When an emergency occurs, blood loss is a grave concern and major injuries can happen in all environments, from car accidents to in home accidents, workplace machinery to, sadly, weaponised attacks. Being able to control the blood loss before the paramedics are on the scene could be the difference between life and death. An emergency bleed control kit equips individuals who are the first on the scene with the vital tools they need to help control blood loss. In understanding that those first on the scene are unlikely to be medically trained, the kit is easy to use to stop or control blood loss and could provide potentially life-saving treatment before the emergency services arrive.

The Daniel Baird Foundation Bleed Control Kit was developed by West Midlands Ambulance Service, leading consultants from the Trauma Network and the Daniel Baird Foundation to provide a kit of medical equipment that can be easily used by the public but can also control a catastrophic bleed. The kits are widely used across the country and have been used on several occasions to save a patient's life. The location of each kit is stored in a national database, accessible by 999 phone operators. Callers to 999 will be told which kit is nearest their location for fastest collection to provide vital aid by preventing blood loss.

£5 from every emergency bleed control kit and £10 from every bleed control cabinet, purchased from Turtle Engineering, is donated to The Daniel Baird Foundation Charity. The charity aims to raise awareness of the importance of having publicly accessible bleeding control packs available. They are working closely with local government organisations, community groups and business organisations to get these vital bleed control kits into as many venues as possible. They also campaign for First Aid Training to incorporate catastrophic bleeding control as a mandatory element of the training and continue to campaign to have Advanced First Aid in the curriculum of all educational establishments.

Emergency bleed control kits, in a safe, secure, waterproof, and highly-visible bleed control cabinet, can be purchased for approximately £425 plus VAT.



Potential Funding

The Sussex Police Police Property Act

Fund is made up of monies received by the police from the sale of found property and from property confiscated by order of court and then sold. The main aim of the fund is to support local projects undertaken by voluntary/charitable organisations that solely benefit the communities of Sussex.

Applications from voluntary and charitable organisations and community groups within Sussex will be considered where they meet the following criteria: -

- Grants of up to £500 can be applied for.
- Each application needs to be supported by a Sussex Police officer or member of staff who has knowledge of the charity or organisation.
- An application will not be considered if a previous donation from Sussex Police has been made within the past three years.
- The decision to make a donation and the amount donated will depend on the number of applications being considered at any one time and the amount that is available in the fund at the time of the application.

Future Considerations

Should the Town Council secure funding to purchase an Emergency Bleed Control Kit then the location of the cabinet will need to be considered. Should it be suggested that the control kit be placed on a wall outside of the Town Hall, where there is a defibrillator cabinet, then a planning application may be required as it is a Listed Building.

DECISIONS

Do Members **AGREE** that the Town Council should seek funding for the provision of an Emergency Bleed Control Kit in the town?

If so, do Members **AGREE** to give Delegated Authority to Officers to investigate potential locations, and any planning requirement including any associated budget?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 21 - TO AGREE A CHANGE TO THE A.N. OTHER SEAT ALLOCATION IN RELATION TO THE ENVIRONMENTAL AND LEISURE COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR

REPORT BY THE TOWN CLERK

FOR DECISION

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

At the Annual Town Council Meeting held on 22nd May 2023, the membership of Committees for 2023/24 was agreed with Cllr. Woodall being allocated the one A.N. Others seat available on the Environmental and Leisure Committee (formerly known as the Events, Promotion and Leisure Committee).

Cllr. Woodall, Group Leader of the A.N. Others, has informed the Town Clerk that he wishes to hand his seat on the Environmental and Leisure Committee to Cllr. Dawes, who is agreeable with this action.

