



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,

ANNUAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that the Annual 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 13th MAY 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 13th May 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.

*Prior to the commencement of the Meeting new appointments of the **Mayor's Cadets will take place including presentation of badges and certificates***

DATED THIS 3rd DAY OF MAY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. Election of Mayor for 2024/2025
 2. The Mayor will make the Statutory Declaration of Acceptance of Office
 3. Election of Deputy Mayor for 2024/2025
 4. The Deputy Mayor will make the Non-Statutory Declaration of Acceptance of Office
 5. Acceptance speech and welcome by newly elected Mayor
 6. Apologies for Absence and their approval, subject to meeting the agreed criteria
 7. 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

8. To note change in political affiliation of former A.N. Other Councillor
9. To appoint Members (and Chair/Vice-Chair) to serve on the following Committees. (The Mayor and Deputy Mayor, ex officio, shall be members of P&R)

Policy and Resources Committee
Planning and Licensing Committee
Environmental and Leisure Committee

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

10. **To appoint representatives to other 'outside' bodies (list attached to Agenda)**
11. To confirm Bank Signatories
12. To note the Calendar of Meetings for 2024/2025 (attached) including to agree the start time of Planning and Licensing Committee Meetings
13. To APPROVE the Minutes of the Council Meeting held on 4th March 2024 and the Extraordinary Council Meetings held on 26th March and 29th April 2024
14. Written Questions from Councillors
15. Adjournment for public question time and statements
16. To consider any written dispensation requests received from Town Councillors
17. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 17.1 Policy and Resources Committee Meeting of 25th March 2024 with resolutions, recommendations and reports
- 17.2 Planning and Licensing Committee Meetings of 12th March, 2nd April and 23rd April 2024 with resolutions, recommendations and reports
- 17.3 Environmental and Leisure (*formerly Events, Promotion and Leisure*) Committee Meeting of 18th March 2024 with resolutions, recommendations and reports
18. 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

19. To note the List of Payments and Transfers made in [February](#) and [March](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (April 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**)
20. To note the continued adoption of all current Terms of Reference and to agree minor amendments to wording in Standing Orders
21. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 24th January 2024, deferred from last meeting (if available) and the Minutes of the meeting held on 24th April 2024 (if available)
22. To receive any feedback from the Councillor Drop-In Surgery held on 25th April 2024
23. To note outgoing **Mayor's** Report and duties undertaken
24. Town **Crier's** Report and duties undertaken
25. Reports from Representatives to other organisations
26. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
27. To receive Correspondence
28. Picturedrome Site update including: -
 - **Director's** report, any urgent actions taken for ratification
 - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts

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

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 1 - ELECTION OF MAYOR FOR 2024/25

REPORT BY THE TOWN CLERK

FOR DECISION

As per Standing Order 5(j), it is a convention of the Council that the Deputy Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.

The Deputy Mayor for the last 12 months has been Cllr. Miss. Needs and therefore in accordance with the Standing Orders she is duly put forward as Mayor for the forthcoming year.

DECISION

Do Members AGREE that Cllr. Miss. Needs be appointed as Mayor for the 2024/25 Municipal Year?

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 3 - ELECTION OF DEPUTY MAYOR FOR 2024/25

REPORT BY THE TOWN CLERK

FOR DECISION

As per Standing Order 5(k), Council will recommend a Councillor to become the new Deputy Mayor for the following year.

As Members will recall, the recommendation from the Council Meeting held on 4th March 2024 (Min. 179 refers) is that Cllr. Mrs. Yeates be appointed as Deputy Mayor for the forthcoming year.

DECISION

Do Members AGREE that Cllr. Mrs. Yeates be appointed as Deputy Mayor for the 2024/25 Municipal Year?

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 8 - TO NOTE CHANGE IN POLITICAL AFFILIATION OF
FORMER A.N. OTHER COUNCILLOR

REPORT BY THE TOWN CLERK

FOR NOTING

Members are advised that Cllr. Dawes has informed the Town Clerk that he has decided to withdraw his affiliation from the A.N. Other Party as a Town Councillor and will therefore serve the remainder of his term as an Independent Councillor under the Independent Group.

Cllr. Dawes will therefore be grouped with the Independents for committee proportionality and as a result changes are required to the Committee Membership to be agreed under Agenda item 9.

DECISION

Members are asked to NOTE that Cllr. Dawes will be an Independent Councillor under the Independent Group with immediate effect.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 9 - TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES. (THE MAYOR AND DEPUTY MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)

- POLICY AND RESOURCES COMMITTEE
- PLANNING AND LICENSING COMMITTEE
- ENVIRONMENTAL AND LEISURE COMMITTEE

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).

The political makeup of the Town Council membership is as detailed below.

Group	Names	Total
Liberal Democrats	John Barrett Kenton Batley Claire Needs Francis Oppler Paul Ralph Matt Stanley Jeanette Warr Bob Waterhouse Paul Wells Gill Yeates	10
Independent Group	Jim Brooks Danny Dawes Steve Goodheart	3
Labour	Roger Nash Nigel Smith	2
A.N. Others	Phil Woodall	1

Committee Proportionality

Liberal Democrats	6 Members per Committee
Independent Group	2 Members per Committee
Labour	1 Member per Committee
A.N. Other	1 Member per Committee
Total	10 Members per Committee

This number being inclusive of ex officio Members.

Note: *Members are reminded that the political composition of the Council must be reflected in determining proportionality of Committee places. Places must be proportionate to the number of Councillors in each political party, and this is reflected within the Council's Standing Orders.*

It follows that this overriding principle must be followed in situations where Councillors are singularly independent and not part of a political party and would be otherwise excluded by proportionality calculations. A singularly independent Member must always be allocated a place on all Committees irrespective of any previous maximum Committee size.

Members may then have noticed that the number of Committee places identified above is 10 Members per Committee rather than 9 to reflect the principle described above.

Once the Committee membership has been agreed, it should be noted that the appointment of the Chair and Vice-Chair of the Committees will also be considered at the meeting.

Following liaison with Group Leaders, a summary of the allocated memberships is attached as Appendix 1.

The proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor of Cllr. Miss. Needs and Cllr. Mrs. Yeates respectively are carried.

Furthermore, as per S.O. 4(d)(xi) the Mayor and Deputy Mayor ex officio shall be members of the Policy and Resources Committee.

Should the appointment of the Mayor and Deputy Mayor not be in accordance with the Standing Orders and as per the previous recommendations, the proposals will need to be revisited and amended accordingly.

DECISIONS

To AGREE the membership of the Committees.

To AGREE the Chair and Vice-Chair of the Committees.

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Claire Needs (LD) (SUBJECT TO COUNCIL APPROVAL)
Deputy Mayor (Ex Officio)	Gill Yeates (LD) (SUBJECT TO COUNCIL APPROVAL)
	Jim Brooks (Ind Grp)
	Steve Goodheart (Ind Grp)
	Francis Oppler (LD)
	Nigel Smith (L)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chair: [Bob Waterhouse](#)

Nominations for Vice-Chair: [Paul Wells](#)

PLANNING AND LICENSING COMMITTEE

	John Barrett (LD)
	Danny Dawes (Ind Grp)
	Steve Goodheart (Ind Grp)
	Paul Ralph (LD)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Phil Woodall (A.N.O)
	Gill Yeates (LD)
Vacancy (L)	
Vacancy (LD)	

Nominations for Chair: [Jeanette Warr](#)

Nominations for Vice-Chair:

ENVIRONMENTAL AND LEISURE COMMITTEE

(formerly Events Promotion & Leisure)

	John Barrett (LD)
	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Danny Dawes (Ind Grp)
	Roger Nash (L)
	Paul Ralph (LD)
	Matt Stanley (LD)
	Jeanette Warr (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chair: [Kenton Batley](#) and [Jim Brooks](#)

Nominations for Vice-Chair: [Jim Brooks](#)

May 2024

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Environmental and Leisure Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Environmental and Leisure Committee Members.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 10 – TO APPOINT REPRESENTATIVES TO OTHER
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)

REPORT BY THE TOWN CLERK

FOR DECISION

Following comments at last year's Annual Town Council Meeting, and to ensure a quicker more efficient process in making appointments this year, Councillors currently appointed as representatives or reserves to 'outside' bodies, have been emailed in advance, to ascertain if they wish to continue in their positions.

Any positions that become vacant, will be offered out, with interested Councillors asked to convey their wish to fill any vacancies to the Town Clerk, prior to the Annual Town Council Meeting, at which all non-contested positions will be decided en bloc.

At the time of publishing this report, it is understood that the representatives and reserves appointed to each outside body are proposed as per Appendix 1 with vacancies for a representative or reserve to be appointed to the following organisations: -

Grandad's Front Room - Representative appointment
Southdowns Music Festival - Reserve appointment
The 39 Club - Representative appointment
West Sussex ALC Ltd. - Representative appointment

Any representative/reserve roles which are contested, will be voted and agreed upon at the meeting, on an individual basis, as required.

When the organisations are written to, with details of their appointed Town Council representative, they will be asked to confirm the appointment with assurances given that invites and communications will be sent accordingly. Should any of the organisations respond to say that a representative is no longer required (excluding those in receipt of Town Council funding whereby it is conditional for them to be appointed a representative), then an update will be provided to Members at the next meeting.

All representatives attending meetings are kindly reminded to provide a brief written report for circulation to all Councillors, prior to Council Meetings.