DECISION

Do Members **AGREE** that Cllr. Dawes be allocated the one A.N. Others seat on the Environmental and Leisure Committee, to replace Cllr. Woodall, for the remainder of the Municipal Year?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 22 - TO CONSIDER THE MEMBERSHIP OF A WORKING PARTY, APPOINTED AT THE JULY COUNCIL MEETING, TO DISCUSS THE FUTURE OF BOGNOR REGIS TOWN HALL (IF FURTHER INFORMATION IS AVAILABLE) - DEFERRED FROM PREVIOUS MEETING - MIN. 118 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 30th October 2023, Members were invited to consider the membership of a Working Party, appointed at the July Council Meeting, to discuss the future of Bognor Regis Town Hall.

As there was no further information available at the time, although it was understood that a report from Arun District Council may have been available in January 2024, it was agreed to defer the matter until the Council Meeting in March 2024, unless information was forthcoming beforehand in which case an Extraordinary Meeting could be called (Min. 118 refers).

The Clerk reported to Members of the Policy and Resources Committee, at the meeting held on 29th January 2024, that following Members previous agreement to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building, the following response had been received from Karl Roberts, Interim Chief Executive and Director of Growth (Min. 113.2 of the Policy and Resources Committee Meeting refers): -

“As you will be aware, the Council has decided to conduct a review of our future accommodation needs including the Town Hall. We now anticipate that this work will largely be undertaken during 2024. As a result, it would be prudent not to commit to any specific project involving the possible use of some of the Town Hall before the outcome of that review is known. I trust your members will appreciate the logic of such a decision at this time.”

As the future of Bognor Regis Town Hall is still unknown, Members may wish to consider deferring the matter once again until information from the Landlord, Arun District Council, is forthcoming.

DECISION

Do Members **AGREE** to **DEFER** consideration of the membership of a Working Party, to discuss the future of Bognor Regis Town Hall, until such time that further information has been received from Arun District Council?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 23 - TO RESOLVE THAT THE TOWN CLERK, AS THE PROPER OFFICER, EXECUTE THE LEGAL DEEDS ONCE FINALISED REGARDING THE LEASING OF FOUR AREAS OF ADC LAND TO HOUSE THE BIKE REPAIR STATIONS, ON BEHALF OF THE TOWN COUNCIL, IN LINE WITH THE TOWN COUNCIL'S STANDING ORDERS S.O. 23a REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from Arun District Council that Delegated Authority has been granted for 3 of the 4 leases, related to areas of ADC owned land identified for the housing of the Public Bike Repair Stations, with authority hopefully being granted for the 4th lease shortly.

In anticipation of draft leases being finalised, following a review by the Town Council's solicitor, to enable executing of the legal deeds, on behalf of the Town Council, by the Town Clerk, as Proper Officer (S.O. 15 refers), Members need to resolve to allow the Town Clerk authority to do so (S.O. 23a refers).

As per Standing Orders, the legal deeds need to be signed in the presence of two Town Councillors, who must also be current signatories.

DECISION

Do Members **RESOLVE** to allow the Town Clerk, as the Proper Officer, the authority to execute legal deeds regarding the leasing of four areas of ADC land to house the Bike Repair Stations, on behalf of the Town Council, and as per the Town Council's Standing Orders?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

**AGENDA ITEM 24 - CONSIDERATION OF DATES OF FUTURE ONLINE
COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES**

REPORT BY THE TOWN CLERK

FOR DECISION

As reported to Members at the Town Council Meeting held on 2nd January 2024, following the dissolution of the Community Engagement and Environment Committee, certain Functions of the now defunct Committee were incorporated into the Terms of Reference for Council (Min. 150 refers).

One of the Functions now within the remit of Full Council is community engagement. Pre-Covid, it was customary for the Town Council to host in-person Councillor Drop-In Surgeries in the Town Centre. During Covid, these were replaced with Online Community Open Forums on Zoom, and streamed live to Facebook whereby members of the public could post questions, make statements, that Councillors were able to respond to in real-time. Since then, community engagement events have alternated between Drop-In Surgeries and Online Forums, with the arrangements agreed by the Community Engagement and Environment Committee.

Having canvassed a few Members, it is proposed to host two in-person Councillor Drop-In Surgeries during the Spring/Summer, one at the northern end of the London Road precinct and the other at Hampshire Avenue, to coincide with the Town Council's Fun Week/Play Days event taking place at the same location. Two Online Community Open Forums will then be arranged in the Autumn/Winter. Of course, members of the public are able to engage with Councillors directly, outside of these organised events, with Councillor contact details published on the Town Council website and noticeboards.

DECISION

Do Members **APPROVE** that community engagement events be organised as follows: -

Thu 25 th Apr 2024 (9.30am – 11.30am)	-	Councillor Drop-In Surgery (London Road Precinct)
Wed 31 st Jul 2024 (12.30pm – 2.30pm)	-	Councillor Drop-In Surgery (Hampshire Avenue)
Tue 29 th Oct 2024 (6.30pm – 7.30pm)	-	Online Community Open Forum (Zoom/Facebook)
Thu 30 th Jan 2025 (6.30pm – 7.30pm)	-	Online Community Open Forum (Zoom/Facebook)

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th MARCH 2024**

AGENDA ITEM 25 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 13th SEPTEMBER 2023 (PREVIOUSLY CIRCULATED TO ALL COUNCILLORS) (DEFERRED FROM LAST MEETING - MIN. 153 REFERS) AND THE MINUTES OF THE MEETING HELD ON 24th JANUARY 2024 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR INFORMATION

Bognor Regis Regeneration Board AGM held on 13th September 2023

Members are invited to note the Minutes from the Bognor Regis Regeneration Board AGM held on 13th September 2023, that were previously circulated to Councillors, deferred from the last meeting (Min. 153 refers).

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023, previously circulated.

Bognor Regis Regeneration Board Meeting held on 24th January 2024

At the time of publishing this report, the Minutes from the meeting held on 24th January 2024 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th MARCH 2024**

**AGENDA ITEM 26 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. FRANCIS OPPLER FROM 2nd JANUARY - 4th MARCH 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Friday 12.01.24 : 2nd Bognor (St Mary) Sea Scouts AGM, St Mary's School, Glamis Street, BR
- Friday 12.01.24 : *Deputy Mayor attended: Hall & Woodhouse Community Chest Awards 2024, World's End Public House, Patching*
- Saturday 13.01.24 : Bognor Regis Model Railway Club 'Annual Preview Exhibition', Felpham Community College, Felpham
- Thursday 18.01.24 : Annual wreath laying at the grave of Sir Richard Hotham, South Bersted Church, Bersted Street, BR
- Tuesday 23.01.24 : West Sussex Association of Local Councils (WSALC) Chair's Forum (via Zoom)
- Tuesday 06.02.24 : Cheque presentation to 39 Youth Club (Youth & Young Persons budget), 39 Youth Club, Church Path, BR
- Thursday 08.02.24 : Cheque presentation to Bognorphenia CIC and BR Youth & Community Centre (Youth & Young Persons budget), BR Youth & Community Centre, Westloats Lane, BR
- Friday 23.02.24 : Bersted Chair's Networking Meeting (via Teams)
- Monday 04.03.24 : Opening of 'Feel Good' Studio, The Precinct West Meads, Aldwick

Invites not Attended

West Sussex Guitar Club Concert

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 4th MARCH 2024**

**AGENDA ITEM 27 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 2nd JANUARY - 4th MARCH 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 12.01.24 : Talk at Barnham & Eastergate WI Group Meeting, Eastergate Village Hall, Eastergate