DECISION

To AGREE the appointed Councillor representatives to the 'Outside' Bodies for the 2024/2025 Municipal Year.

TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2024/25

Arun Supporting Families Locality Group	Representative	Cllr. P. Woodall
Arun-Chichester Neighbourhood Planning Network	Representative Reserve	Cllr. P. Ralph Cllr. Mrs. J. Warr Cllr. B. Waterhouse
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. S. Goodheart Cllr. Mrs. G. Yeates
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. Mrs. J. Warr
Bognor Regis BID Board	Officer Only	-
Bognor Regis Town Centre Forum Group	Representative Reserve Senior Officer	Cllr. P. Wells Cllr. S. Goodheart
Bognor Regis BID Town Centre Task Force Delivery Group	Officer Only	-
Bognor Regis Carnival Association	Representative Reserve	Cllr. P. Woodall Cllr. S. Goodheart
Bognor Regis Concert Band	President	Mayor
Bognor Regis Heritage & Arts Partnership Board	Representative Representative Representative Representative Reserve Reserve	Cllr. J. Brooks Cllr. S. Goodheart Cllr. J. Barrett Cllr. N. Smith Cllr. B. Waterhouse Cllr. Mrs. G. Yeates
Bognor Regis Regeneration Board	Representative Reserve Officer 2 nd Reserve	Cllr. N. Smith Cllr. J. Brooks Cllr. S. Goodheart
Bognor Regis Seafront Lights	Representative	Cllr. Mrs. J. Warr
Bognor Regis Twinning Association	Representative	Cllr. S. Goodheart
Bognor Regis Youth & Community Centre	Representative	Cllr. P. Wells
Chamber of Commerce	Representative	Cllr. J. Brooks
Grandad's Front Room	Representative Reserve	Vacant Cllr. S. Goodheart

Rampion 2 Community (Coastal) Project Liaison Group	Representative Reserve	Cllr. J. Barrett Cllr. P. Wells
Southdowns Music Festival	Representative Reserve	Cllr. S. Goodheart Vacant
Stonepillow (Christian Care Association)	Patron Representative	Mayor Cllr. J. Barrett
Sussex Police Focus Group	Representative Officer	Cllr. P. Wells
The 39 Club	Representative	Vacant
West Sussex ALC Ltd	Representative Representative	Cllr. S. Goodheart Vacant

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 11 – TO CONFIRM BANK SIGNATORIES

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

It was once again agreed at the Annual Town Council Meeting last year that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

MAYOR'S CHARITY ACCOUNT

It is normal practice that the signatories on the Mayor's Charity Account are the Mayor (subject to their agreement), Deputy Mayor and Town Clerk, with any two of the three signatories being able to sign cheques.

Following the election of the new Mayor and Deputy Mayor at the meeting, amendments will need to be made to the signatories for this account, if applicable.

For administration purposes, the Council will need to confirm that the signatories on this account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

RESOLUTIONS

Members also need to approve that the Resolutions as detailed below will continue to apply for all Town Council accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority listed in the forms All New Account Signatories Section 2 Part C and Declaration Section 3 and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)

- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C and Section 3
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

DECISIONS

RESOLVE that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk.

RESOLVE that the signatories for the Mayor's Charity Account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories).

RESOLVE that the Resolutions as detailed will continue to apply for all Town Council accounts.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 12 - TO NOTE THE CALENDAR OF MEETINGS FOR
2024/2025 (ATTACHED) INCLUDING TO AGREE THE START TIME
OF PLANNING AND LICENSING COMMITTEE MEETINGS

REPORT BY THE TOWN CLERK

FOR DECISION

In general, all meetings of the Council start at 6.30pm, unless otherwise stated on the Calendar of Meetings for 2024/2025 (attached to this report as Appendix 1).

However, for the past couple of years Planning and Licensing Committee Meetings have been held at 4pm to achieve a higher attendance rate from Members.

This was last considered at the Annual Town Council Meeting held on 22nd May 2023, where Members agreed that Planning and Licensing Committee Meetings, scheduled for the 2023/2024 municipal year, would continue to start at 4pm (Min. 13.1 refers).

The Allotments Sub-Committee Meetings are held at 5.30pm prior to the Environmental and Leisure Committee Meetings with the membership of the Sub-Committee and co-opted members being appointed at the first meeting of the Environmental and Leisure Committee following the Town Council's Annual Meeting.

DECISIONS

Members are invited to NOTE the Calendar of Meetings for 2024/2025.

Members are asked to AGREE to the continuation of a 4pm start time, for Meetings of the Planning and Licensing Committee for 2024/2025.

Bognor Regis Town Council CYCLE OF MEETINGS 2024/2025

(All meetings begin at 6.30pm- unless otherwise stated)

May 2024

Monday	13 th	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	14 th	May	Planning and Licensing C'ttee (4pm)
Monday	20 th	May	Environmental and Leisure C'ttee

June 2024

Monday	3 rd	June	Policy and Resources C'ttee
Monday	3 rd	June	SPECIAL COUNCIL
Tuesday	4 th	June	Planning and Licensing C'ttee (4pm)
Monday	17 th	June	Allotments Sub-C'ttee
Tuesday	25 th	June	Planning and Licensing C'ttee (4pm)

July 2024

Monday	8 th	July	COUNCIL MEETING
Monday	15 th	July	Environmental and Leisure C'ttee
Tuesday	16 th	July	Planning and Licensing C'ttee (4pm)
Monday	29 th	July	Policy and Resources C'ttee

August 2024

Tuesday	6 th	August	Planning and Licensing C'ttee (4pm)
Tuesday	27 th	August	Planning and Licensing C'ttee (4pm)

September 2024

Monday	2 nd	September	COUNCIL MEETING
Monday	9 th	September	Environmental and Leisure C'ttee
Tuesday	17 th	September	Planning and Licensing C'ttee (4pm)
Monday	23 rd	September	Policy and Resources C'ttee

October 2024

Tuesday	8 th	October	Planning and Licensing C'ttee (4pm)
Monday	28 th	October	COUNCIL MEETING
Tuesday	29 th	October	Planning and Licensing C'ttee (4pm)

November 2024

Monday	4 th	November	Allotments Sub-C'ttee (5.30pm)
Monday	4 th	November	Environmental and Leisure C'ttee
Monday	18 th	November	Policy and Resources C'ttee
Tuesday	19 th	November	Planning and Licensing C'ttee (4pm)

December 2024

Monday	9 th	December	Policy and Resources C'ttee (Budget)
Tuesday	10 th	December	Planning and Licensing C'ttee (4pm)
Monday	23 rd	December	Planning and Licensing C'ttee (4pm)

January 2025

Monday	13 th	January	COUNCIL MEETING (Precept)
Tuesday	14 th	January	Planning and Licensing C'ttee (4pm)

May 2024

Monday	20 th	January	Environmental and Leisure C'ttee
Monday	27 th	January	Policy and Resources C'ttee
February 2025			
Tuesday	4 th	February	Planning and Licensing C'ttee (4pm)
Tuesday	25 th	February	Planning and Licensing C'ttee (4pm)
March 2025			
Monday	10 th	March	COUNCIL MEETING
Monday	17 th	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	18 th	March	Planning and Licensing C'ttee (4pm)
Monday	24 th	March	Environmental and Leisure C'ttee
Monday	31 st	March	Policy and Resources C'ttee
April 2025			
Tuesday	8 th	April	Planning and Licensing C'ttee (4pm)
Tuesday	29 th	April	Planning and Licensing C'ttee (4pm)
May 2025			
Monday	12 th	May	ANNUAL TOWN COUNCIL MEETING
Monday	19 th	May	Environmental and Leisure C'ttee
Tuesday	20 th	May	Planning and Licensing C'ttee (4pm)
June 2025			
Monday	2 nd	June	Policy and Resources C'ttee
Monday	2 nd	June	SPECIAL COUNCIL
Tuesday	10 th	June	Planning and Licensing C'ttee (4pm)
Monday	16 th	June	Allotments Sub-C'ttee
July 2025			
Tuesday	1 st	July	Planning and Licensing C'ttee (4pm)
Monday	7 th	July	COUNCIL MEETING
Monday	14 th	July	Environmental and Leisure C'ttee
Tuesday	22 nd	July	Planning and Licensing C'ttee (4pm)
Monday	28 th	July	Policy and Resources C'ttee
August 2025			
Tuesday	12 th	August	Planning and Licensing C'ttee (4pm)
September 2025			
Tuesday	2 nd	September	Planning and Licensing C'ttee (4pm)
Monday	8 th	September	COUNCIL MEETING
Monday	15 th	September	Environmental and Leisure C'ttee
Monday	22 nd	September	Policy and Resources C'ttee
Tuesday	23 rd	September	Planning and Licensing C'ttee (4pm)
October 2025			
Tuesday	14 th	October	Planning and Licensing C'ttee (4pm)

November 2025

Monday	3 rd	November	COUNCIL MEETING
Tuesday	4 th	November	Planning and Licensing C'ttee (4pm)
Monday	10 th	November	Allotments Sub-C'ttee (5.30pm)
Monday	10 th	November	Environmental and Leisure C'ttee
Monday	17 th	November	Policy and Resources C'ttee
Tuesday	25 th	November	Planning and Licensing C'ttee (4pm)

December 2025

Monday	8 th	December	Policy and Resources C'ttee (Budget)
Tuesday	9 th	December	Planning and Licensing C'ttee (4pm)
Tuesday	23 rd	December	Planning and Licensing C'ttee (4pm)



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 BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 4th MARCH 2024

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
Mr. R. Wolfströme (Design Consultant) (part of meeting)
4 members of the public (part of meeting)
1 member of the press

The Meeting opened at 6.33pm

162. 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.

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

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

164. 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. Wells declared an Ordinary Interest as a member of the Bognor Pier Trust C.I.C, and as a BID Levy payer in the Town

Ms. R. White and Mr. R. Wolfströme arrived at the Meeting

The Mayor made reference to the lengthy agenda to be considered by Members, which included three Motions and his intention to take all three Motions tonight, owing to the next meeting being the Annual Meeting which also has a full agenda.

165. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 2nd JANUARY 2024

The Minutes of the Council Meeting held on 2nd January 2024 were APPROVED by the Council as a correct record and were signed by the Chair.

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

The Town Clerk gave apologies for Cllr. McDougall, an ADC Councillor for Pevensey Ward, who could not attend owing to a meeting at Arun taking place at the same time, but confirmed that he had nothing to report.

Cllr. Patel, WSCC Councillor for Bognor Regis West and Aldwick, had forwarded the Town Clerk information regarding potholes in West Sussex, including details of work to take place in April, around Bognor Regis. The Town Clerk advised this information could be emailed to all Councillors.

Cllr. Nash, a dual-hatted Councillor, notified Members that Arun District Council had approved their budget for 2024/2025, at their last Full Council Meeting.

167. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

168. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.39pm

A member of the public conveyed their concerns regarding the flooding that had been experienced so severely around the Town over the past six months. He asked Members to consider writing a letter to Nick Gibb MP, seeking support and financial contributions from the government, to remedy these continuous flooding problems, which had particularly affected areas of the Riverside Caravan Park and businesses in Shripney Road.

Discussions turned to the proposed housing development at Chalcraft Lane, at which at least 2,500 houses are to be built, with the member of the public and Councillors expressing their concerns over the impact flooding would have on any new builds here as well as sewage and access issues.

The Chair confirmed the topic of flooding would be discussed later in the meeting, where these points would be considered.

The Chair reconvened the Meeting at 6.43pm

169. TO RECEIVE A PRESENTATION FROM REBECCA WHITE AND RICHARD WOLFSTRÖME ON THE BOGNOR REGIS WAYFINDING STRATEGY

The Chair welcomed Ms. R. White (Bognor Regis Regeneration Board) and Mr. R. Wolfströme (Design Consultant), to address Members.

Rebecca White reported on the extensive analysis the Regeneration Board had undertaken, on Bognor Regis as a whole, including the Town's current strengths and emerging opportunities, which could be further explored and enhanced, through a well-designed and delivered wayfinding experience. She spoke of the importance of ensuring students studying at the University are drawn to visit the Town, whilst here studying. Although well-known, Bognor Regis is not always perceived in the positive light it could be. Making it easier to 'join the dots' between key locations and routes to get there, would make it more consistent and appealing for visitors.

Recently, the Regeneration Board had been holding community workshops, giving people the opportunity to use branding ideas, as a guide for contributing their own creative vision for what the Wayfinding Strategy should look like. Getting people involved provides a sense of ownership in the community and would hopefully ensure residents embrace it.

Materials used for the totems will be robust and built in and around those existing, to provide clear signage and 'breadcrumbs' around the Town. WSCC, Bognor Regis BID and the University of Chichester, have already agreed to support the Strategy.

Members conveyed their thanks for the presentation.

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

Some Councillors voiced reservations in supporting the Strategy without first being able to ask more specific questions, particularly regarding any financial commitment which may be required of the Town Council, upon adoption, or staff resources this may then demand.

Following discussion, Members AGREED to REFER consideration of adoption of the Wayfinding Strategy, to the next Policy and Resources Committee Meeting to be held on 25th March 2024. It was further AGREED that Members should provide, in writing, any specific questions for Rebecca White and Richard Wolfströme as soon as possible to the Town Clerk, to enable answers to be collated and circulated to all Councillors, prior to consideration of adoption at the Policy and Resources Committee Meeting.

Ms. R. White and Mr. R. Wolfströme left the Meeting

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

There were no written dispensation requests received from Town Councillors.

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

173. Policy and Resources Extraordinary Committee Meeting of 8th January and the Meeting of 29th January 2024

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

173.1 Min. 119 refers - Recommendation to approve the 2024/2025 Annual Audit Plan

Members unanimously RESOLVED to APPROVE the formal adoption of the 2024/2025 Annual Audit Plan.

- 173.2 Min. 120 refers - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2023/2024

Members unanimously RESOLVED to APPROVE the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2023/2024. The Action Plan will be signed by the Mayor, as Chair of the Council, and by the Town Clerk.

174. Planning and Licensing Committee Meetings of 9th January, 30th January and 20th February 2024

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

175. Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 15th January 2024

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

176. 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'.

177. 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

The Council unanimously RESOLVED 'to note the 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'.

178. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

The Town Clerk's report, including her verbal report and relating appendix was NOTED.

Following a review, Members unanimously RESOLVED that the Town Council's internal control procedure and practices are adequate and operating effectively.

179. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2024/25 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2024

The Town Clerk's report was NOTED.

A Member called for a recorded vote.

Cllr. Mrs. Yeates was nominated by Cllr. Wells and seconded by Cllr. Batley.

Cllr. Dawes was nominated by Cllr. Woodall and seconded by Cllr. Brooks. Cllr. Dawes thanked his colleagues for the nomination but confirmed that having only been a Councillor for less than a year, he did not wish to be considered for the role, at this time.

Following the earlier request for a recorded vote, the voting was as follows:

FOR	AGAINST	ABSTENTION
Cllr. Barrett		Cllr. Woodall
Cllr. Batley		Cllr. Mrs. Yeates
Cllr. Brooks		
Cllr. Dawes		
Cllr. Goodheart		
Cllr. Nash		
Cllr. Miss. Needs		
Cllr. Oppler		
Cllr. Smith		
Cllr. Warr		
Cllr. Wells		

Following the vote, Members RESOLVED to RECOMMEND to the Annual Town Council Meeting for 2024, that Cllr. Mrs. Yeates be elected to the office of Deputy Mayor for 2024/25.

180. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES, SECONDED BY CLLR. MISS. C. NEEDS

The Town Clerk's report was NOTED.

"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?"

Cllr. Dawes spoke on his Motion, which was seconded by Cllr. Miss. Needs. Referencing the Wayfinding Strategy currently being considered for the Town, he spoke of the perception new visitors would have of the Town Hall, when passing through Clarence Road, in its current 'unloved' condition. Comparing the Town Hall to the Arun Civic Centre and Littlehampton Town Council offices, Cllr. Dawes detailed the list he'd provided as part of his Motion, of the improvements needed to be made, to get the Town Hall to a reputable state, particularly as a building of historical and cultural importance to the Town.

Following the Mayor's earlier decision that this matter should be debated, Members concurred with the sentiments expressed by Cllr. Dawes, and discussed the 'lesser' improvements which could be made at a relatively low expense.

A dual-hatted Councillor reminded Members that if ownership of the Town Hall does come back to Bognor Regis Town Council, there may be grants that can be applied for, to enable remedial and repair work. He stated the importance of getting an agreement with Arun District Council, as current owners of the building, to investigate what could be done in the interim.

With much support offered for the Motion, it was AGREED Members should email any additional repairs needed to the exterior of the building, (which are not already on the list detailed in the Motion), to the Town Clerk by Monday 11th March. A letter requesting consideration of these identified works to improve the overall appearance of this important community building will then be sent to Arun District Council, as the owners of the Town Hall.

181. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES, SECONDED BY CLLR. P. WOODALL

The Town Clerk's report was NOTED.

"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?"

Cllr. Dawes spoke on his Motion, which was seconded by Cllr. Woodall. Through recent engagement with tenants and businesses in the Arcade, Cllr. Dawes expressed the overall feeling of helplessness and frustration at the current state of this important thoroughfare to the Town. With leaks within some of the buildings, a questionable cleaning regime and the unsightly appearance of the scaffolding, it was his opinion that some action needed to be taken to improve the situation here.

In line with the Mayor's earlier decision this matter was debated. The Arcade was purchased by Arun District Council some years ago and has continued to be 'problematic'. Some Councillors questioned why it'd taken until recently for important works/improvements to the building to be made. A dual-hatted Councillor confirmed that the District Council are aware of the continued reported problems here, which unfortunately, keep unfolding. It was further reported that £8 million will be spent to refurbish the upper floor, creating 32

accommodation units. Whilst Members noted this, they were keen to see Arun taking accountability for the current problems and conditions for the tenants, including the balustrade at the southern end, which despite having been reported as a concern in October 2023, collapsed just two weeks ago.

Members spoke of fond memories of the Arcade, which used to be a vibrant part of the Town Centre, with repairs and improvements to the building needed years ago to have insured its upkeep. Whilst conceding that the condition is not necessarily the fault of the current Arun District Council administration, it

was felt that more needed to be done to liaise with, reassure and support the tenants.

Members therefore unanimously AGREED to write a letter to Arun District Council asking them to address the appearance of, and conditions within the Arcade, for the benefit of businesses and tenants, as well as the visitors and residents who use this as a thoroughfare to the Town.

182. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. P. WELLS, SECONDED BY CLLR. B. WATERHOUSE

The Town Clerk's report was NOTED.