AGENDA ITEM 30

BOGNOR REGIS TOWN COUNCIL MEETING
4th MARCH 2024

AGENDA ITEM 30 - CORRESPONDENCE

FOR INFORMATION

1. NALC Events – Circulated to all Councillors 23.01.2024
2. WSCC Be A Councillor' and make a difference in West Sussex – Circulated to all Councillors 23.01.2024
3. The latest from the UK's largest Public Sector Network 23.01.2024
4. West Sussex County Council Recycling Centre booking system information – Circulated to all Councillors and on social media 23.04.2024
5. BR BID Reminder: Business wayfinding workshop – Circulated to all Councillors 23.01.2024
6. Govia Thameslink Railway Industrial Action to affect Great Northern, Southern, Thameslink and Gatwick Express services next week – circulated to all Councillors and on social media 23.01.2024
7. VAAC Upcoming Fundraising and Volunteering events – Circulated to all Councillors 24.01.2024
8. SSEN moves to Weather Warning status for central southern England – Circulated to all Councillors and on social media 24.01.2024
9. NALC Newsletter 24.01.2024
10. WSCC Warm Spaces operating in Arun district this winter – Circulated to all Councillors and on social media 25.01.2024
11. NALC Chief executive's bulletin – Circulated to all Councillors 25.01.2024
12. Sussex Alerts Sussex Police & Neighbourhood Watch to continue their valued partnership – Circulated to all Councillors and on social media 25.01.2024
13. St Wilfrid's Make a Will fortnight 25.01.2024
14. Arun & Chichester Citizens Advice we want your feedback 25.01.2024
15. WSCC residents' eNewsletter – Circulated to all Councillors 26.01.2024
16. VAAC January eBulletin – Circulated to all Councillors 26.01.2024
17. Bognor Regis BID team update – Circulated to all Councillors 26.01.2024
18. Local Councils UPDATE issue 280 26.01.2024
19. Sussex Police and Crime Commissioner Paying for policing through your council tax – Circulated to all Councillors 26.01.2024
20. West Sussex Mind Suicide Prevention Training 29.01.2024
21. NALC Climate Emergency Session 05.02.2024 Agenda 29.01.2024
22. WSCC News Release proposed transport improvements between Bognor Regis and Chichester – Circulated to all Councillors and on social media 29.01.2024
23. WSCC Cabinet Agenda Item 4 now available – Circulated to all Councillors 29.01.2024
24. The Regis News 29.01.2024
25. NALC Events 30.01.2024
26. Office for National Statistics local authority update 30.01.2024
27. Email from Saint Maur-des-Fosses on behalf of a local business management student, seeking a 3-month internship opportunity in the hospitality industry or luxury sector, in England, starting in May 2024 (also copied to the Twinning Association) 30.01.2024
28. WSCC News Release - Council plan and budget proposals endorsed by Cabinet – Circulated to all Councillors 30.01.2024
29. NALC Newsletter 31.01.2024
30. VAAC February 2024 'Funding Focus' – Circulated to all Councillors 01.02.2024

31. NALC Chief Executive's bulletin – Circulated to all Councillors 01.02.2024
32. Arun & Chichester Citizens Advice Household Support Fund update – Circulated to all Councillors 02.02.2024
33. Sussex Police and Crime Commissioner online abusers to face prison time – Circulated to all Councillors 02.02.2024
34. Parish Online – 1 hour webinar today commune migration 05.02.2024
35. NALC Job listings 05.02.2024
36. Next international film at Picturedrome on 12.02.2024 – Circulated to all Councillors 05.02.2024
37. VAAC Member survey 2024 – Circulated to all Councillors 06.02.2024
38. VAAC E-bulletin – Circulated to all Councillors 07.02.2024
39. NALC Newsletter 07.02.2024
40. West Sussex Mind Training Brochure Spring 07.02.2024
41. LGA Sustainability Bulletin 07.02.2024
42. Rampion 2 Project Newsletter – Circulated to the Town Council reps 07.02.2024
43. News from St Wilfrid's Hospice – Circulated to all Councillors 07.02.2024
44. WSCC Full Council to decide council plan and final budget – Circulated to all Councillors 09.02.2024
45. Letter from Mayor Cllr Oppler to His Majesty the King following his recent diagnosis 08.02.2024
46. NALC Chief Executive's Bulletin – Circulated to all Councillors 08.02.2024
47. Arun Newsletter 09.02.2024
48. Govia Thameslink Railway; Engineering works affecting Southern services in Southampton and Portsmouth areas during February half-term – Circulated to all Councillors and on social media 09.02.2024
49. Sussex Police and Crime Commissioner Tackling sexual abuse and violence remains top priority – Circulated to all Councillors 09.02.2024
50. Derrick Chester Freedom of Information request – Partnership agreements and grant aid 12.02.2024
51. Bognor Regis BID team update – Circulated to all Councillors 12.02.2024
52. Sussex Alerts Are you scam savvy webinars and online safety updates – Circulated to all Councillors and on social media 13.02.2024
53. Sussex Alerts Sussex Crime and News Alerts – Circulated to all Councillors and on Social Media 13.02.2024
54. WSCC News Release Road safety improvement scheme starts soon in Goodwood – Circulated to all Councillors 13.02.2024
55. NALC Newsletter 14.02.2024
56. Sussex Alerts Local crime messages from Sussex Police – Circulated to all Councillors and on social media 14.02.2024
57. Sussex Alerts Sussex Neighbourhood Watch is supporting the UK Government's National Campaign Against Fraud – Circulated to all Councillors and on Social Media 14.02.2024
58. Ian Hayes Freedom of Information request Impact of free two hour car parking – No information held by the town Council and advised to contact Arun District Council 14.02.2024
59. NALC Chief executive's bulletin – Circulated to all Councillors 15.02.2024
60. VAAC Trustee Training and Chichester Networking – Circulated to all Councillors 15.02.2024
61. BR BID notification: AGM March – Circulated to all Councillors 15.02.2024
62. St Wilfrid's newsletter – Raising funds – Circulated to all Councillors 15.02.2024

63. West Sussex Mind Self Harm Training free courses 15.02.2024
64. Arun & Chichester Citizens Advice Stakeholder Newsletter – Circulated to all Councillors 16.02.2024
65. WSCC Budget 2024/25 special edition newsletter – Circulated to all Councillors 19.02.2024
66. Sussex Police and Crime Commissioner Stop! Think Fraud Newsletter – Circulated to all Councillors 19.02.2024
67. NALC Job listings 19.02.2024
68. WSCC Unconfirmed Cabinet Minutes – Circulated to all Councillors 19.02.2024
69. WSALC (Anna Beams) Councillors security briefing – Circulated to all Councillors 19.02.2024
70. Office for National Statistics February newsletter 20.02.2024
71. VisionICT newsletter 20.02.2024
72. GTR New train timetable from 2nd June on West Coastway – Circulated to all Councillors and on social media 20.02.2024
73. NALC Newsletter 21.02.2024
74. VAAC Member survey – Circulated to all Councillors 21.02.2024
75. VAAC E-bulletin – Circulated to all Councillors 21.02.2024
76. Sussex Alerts – Are you scam savvy webinars and online safety updates – Circulated to all Councillors and on social media 21.02.2024
77. Sussex Alerts – Surrey and Sussex Police Cyber Security Webinars – Circulated to all Councillors and on social media 22.02.2024
78. NALC Chief executive's bulletin – Circulated to all Councillors 22.02.2024
79. St Wilfrid's Hospice – Book your appointment to protect your loved ones – Circulated to all Councillors 22.02.2024
80. WSCC Resident's eNewsletter – Circulated to all Councillors 22.02.2024
81. Sussex Alerts Are you scam savvy – Circulated to all Councillors and on social media 23.02.2024
82. WSCC News Release Successful 'food rescue' scheme will continue – Circulated to all Councillors 23.02.2024
83. Sussex Police and Crime Commissioner Newsletter over 500 Sussex projects supported – Circulated to all Councillors 23.02.2024
84. NALC Job listings 26.02.2024
85. Local Councils Update issue 281 26.02.2024
86. Govia Thameslink Railway Update on today's disruption to Southern, Thameslink and Gatwick Express services – Circulated to all Councillors and on social media 26.02.2024