"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."

Cllr. Wells spoke on his Motion, which was seconded by Cllr. Waterhouse. Having experienced particularly high rainfall, flooding problems had come to the forefront in Bognor Regis, over the past six months. With insufficient infrastructure and measures not being in place to cope with the heavy rainfall, Cllr. Wells stressed the importance of applying continued pressure on the relevant agencies to ensure something is done to remedy the situation, which has only worsened. He raised concerns that the Town Council were not invited to attend the recent Arun Flood Forum, and this feeling of a closed environment was shared with local businesses and residents, who are all looking for answers.

Although the subject matter for this Motion falls within the province of the Planning and Licensing Committee, the Mayor deemed that this should be discussed this evening. The sentiments expressed were echoed by Members,

with dual-hatted Councillors, who are seated on the Arun Flood Forum agreeing the Town Council should have been invited to attend. Members discussed the need for central government support to ensure proper measures can be put in place, with the Rife continually rising and no dredging being undertaken or scheduled by the Environment Agency, who have had a 50% cut in funding since 2010.

A few Councillors conceded there was little money for such measures, but that pressure did need to be applied to central government, for the sakes of the businesses and residents who are constantly being affected. Cllr. Wells stated that upon discussions with businesses at Shripney Road, some were looking at relocating, due to the financial impact of the flooding. If businesses do start moving out of this area, this could have a huge impact on the Town's economy.

Discussions turned to the new homes being built at Chalcraft Lane, as referenced under public question time, with an Arun District Councillor confirming the District Council have written to the Secretary of State for Levelling Up, Housing and Communities, expressing huge concerns with building homes in such a high-risk flood area.

Members therefore AGREED to send two letters, one to Arun District Council, formally requesting a seat on the Arun Flood Forum, and one to Nick Gibb MP, highlighting the severe impact the recent flooding of homes and businesses in Bognor Regis has had, stating the need for a Moratorium on new builds in this area, and further requesting that additional funding be allocated to the various agencies to undertake any works required to mitigate further flooding events in the Bognor Regis area.

183. 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 DUE DILIGENCE CHECKS – MIN. 147 REFERS

The Town Clerk's report detailing the following resolution was NOTED.

"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.*
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."

A Councillor asked the Town Clerk for a progress update on the due diligence checks being undertaken. The Town Clerk advised that useful feedback had been received from Adur District Council and Worthing Borough Council on the progress of the scheme in their area, with a letter currently awaited from the Town Council's accountant regarding his review of their financial accounts and his efforts on obtaining the credit checks.

Members RESOLVED to AGREE that the Resolution, to open a Corporate 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.

A Councillor requested, assuming the due diligence checks were okay, can the Town Clerk provide Councillors with a report on the plans for publicising and marketing the Boom Community Bank Scheme, to the public, which was essential to its success.

184. TO CONSIDER A REQUEST FOR THE TOWN COUNCIL TO SEEK FUNDING FOR THE PROVISION OF AN EMERGENCY BLEED CONTROL KIT IN THE TOWN

The Town Clerk's report was NOTED.

Members unanimously AGREED that the Town Council should seek funding for the provision of an Emergency Bleed Control Kit in the Town. Members further AGREED to give Delegated Authority to Officers to investigate potential locations, and any planning requirement including any associated budget.

185. 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

The Town Clerk's report was NOTED.

Members unanimously AGREED 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.

The Town Clerk confirmed that Cllr. Dawes would also therefore have a seat on the Allotments Sub-Committee.

186. 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

The Town Clerk's report was NOTED.

With no further information or contact received from Arun District Council, Members AGREED 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.

187. 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

The Town Clerk's report was NOTED.

A Member asked for clarification as to which areas of land were being referred to. The Town Clerk confirmed she would email Members to advise of the locations.

Members unanimously RESOLVED 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.

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

The Town Clerk's report was NOTED.

Members AGREED that community engagement events be organised as follows: -

25 th April 2024 (9.30am-11.30am)	–	Councillor Drop-In Surgery (London Road Precinct)
31 st July 2024 (12.30pm-2.30pm)	–	Councillor Drop-In Surgery (Hampshire Avenue)
29 th October 2024 (6.30pm-7.30pm)	–	Online Community Open Forum (Zoom/Facebook)
30 th January 2025 (6.30pm-7.30pm)	-	Online Community Open Forum (Zoom/Facebook)

189. 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)

Members NOTED the Minutes of the Bognor Regis Regeneration Board AGM held on 13th September 2023, previously circulated.

It was further NOTED that 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.

190. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report on the Mayor's activities was NOTED.

191. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

192. 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.

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

Further to his written report, Cllr. Batley advised Members there was to be a meeting of the new Trustees of the Bognor Regis Foodbank, who he will be invited to meet shortly.

192.2 Cllr. Woodall - Arun Supporting Families Locality Group; BRTC/ADC Liaison Meetings; Bognor Regis Carnival Association; Grandad's Front Room; Southdowns Music Festival.

Verbal Reports:

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

Cllr. Wells apologised for not submitting his written report in time for circulation. He confirmed that he had attended a meeting of the Bognor Regis Youth and Community Centre last week, and would provide an update to Councillors, in due course.

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

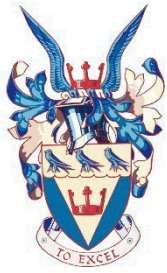
As there had not been a meeting, no report was available.

194. TO RECEIVE CORRESPONDENCE

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

195. 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)
- 195.1 Director's report, any urgent actions taken for ratification
The previously circulated Director's report was NOTED, with the actions taken, and expenditure RATIFIED.
- 195.2 AGM of the Bognor Pier Company Ltd. – to adopt the account Year Ended 31st December 2023 and to note the Director's report (if available)
Members RESOLVED to ADOPT the accounts for Year Ended 31st December 2023 and NOTED the Director's report.
- 195.3 To note receipt of £9,000 Management fee from the Bognor Pier Company Ltd. (third quarter payment for 2023)
Members NOTED receipt of £9,000 Management fee from the Bognor Pier Company Ltd. (third quarter payment for 2023).
- 195.4 Several Councillors had questions regarding the ongoing works. To allow the Group Operations Manager the opportunity to provide answers and any further updates, it was AGREED the Town Clerk should request a meeting, with the Operator/Group Operations Manager, to which all Councillors would be invited to attend. Potential dates will be circulated in due course.

The Meeting closed at 8.25pm



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 EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON TUESDAY 26th MARCH 2024

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: J. Barrett, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, N. Smith, M. Stanley, Mrs. J. Warr (during Min. 201), B. Waterhouse and P. Wells (during Min. 201)

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Mr. D. Kemp (DCK Accounting Solutions Ltd.)

The Meeting opened at 6.04pm

196. 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.

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

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

There were no apologies for absence received from Cllr. Brooks and this, therefore, could not be approved.

198. 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.

There were no declarations of Interest

199. 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.

200. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) (CONTRACTUAL)

Members 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 6 (Contractual).

201. PICTUREDOME REVIEW INCLUDING PENDING RENT REVIEW FOR ELEMENTS OF THE BUILDING

Cllrs. Mrs. Warr and P. Wells arrived at the Meeting

Members NOTED the Town Clerk's verbal report, which included detail regarding the rent reviews of units 1a and 1b Linden Road that were due to be undertaken in June 2024.

The Town Clerk further advised of 'extensive' repairs which were required to the roof of the building, following water ingress, which had been exacerbated by months of heavy rainfall.

A Town Councillor asked that a list of questions sent to the Town Clerk, for forwarding to the cinema operator in relation to maintenance and improvement works schedules, be sent to all Councillors for any additions. The Town Clerk confirmed that the list of questions sent by the Member had already been forwarded to the Group Operations Manager and the tenant and she would provide an update to Members on any response received, in due course.

Further to discussions, as detailed in the confidential Appendix (appended to the File Minutes) Members unanimously RESOLVED to allow the Town Clerk, as Director of The Bognor Pier Company Limited, the authority to undertake works required to protect the fabric of the building, in liaison with the Chair of the Policy and Resources Committee.

The Meeting closed at 7.04pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON MONDAY 29th APRIL 2024

PRESENT:

Mayor: Cllr. F. Oppler; Cllrs: K. Batley, J. Brooks, D. Dawes (from Min. 206.4), S. Goodheart, R. Nash, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk) Mrs.
J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)

The Meeting opened at 6.05pm

202. 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.

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

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

204. 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.

Cllrs. Batley, Brooks, Goodheart, Nash, Oppler, Mrs. Warr and Mrs. Yeates all declared Ordinary Interests as Arun District Councillors

205. 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.

206. TO CONSIDER AND AGREE THE TOWN COUNCIL'S CORPORATE STRATEGY AND PRIORITIES FOR 2024 – 2028

The Chair gave thanks for the preliminary work carried out in bringing forward proposed amendments to the 2019 – 2024 Corporate Strategy (attached as Appendix 1), in order to update the Strategy for 2024 – 2028.

- 206.1 Purpose - A Councillor suggested changing the wording from 'economic development' to 'economic and social development'. Another Councillor noted the change from the previous Corporate Strategy 'purpose', from '...working in the interests of our residents to improve their quality of life', to the proposed phrasing for 2024 - 2028 '...in a manner that enables the residents to improve their quality of life'. Some discussion was had as to what was meant by 'enabling', with Members broadly agreeing that this change made for a 'fuller' statement, and through the provision of allotments and Grant Aid, this did indeed 'enable' residents to improve their quality of life, in the way suggested within the proposed 'purpose' for the new Corporate Strategy.

Members unanimously AGREED the 'purpose' should be amended to incorporate a change in the wording to 'economic and social development of

Bognor Regis’.

206.2 Vision - When reviewing the proposed new ‘vision’, a Member commented on the use of the phrase ‘... and create a happier Bognor Regis’, which she felt implied people were not happy already. Another Councillor asked if and how the Town Council were monitoring residents’ ‘happiness’ and satisfaction with their Town, to which the Assistant Clerk confirmed this was a specific question within the Community Survey, which was currently ‘live’ and had been advertised through various streams, including in the annual newsletter. The Assistant Clerk advised that the ‘large majority’ of those who had completed this question, had rated their happiness with Bognor Regis as at least a 3 out of 5.

Further comments were made regarding the use of the wording ‘more powerful’, with a Councillor proposing this be changed to ‘more proactive’, which he felt was much more suitable.

It was unanimously AGREED the ‘vision’ should be amended to incorporate a change in wording from ‘more powerful’ to ‘more proactive’.

206.3 Priority 1 - It was suggested the current wording ‘Build on the heritage and history of Bognor Regis in its traditional business, cultural etc..’ implies the Town Council is not progressing into the future with its aspirations, and suggested this be changed to ‘Build on the heritage and history of Bognor Regis in promoting business, cultural etc...’

Members unanimously AGREED priority one under ‘main priorities’ should be amended to read ‘Build on the heritage and history of Bognor Regis in promoting business, cultural...’

Cllr. Dawes arrived at the Meeting

206.4 Priority 2 - An addition was proposed to the end of the current sentence in this section ‘...to make the Town as sustainable as possible’.

Councillors unanimously AGREED to add to the end of the current priority two ‘... to make the Town as sustainable as possible.’

206.5 Priority 3 – It had been suggested earlier in the discussion that ‘to feel safe’ should be added within this heading, with some Councillors stating this would imply residents are not already safe.

Further to discussions, it was unanimously AGREED to make no changes to priority three.

206.6 Priority 4 - One Councillor stated he would like to have seen more reference made to encouraging arts and culture within the Town, as had been the case in the previous Corporate Strategy, under priority 4. Other Members disagreed with these sentiments, with the consensus that priority 1 covered these elements already.

Following the discussion, it was AGREED to make no changes to priority four.

206.7 A Member offered a suggestion for an additional priority, to specifically cover youth and youth provision within the Town, which was discussed by Members.

Further to these discussions, Members unanimously AGREED to add a fifth priority as follows: 'Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.'

206.8 Whilst taking account of the amendments to be incorporated as previously agreed, it was RESOLVED that the Corporate Strategy for 2024 - 2028 would be as follows: -

Purpose

Our purpose is to enable the economic and social development of Bognor Regis and the surrounding infrastructure in a manner that enables the residents to improve their quality of life in all aspects.

Vision

Our vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

Main priorities

1. Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
2. Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
3. Work to enable residents and community groups to live well and enjoy and take pride in our Town.
4. Work to remove barriers to enterprise within the Town.
5. Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

The Meeting closed at 6.34pm

Corporate Strategy 2019-2024

Purpose

Our purpose is to lead Bognor Regis to a better future working in the interests of our residents to improve their quality of life.

Vision

Our vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

Main Priorities

1. Build on the success of Bognor Regis
2. Manage and reduce the environmental impact of Bognor Regis
3. Work to enable residents and community groups to live well and enjoy and take pride in our Town
4. Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

Proposed Corporate Strategy 2024-2028

Purpose *amendments suggested*

Our purpose is to enable the economic development of Bognor Regis and the surrounding infrastructure in a manner that enables the residents to improve their quality of life in all aspects.

Vision

Our vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

Main Priorities

1. Build on the heritage and history of Bognor Regis in its traditional business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits. *amendments suggested*
2. Work with partners to manage environmental impacts on Bognor Regis. *amendments suggested*
3. Work to enable residents and community groups to live well and enjoy and take pride in our Town. *no amendments suggested*
4. Work to remove barriers to enterprise within the Town. *amendments suggested*



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 25th MARCH 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart (until Min. 140), 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)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.33pm

130. 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.

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

With all Members of the Committee in attendance, there were no apologies for absence to be approved.

132. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Wells declared an Ordinary Interest in Agenda item 14 as a member of the Bognor Pier Trust C.I.C.

133. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JANUARY 2024

The Committee RESOLVED to APPROVE the Minutes of the Meeting held on 29th January 2024 and these were signed by the Chair.

134. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

The Bognor Regis Armed Forces organiser thanked the Town Council for adding all events supported by the Council to its website but referenced a poster on which these events did not appear. The organiser claimed that they were having difficulty in finding funding for the flying display that they hoped to incorporate into the Armed Forces Day.

The Chair reconvened the Meeting at 6.37pm

135. CLERK'S REPORT FROM PREVIOUS MINUTES

- 135.1 25th September 2023 – Min. 58 UKSPF Bike Repair Stations Project
At the meeting held in September, an update was given to Members in connection with the UKSPF award granted to BRTC for Year 2 funding (2023/2024): for Capital of £7.5k. A Funding Agreement between ADC and BRTC had since been signed and the funds received into the Town Council's account.

As the funds had to be spent within the 2023-24 financial year, the order was placed for the Bike Repair Stations, and these were received last week. Once the legal documentation with regards to the leases to allow for these to be installed on ADC land are finalised, Town Force will proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.

135.2 25th September 2023 – Min. 64 Consideration of input from the Committee for the content of the 2024 Town Newsletter

At the Policy and Resources Committee Meeting held on 25th September 2023 (Min. 64 refers), Members suggested that if recyclable paper were used to produce the Newsletter, that this be highlighted by the inclusion of a logo stating that the publication could be disposed of in this way.

As a Council of Climate Emergency, Officers investigated the option of using recycled paper, with the publishers of the newsletter. Unfortunately, although this was possible, it would have been at a far greater cost than originally quoted (equating to nearly double the price for production). Officers were advised that the standard paper used previously, is more environmentally friendly, as it comes from sustainable sources (for every tree used, two more are planted). Furthermore, far more chemicals are used in the manufacture of recycled papers to make it white and re-usable.

The company producing the newsletter are a member of the Woodland Trust Carbon Capture Scheme, meaning for every ton of paper they buy, a percentage is donated to the Woodland Trust to plant new trees. This offsets the carbon footprint used in the distribution and storage of the paper. They suggested that their logo be included within the publication, which denotes this, along with the statement 'this is printed using FSC certified paper that comes from sustainable sources'. Importantly, and in line with Members suggestion at the September Policy and Resources Committee Meeting, the paper used will be recyclable, and again, this has been mentioned within the newsletter.

135.3 20th November 2023 – Min. 78 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Following some discussion at the November meeting, Members agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement with budget provision made at £2,000 per annum with effect from 1st April 2024. A Funding Agreement had subsequently been sent to the Chair of Board, which was approved by Members at their meeting held on 29th February 2024, signed and has now been returned. A copy of the cash balances to the end of March 2024 have also been provided and a copy of their accounts as a condition of the agreement will be provided once these have been completed for the financial year ending 31st August 2023.

- 135.4 11th December 2024 – Min. 98.7 Budget Proposals for 2024-25 and Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents and recommendation to Council in support

Following the Committee's support for this scheme, the Council at its meeting on 2nd January 2024 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. The Town Clerk, in liaison with the Chair of the Policy and Resources Committee and the Town Council's Accountant, were given Delegated Authority in this matter. Having undertaken the due diligence checks and following a sign off meeting held with the Chair and Vice-Chair of the Policy and Resources Committee, and Leader of the Labour Group, the application form and related documents along with the funds will now be sent to Boom Community Bank to progress this with the scheme being up and running during April 2024.

- 135.5 8th January 2024 – Min. 107 Grant Aid Funding for 2024

Following notification to the various organisations in connection with their Grant Aid award for 2024, correspondence was received from the Chairman of the Bognor Regis Carnival Association as follows: -

"Re the proposed Town Show I can categorically say that unfortunately this will not happen this year due to lack of funding. An application has been made to the lottery as well as BRTC but without the startup grant requested from the council there is no time to achieve it this year. Fingers crossed for next year! In this instance I therefore thank the council for the offer of £800 Grant Aid but decline that offer this year. Hopefully by putting it back into the pot early enough then maybe other organisations or causes can benefit from it."

- 135.6 29th January 2024 – Min. 113.6 Partnership Funding and Criteria

It was reported at the last meeting that new three-year Funding Agreements had been forwarded to both Southdowns Music Festival and Bognor Regis Seafront Lights. It was further reported that a signed copy had already been returned from the Chairman of the Southdowns Music Festival and the agreement from Bognor Regis Seafront Lights was still awaited. Members are asked to note that this has now been received.

- 135.7 29th January 2024 – Min. 116 Allocation of Town Force time for external town events

Following the allocation of Town Force hours at the last meeting, the COO of Bognor Regis BID has emailed to express their appreciation as follows: -

"Please would you convey the BID's thanks to BRTC's Policy & Resources Committee for the generous allocation of 50 hours of Town Force Team time over the 2024-215 financial year. The Town Force Team are a huge asset for Bognor Regis, and so many of the BID's projects over the past six years

have benefited from the whole team's knowledge, expertise and practical support.