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 4th MARCH 2024**

AGENDA ITEM 31 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2023 AND TO NOTE THE DIRECTOR'S REPORT (IF AVAILABLE)**
- **TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (THIRD QUARTER PAYMENT FOR 2023)**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Internal refurbishment works at the cinema – an update from the Group Operations Manager at the cinema has been received advising that there is not much to report back to Members regarding progress at this time due to financial constraints. However, on 21st February they did hold a Director's meeting to release capital and restart works, as the additional screen back on line would ensure they held onto product and diversify their programming. As such, their installation contractors on both Screen and Sound and Projection attended the cinema on 22nd February to refresh quotes and coordinate work schedules, which the Group Operations Manager is currently awaiting.

Leak in Screens 1 and 4 and tower – at the Council Meeting on 2nd January Members were advised of penetrating dampness to cinema screens 1 and 4 caused by leaks to the roof and gulleys.

I am pleased to report that the external works to the pitched roof and asphalt gulleys adjacent to the tower have now been completed resolving the main cause of penetrating dampness to screens 1 and 2. The damp plaster to internal walls of these screens will be hacked off and a waterproofing replastering system applied, and this will be undertaken week commencing 11th March 2023.

The rainwater gutter to the side wall of the cinema has also been repaired and the damp internal plaster to this area will be replaced along with replastering of screens 1 and 4.

However, Members attention is brought to advice given at the Council Meeting in May 2023 including details of the extensive leak to screen 4 which had caused extensive rot to the timbers in the tower. Details of the required repair works were set out including costs.

The surveyor who assessed the damage to the tower also set out the possible defects which had resulted in the damage to the timbers. In particular the surveyor noted the following possible causes:

- Wind driven rain breaching the single glazed timber framed windows.
- Screw holes and splits at the sides of the lead trays.
- The lead trays are turned up at the inside edge of the window jambs, whereas better protection would be offered if the trays were turned up behind these next to the main timber posts.

AGENDA ITEM 31

- The exterior leadwork is pinned to the face of the octagonal tower posts and sealed. However, the leadwork is quite old, is split in places and the sealant at the joint between lead and timber is vulnerable to breaking down and allowing water to leak.

He further reported that due to the nature of construction and difficulty of weathering a lead upstand to a timber post, it would be difficult to rectify the foregoing issues to provide an entirely weatherproof detail around the octagonal turret. Nonetheless he reported that some repairs could be carried out to try and reduce the extent of water ingress over time.

In conclusion the surveyor recommended that upon completion of repair work the ingress of water if any should be monitored regularly and should the above works be required a further report including costs would be presented to Members.

Repair works were completed and included redressing lead on the outside of the tower with the application of clipping, in an attempt to prevent wind driving up and under the lead.

Monitoring has been regularly undertaken and until recently has shown no further evidence of water penetration.

However, since January 2024 severe driving winds and rain have overcome the repair to the Picturedrome tower and there has been further extensive penetrating dampness. The source of the dampness must be resolved and may include refitting of the windows facing the prevailing winds.

Full scaffolding will be required around the tower at an estimated cost of £8,000 together with labour costs of 2 men for 1 week plus materials. The full extent of the necessary repair work can only be properly assessed when the scaffolding is in place and the tower windows inspected in detail. It has been estimated that the total costs of works would be in the region of £12,000 to £14,000 and investigative works will be progressed.

AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2023 AND TO NOTE THE DIRECTOR'S REPORT

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

DECISION

Members are invited to **ADOPT** the accounts for year ending 31st December 2023 and to **NOTE** the Director's Report.

TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (THIRD QUARTER PAYMENT 2023)

Members are advised that £9,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

AGENDA ITEM 31

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

DECISION

Members are asked to **NOTE** receipt of the £9,000 Management Fee received from The Bognor Pier Company Ltd. (third quarter payment for 2023).