Thank you so much for continuing your support for the BR BID's activities in the financial year ahead."

135.8 29th January 2024 – Min. 122 Repairs to Southern End of Gloucester Road Wall

The wall has now been reinstated by the Town Force team with replanting of shrubs due to happen this week subject to the Town Force team workload. With Bognor Regis Town Council covering the labour costs of reinstatement, Butlin's have agreed and are being invoiced for the materials to get the wall rebuilt.

Liaison is currently underway with West Sussex Highways to establish if they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier in an effort to make this corner safer for pedestrians to use, whilst also raising awareness of the sharp corner and protecting the wall from further road traffic accidents occurring.

135.9 New Telephone System

Between now and 2025 most telephone providers will be moving their customers from old analogue landlines over to new upgraded landline services using digital technology. The new digital landline network will provide a future proof, more reliable and dependable broadband service that will support the UK for decades to come. To ensure the Town Council is ready for the 'digital switch-over', the current telephone systems have been reviewed. Further to this, a new telephone system, including new handsets, has been secured, compliant with the new 'digital' requirements. The new contract comes in cheaper per month than the current contract, with no upfront costs, and a date for installation, changeover and staff training on the new handsets is currently being liaised.

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

The Events Officer's report was NOTED.

The Chair reminded those present that £6,000 had been allocated for Town Centre events in the 2024/25 Budget and directed attention to the proposals within the report.

A Member referenced the success of the GB BMX Team at the previous Olympics and, with the sport to feature again at the Paris 2024 Olympics, felt that the BMX events proposed would be very apt and popular. Another Member concurred and hoped that such an event would be enjoyed by all spectators and not just those interested in the sport.

Members RESOLVED for the Mobile Bike Events, as proposed, to be booked in at a cost of £6,000, and requested that the Events Officer attend the next Committee Meeting to provide an update in person.

137. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2023

The Events Officer's report, including the appendix showing a breakdown of expenditure for events in 2023, was NOTED.

Members also NOTED the finances for the main Town Council events in 2023, resulting in an underspend of £4.36.

138. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was NOTED.

Thanks were given to Town Force, the Town Clerk, and other Officers involved with working hard to get the wall in Gloucester Road repaired.

A Member enquired as to any progress relating to an old fishing boat that had been offered to the Town Council, for use as a planter, and raised further queries about the Picturedrome Cinema and the Weather Station. The Chair suggested to the Member that they email the Clerk with such questions.

139. TO RATIFY RELEASE OF 2024-2025 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 1 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 1 OF 3), BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN

Cllr. Wells redeclared his Ordinary Interest as a member of the Bognor Pier Trust C.I.C.

The Assistant Clerk's report was NOTED.

The matter of whether organisations in receipt of Town Council funding were adhering to the conditions set upon them, in relation to inviting Councillor Representatives to their meetings, was raised by a Member. They explained that they had reason to believe that this was not happening and recommended that 2024-2025 Partnership Funding was not released to two of the organisations until this had been addressed.

Councillor Representatives appointed to the two organisations in question spoke of some meetings that they had attended in the past and the ways in which this had sometimes been reported to Council Meetings.

Some Members were reluctant to hold back funding as it was considered that both organisations make a huge contribution to the Town, for the enjoyment of many.

The Chair proposed that he work in liaison with the Councillor who had expressed these concerns, and with Officers, to fully address any issues surrounding Town Council Representatives and their attendance at meetings of organisations in receipt of funding from the Council.

Another Member spoke of the ongoing financial support that the Town Council makes towards the provision of CCTV in the Town, for which he felt feedback was lacking and wanted clarification on the future of this provision.

Cllr. Wells declared an Ordinary Interest in the Bognor Regis BID as a Levy Payer

In reference to the funding for the Town Centre Warden, the Member asked whether a Councillor will be appointed to the Bognor Regis BID Board, in addition to the Officer already appointed. The Chair reminded Members that the BID Board of Directors had rejected the Town Council's membership application.

- 139.1 Release of the Partnership Funding for 2024-2025 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.
- 139.2 Release of the Partnership Funding for 2024-2025 of £6,000 for Bognor Regis Seafront Lights (BRSFL) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.
- 139.3 Release of the Partnership Funding for 2024-2025 of £9,000 for Southdowns Music Festival (SMF) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.
- 139.4 Release of the Partnership Funding for 2024-2025 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.
- 139.5 Release of the Partnership Funding for 2024-2025 of £4,500 for Bognor Regis Regeneration Board (BRRB), as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.
- 139.6 Release of the Partnership Funding for 2024-2025 of £16,683 for Town Centre Warden (in partnership with Bognor Regis BID), as agreed as part of the Town Council's budget provision for the next financial year, was RATIFIED.

Cllr. Woodall ABSTAINED from voting and asked that this be recorded.

140. BALANCE OF PARTNERSHIP FUNDING 2024-2025, AND TO CONSIDER A REQUEST FROM ARUN ARTS LTD.

The Assistant Clerk's report was NOTED.

Cllr. Goodheart gave his apologies, explaining that he had another meeting to attend, and left the Meeting

More information about the proposal from the Regis Centre & Alexandra Theatre, for a Theatre Trail event, was required by Members. A Member suggested that consideration of whether the proposal was eligible for Partnership Funding should use the same measures as those employed with other recipients of these funds.

It was AGREED that the Chair would work in liaison with the Assistant Clerk to draw up a draft criterion for Partnership Funding to be presented at the next Committee Meeting.

141. TO NOTE THAT THE ALLOCATION OF GRANT AID FUNDING AWARDED TO THE TOWN SHOW HAS BEEN DECLINED AND CONSIDER ANY REALLOCATION

The Assistant Clerk's report was NOTED.

Members NOTED that £800 of Grant Aid 2024 funds allocated to the Bognor Regis Town Show had been declined by the organisers, as the event will not be going ahead in 2024, with a request from them that these funds be reallocated to the Bognor Regis Armed Forces Day event.

Whilst the significant contribution that each voluntary group makes to the Town was recognised, caution was urged in reallocating the money returned to one particular group, over any other, to ensure a fair process.

There were opposing views expressed by two Members, who felt that the Town Council should find more money to support this year's Bognor Regis Armed Forces Day, with the suggestion that the Council had been mistaken in only awarding £800 of the £3,000 requested by the organiser. In response, it was argued that the Council, when setting their budget, had cut their cloth accordingly and that this had decreased the Grant Aid funds available. The Council had been generous in previous years but the decision to award less than the amount asked for by the Armed Forces Day organiser was not a mistake, but a considered decision.

Further opinions were shared about alternative funding streams that were available to event organisers with comment made that many work hard behind the scenes, however, it was felt that some had come to rely too heavily on the Town Council fully funding their events, with little evidence of their own fundraising efforts being made.

Members RESOLVED to AGREE that the £800 Grant Aid 2024 funding originally awarded to the organisers of the Bognor Regis Town Show would not be reallocated but returned to General Reserves.

142. TO CONSIDER REQUEST FROM THE RN ASSOCIATION FOR THE COUNCIL TO RECONSIDER ITS POSITION IN RELATION TO THE LEVEL OF 2024 GRANT AID FUNDING AWARDED TO THE ARMED FORCES DAY EVENT

The Assistant Clerk's report was NOTED.

Cllr. Waterhouse left the Meeting and the Vice-Chair, Cllr. Wells, took the chair in his absence

Following on from discussions had under the previous Agenda item, a Member felt that it was important to be consistent and that the request from the local RN Association, for the Town Council to provide more funding to the Bognor Regis Armed Forces Day event, should be declined. The Grant Aid 2024 Budget available had been exhausted and if the Town Council conceded to this request for further funding, then more requests would possibly follow, and the Council's Reserves dipped into.

It was proposed and seconded that a letter be sent to the local RN Association to say that, respectfully, the Town Council could not meet the request to offer further funding towards the Bognor Regis Armed Forces Day event. This was AGREED.

Cllr. Waterhouse returned to the Meeting and retook the chair

143. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS – MIN. 123 REFERS

Cllr. Wells redeclared his Ordinary Interest, as a member of the Bognor Pier Trust C.I.C., and left the Meeting

The Assistant Clerk's report was NOTED.

Following the Policy and Resources Committee Meeting held on 29th January 2024, the Town Clerk wrote to the four organisations that had been identified by Members, as being potential recipients of a share of the £9,800 match-funding that was available, detailing the agreed criteria to be met, for the organisations to be considered.

All four organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2024. The applications were tabled for Members consideration at the meeting.

A Member pointed out that one of the applications received had been awarded Partnership Funding by the Town Council, rather than Grant Aid funding and suggested that they were not, therefore, eligible for the match-funding. The Town Clerk reminded those present that Members of the Committee had agreed at the previous meeting as to who should be invited to apply, and that the aforementioned applicant had been included.

The Clerk went on to say that two of the applications received had requested match-funding in excess of the Grant Aid monies awarded to them, despite it having been made clear in the letter of invitation that their proposals should be within budget.

Following some discussion, with each application considered and voted upon separately, Members RESOLVED the four organisations would receive a share of the £9,800 match-funding, as detailed below and subject to certain conditions: -

143.1 Bognor Regis Armed Forces Day -

£800 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.2 Bognor Regis Carnival Association -

£1,100 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.3 Bognor Regis Pier Trust C.I.C. –

£1,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.4 Southdowns Music Festival –

£3,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Cllr. Woodall voted AGAINST awarding Southdowns Music Festival a share of the £9,800 match-funding and asked that this be noted in the Minutes.

Cllr. Wells returned to the Meeting

144. TO CONSIDER THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS CARNIVAL AND BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT, AS PROPOSED CLLR. WELLS, AND TO IDENTIFY AN APPROPRIATE BUDGET IF NECESSARY

Cllr. Wells, as Proposer, spoke of previous criticism aimed at the Town Council for not having previously taken part in events such as these and suggested that a budget be identified, with a team of like-minded Councillors coming together to participate in the two events.

Members nominated Cllr. Wells to speak with the event organisers and unanimously RESOLVED a budget of £1,000, to be funded from Reserves, with Delegated Authority given to the Town Clerk in liaison with Cllr. Wells to progress this.

145. TO CONSIDER ANY RECOMMENDATIONS FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO EXPENDITURE OF THE PUBLICITY AND PROMOTIONS BUDGET AND TO AGREE FUTURE PROCESS

The Assistant Clerk's report was NOTED.

The Chair explained the background to the requirement for the Environmental and Leisure Committee to make recommendation to the Policy and Resources Committee in relation to expenditure of the Publicity and Promotion Budget. With this budget increased to £10,000 in 2023/24, it was considered reasonable at the time for any proposed expenditure to be processed in this way. However, whilst the Chair believed that this approach had been sensible, with the Publicity and Promotion Budget for 2024/25 decreased, he no longer felt that was necessary.

Members unanimously APPROVED the recommendation from the Environmental and Leisure Committee to reallocate £600 from the Publicity and Promotion Budget 2023/24 to cover the costs of producing posters, displaying a list of events supported by the Town Council, to be displayed in available seafront shelter poster sites.

Furthermore, Members unanimously APPROVED expenditure of up to £3,000 for the production of 2024 events leaflets, to be funded from the Publicity and Promotion Budget 2024/25, as recommended by the Environmental and Leisure Committee.

Going forward, it was unanimously AGREED to allow the Environmental and Leisure Committee to spend the 2024/25 Publicity and Promotion Budget as they see fit, without the need to make recommendations to the Policy and Resources Committee.

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

The Assistant Clerk's report was NOTED.

147. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR JANUARY AND FEBRUARY 2024

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of January and February 2024, was NOTED.

148. TO RECEIVE AND CONSIDER A DRAFT SERVICE LEVEL AGREEMENT IN RELATION TO BUSINESS WARDENS – MINS. 97 AND 98.4 REFER

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

Having considered the Draft Service Level Agreement for Business Warden provision in the Town, Members unanimously APPROVED the final Agreement between the Bognor Regis BID and Bognor Regis Town Council, without any suggested changes.

149. TO CONSIDER ADOPTION OF THE WAYFINDING STRATEGY REFERRED FROM COUNCIL MEETING HELD ON 4th MARCH 2024 – MIN. 170 REFERS

The Assistant Clerk's report, and the Bognor Regis Regeneration Board report appended, was NOTED.

The Chair noted that Rebecca White, from the Bognor Regis Regeneration Board was seated in the public gallery, and with the Committee's agreement, invited her to speak.

Ms. White briefly spoke about the funding that had been secured to date, to deliver the Wayfinding Strategy, and of the community engagement workshops held. She reminded Members that the Town Council had made a funding contribution to the development of the Strategy and informed them that Arun District Council had made a commitment in their Visitor Strategy.

A Member spoke of their keenness to see how the first phase, Route 1, of the Strategy would be delivered particularly in terms of its ongoing maintenance.

Ms. White explained that there had always been the intent to look for additional funding and that the materials chosen for the Wayfinding markers were appropriate to the environment and deemed as robust.

She went on to say that, if the Town Council were to adopt the Strategy, then there would be an expectation that the Wayfinding colour palette and designs would be incorporated by the Council wherever possible.

With there being no financial implication to the Town Council, at this time, Members AGREED to ADOPT the Wayfinding Strategy.

150. COUNCILLORS' ALLOWANCES – TO NOTE THE INCREASE IN THE BASIC PARISH ALLOWANCE FOLLOWING THE RECENT REVIEW OF ADC'S INDEPENDENT REMUNERATION PANEL. ALSO TO CONSIDER WHETHER TO INCREASE BRTC'S COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £663.80 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) WITH EFFECT FROM 1st APRIL 2024

The Assistant Clerk's report was NOTED.

Some Members chose to abstain from voting, as they either didn't claim the allowance or felt that accepting an increase was not appropriate given the difficult decisions taken and cuts made when agreeing the Council's Budget for 2024/25.

Members RESOLVED to APPROVE an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2024.

It was NOTED that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

151. ROLLING CAPITAL PROGRAMME INCLUDING: -

The Assistant Clerk's report was NOTED.

- 151.1 To ratify expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up
Members RATIFIED expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up.

152. FINANCIAL REPORTS INCLUDING: -

The Assistant Clerk's report was NOTED.

152.1 To note Committee I&E Reports for the month of February 2024 - previously copied to Councillors
Members NOTED receipt of the financial reports for the month of February 2024.

152.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2024, 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.

153. CORRESPONDENCE

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

154. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3D) – (CONTRACTUAL)

The Committee RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 26 (contractual).

155. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential).

The Meeting closed at 8.27pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 12th MARCH 2024

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

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

The Meeting opened at 4.02pm

165. 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.

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

With all Committee Members in attendance, there were no apologies for absence.

167. 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

168. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th FEBRUARY 2024

The Committee RESOLVED to AGREE and approve the Minutes of the meeting held on 20th February 2024 as an accurate record of the proceedings and the Chair signed them.

169. 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.

170. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

171. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16th, 23rd FEBRUARY AND 1st MARCH 2024

Cllr. Goodheart declared an Ordinary Interest in planning applications BR/9/24/PL and BR/26/24/HH, as these locations were close to his residential address, and stated that he would not take part in voting on either of these applications

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

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

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

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

The Assistant Clerk's report was NOTED.

Members RATIFIED the following representation, submitted by the Town Clerk in accordance with Delegated Authority and process, in relation to Pavement Licence application 119397 (The Landing Place, 1a West Lodge, The Esplanade, Bognor Regis, West Sussex, PO21 1GF): -

*"Members raised **NO OBJECTION** to Pavement Licence application 119397, although there was some concern about the proximity of the seating area with The Esplanade, in terms of patron's children potentially at risk of running into the road. However, the Committee noted that the seating plan indicates temporary barriers being in place which will hopefully mitigate this risk."*

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

173.1 Licensing Act 2003

Premises: Yummy Kebab and Pizza Express, 10 High Street, Bognor Regis, PO21 1SR

Licence Number: 119383

The Committee noted the application received for a Premises Licence including: - Late Night Refreshment between the hours of 23:00 and 05:00 Monday to Sunday (inclusive), Take Away to 05:00, Delivery to 02:00.

Members RESOLVED to raise an OBJECTION to the Premises Licence being granted for the reasons outlined in the application, as they felt that allowing takeaway until 05:00 daily to be unacceptable and would fail to meet the licensing objective to prevent crime and disorder, owing to antisocial behaviour. It was considered highly likely that patrons seeking a takeaway at this time of night/morning would have been consuming alcohol. Furthermore, the licensing objective in relation to the prevention of public nuisance would be challenged by the potential for litter. Licensing legislation supports a number of other key aims, of which protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises is one such aim. Members did not consider this to be achievable by permitting takeaway until 05:00hrs.

173.2 Licensing Act 2003

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

Licence Number: 119345

The Committee noted the application for a Variation of Premises Licence including: - To amend the start time for the sale of alcohol (for consumption on and off the premises) in respect of the venue known as 'Papa Johns' to begin at 09:00hrs Monday to Sunday (currently 12:00hrs);

To amend the start time for the sale of alcohol (for consumption on and off the premises) in respect of the venue known as 'The Diner' to begin at 09:00hrs Monday to Sunday (currently 12:00hrs); To add Live Music, Recorded Music and Performance of Dance 09:00hrs to 04:00hrs Monday to Sunday for the venue known as 'The Diner'.

Members RESOLVED to raise an OBJECTION to the Variation of Premises Licence being granted for the reasons outlined in the application. As a family resort, Members felt that a variation to the licence to permit the sale of alcohol from 09:00hrs in Papa Johns and The Diner would fail to meet the licensing objective in protecting children from harm by the serving of alcohol in these family eateries during the morning. Members also objected to the playing of music or performing of dance until 04.00hrs in The Diner as they felt that this would fail to meet the licensing objective in the prevention of public nuisance by causing disruption to those sleeping nearby.

- 173.3 Local Government (Miscellaneous Provisions) Act 1982
Premises: London Road, Bognor Regis
Licence Number: 119262

The Committee noted the application for Street Trading Consent for a General Market on Tuesdays (excluding January to mid-March) and Saturdays, 09:00hrs – 17:00hrs.

Members RESOLVED to raise NO OBJECTION to the Consent being granted.

174. CORRESPONDENCE

The Committee NOTED receipt of correspondence previously circulated.

Additional correspondence included: -

- 174.1 WSCC - News Release: West Sussex County Council seeks help from local residents to combat flooding.
- 174.2 ADC - Notification that planning application BR/6/24/PL (1 Argyle Road, Bognor Regis, PO21 1DY) is expected to be determined by the Planning Committee on 20th March 2024.
- 174.3 WSCC - News Release: Local leaders meet to address West Sussex water issues through strategic intervention.
- 174.4 WSCC - Public Notice that Sturges Road, at the junction with Linden Road, will be temporarily closed to traffic on 25th March 2024 for up to 5 days (it is estimated to be completed on 29th March 2024) and is required while works are undertaken to install a leakage and pressure monitoring meter. The restriction will be in place 24hrs/day with access maintained for residents and pedestrians. Emergency services should follow the diversion route for access.
- 174.5 ElanCity - Special offer on solar version radar speed signs.

The Meeting closed at 5.37pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 12th MARCH 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 16th, 23rd FEBRUARY AND 1st MARCH 2024)

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

<p>BR/9/24/PL 20 Henry Street Bognor Regis PO21 1AR</p>	<p>Change of use from 1 No. dwelling to a 4-bedroom HMO. This application is in CIL zone 4 and is CIL liable as new dwellings.</p>	<p>OBJECTION Members were concerned about the size of the rooms, and whether the shape of some offered adequate useable living space that would meet the standards set out in the Chartered Institute of Environmental Health (CIEH) Amenity Standards for HMOs 1994, and the Houses in Multiple Occupation (Prescribed Description) (England) Order 2018. This was exacerbated by the lack of clarity in relation to the number of occupants proposed as "4-bedroom" does not necessarily mean 4-people.</p> <p>Members also felt that the proposal, due to the introduction of an additional HMO, will result in adverse harm to the character of the area and result in an imbalance of uses by the eroding of household types, contrary to criterion (a) of H SP4 of the Arun Local Plan.</p> <p>It has not been satisfactorily demonstrated that sufficient external amenity space / open space is provided for the four units.</p>
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<p><i>BR/9/24/PL (continued)</i> <i>20 Henry Street</i> <i>Bognor Regis</i> <i>PO21 1AR</i></p>		<p>This conflicts with Arun Local Plan policy H SP4 (c), and Part H of the Arun Design Guide.</p> <p>In the absence of a parking study, it has not been demonstrated that the proposal would not contribute to the generation of excessive parking demands in the area contrary to criteria (b) of HMO policy H SP4. Furthermore, there is no cycle storage shown on the proposed plans and it is difficult to see how this could be achieved owing to a severe lack of external amenity space.</p>
<p><u>BR/26/24/HH</u> <u>11 Chichester Road</u> Bognor Regis PO21 2XG</p>	<p>Single storey front and two storey side extension following granted upward extension by BR/259/23/PD. New roof to existing conservatory. Widening the access gate. Demolition of existing garage.</p>	<p>NO OBJECTION</p>
<p><u>BR/28/24/HH</u> <u>9 Pinewood Gardens</u> Bognor Regis PO21 2XB</p>	<p>Single storey flat roof rear extension with roof light.</p>	<p>OBJECTION With the plans indicating that the extension would be sited on the boundary line shared with the neighbouring property (8 Pinewood Gardens), questions arise as to how the proposed extension will be maintained, in terms of gutters and soffit boards when there is no access to the southwest elevation. There is also the question of whether a party wall agreement for an extension being built along the boundary of these adjoining properties is required.</p>

<p><i>BR/28/24/HH (continued)</i> <i>9 Pinewood Gardens</i> <i>Bognor Regis</i> <i>PO21 2XB</i></p>		<p>The siting of the building is such that it has unneighbourly and significantly adverse impacts on the amenities of the occupiers of the neighbouring property (8 Pinewood Gardens) by way of appearing overbearing and oppressive in contradiction with Policies D DM1, D DM4 and QE SP1 of the Arun Local Plan, the Arun Design Guide and relevant parts of the NPPF.</p>
<p><u>BR/30/24/HH</u> <u>1A Normanton Avenue</u> Bognor Regis PO21 2TX</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof with rear facing dormer. New highway access and vehicle crossover.</p>	<p>OBJECTION The scale, height, and siting of the building are such that it has an unneighbourly impact and causes substantial harm on the amenities of the occupiers of the neighbouring property to the north (15 Normanton Avenue) by way of appearing overbearing and oppressive in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan, the Arun Design Guide and relevant parts of the NPPF. Owing to the proximity of the rear (north) elevation to the boundary, windows of the proposed development would have a direct view into the garden of neighbouring property identified. Unless opaque glass were used in fixed windows to the rear then this would be unacceptable.</p> <p>It has not been satisfactorily demonstrated that sufficient external amenity space / open space is</p>

<i>BR/30/24/HH (continued)</i> <i>1A Normanton Avenue</i> <i>Bognor Regis</i> <i>PO21 2TX</i>		<p>provided for a dwelling of this size. This conflicts with Arun Local Plan policy H SP4 (c), and Part H of the Arun Design Guide.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 2nd APRIL 2024

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

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

The Meeting opened at 4.01pm

175. 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.

The Assistant Clerk informed those present that the Fire Assembly Point had been relocated to the front of the Town Hall, by the War Memorial.

176. 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.

177. 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

178. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12th MARCH 2024

The Committee RESOLVED to AGREE and approve the Minutes of the meeting held on 12th March 2024 as an accurate record of the proceedings and the Chair signed them.

179. 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.

180. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

181. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd MARCH 2024

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

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

The following decision was RATIFIED:

- Licence Application Number: 119495 in relation to Litte Piggies Café, 39 Bedford Street, Bognor Regis, PO21 1SH - Members AGREED to offer NO OBJECTION to the application to place 5 tables and 10 chairs directly outside the premises.

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

183.1 Licensing Act 2003

Premises: Promocja Market, 3 Richmond Road, Bognor Regis, PO21 1BU

Licence Number: 119485

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

Members RESOLVED to raise NO OBJECTION to the Premises Licence being granted for the reasons outlined in the application, subject to satisfactorily meeting the Licensing Objectives.

183.2 Licensing Act 2003

Premises: Nando's, Unit G, Arun Retail Park, Shripney Road, Bognor Regis, PO22 9NF

Licence Number: 119480

The Committee noted the application for a Premises Licence including: - The sale of alcohol for consumption on and off the premises Monday to Sunday between 11:00 and 00:00, and the provision of late-night refreshment between 23:00 and 00:00 Monday to Sunday.

Whilst NOTING that the application was for a premises located in the parish of Bersted, although on the border with Bognor Regis, Members RESOLVED to raise NO OBJECTION to the Premises Licence being granted for the reasons outlined in the application, subject to satisfactorily meeting the Licensing Objectives.

184. TO RECEIVE AN UPDATE IN RELATION TO ADC'S REVIEW OF THE PLANNING LOCAL VALIDATION REQUIREMENTS LIST AND TO CONSIDER SUBMITTING ANY FURTHER COMMENTS IN RESPONSE TO THE CONSULTATION BY 8th APRIL 2024

The Assistant Clerk's report was NOTED.

Having reviewed the revised lists, previously circulated by email, Members AGREED to submit NO COMMENT in response to ADC's second round of consultation in relation to Planning Local Validation Requirements Lists.

185. CORRESPONDENCE

The Committee NOTED receipt of correspondence previously circulated.

The Meeting closed at 4.32pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 2nd APRIL 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 8th, 15th AND 22nd MARCH 2024)

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

BR/34/24/HH 113 Marshall Avenue Bognor Regis PO21 2TH	Demolition of existing canopy, construction of single storey extension to rear of house.	NO OBJECTION
BR/32/24/PL The Regis School Westloats Lane Bognor Regis PO21 5LH	<i>Construction of a new entrance and office extension. This application is in CIL zone 4 (zero rated) as other development.</i>	NO OBJECTION
BR/40/24/PO 22 Crescent Road Bognor Regis PO21 1QG	Application to remove paragraph 1 of Schedule 2 on the Section 52 Agreement dated 22/2/1988 linked to BR/520/87 that obligates that no person of less than state pensionable age is to occupy the property.	NO OBJECTION
BR/41/24/CLE Branscombe 6 Ellasdale Road Bognor Regis PO21 2SG	Lawful development certificate for an existing use as a HMO comprising 7no bedsits.	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 23rd APRIL 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: S. Goodheart (during Min. 191), P. Ralph, B. Waterhouse and Mrs. G. Yeates

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

The Meeting opened at 4.02pm

186. 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.

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

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

188. 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.

There were no declarations of Interest

189. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2nd APRIL 2024

The Committee RESOLVED to AGREE and approve the Minutes of the meeting held on 2nd April 2024 as an accurate record of the proceedings and the Chair signed them.

190. 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.

191. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th MARCH, 5th AND 12th APRIL 2024

Cllr. Goodheart arrived at the Meeting

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

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

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

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

Having considered Pavement Licence Application Number: 119568, in relation to Charlie Charlie 1, 56A High Street, Bognor Regis, West Sussex, PO21 1SP, Members AGREED to offer NO OBJECTION to the application

to place 5 tables and 15 chairs directly outside the premises, Monday to Friday 8.00am – 5.00pm, Saturday and Sunday 8.30am - 4.30pm.

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

- 193.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: London Road, Bognor Regis
Licence Number: 119582

The Committee noted the application for Annual Street Trading Consent for an Individual Trader (Fashion Clothing), Monday to Sunday, 9.00am – 5.00pm.

Members RESOLVED to raise NO OBJECTION to the Consent being granted.

194. **TO CONSIDER AND AGREE ANY RESPONSE TO ADC'S ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION**

The Assistant Clerk's report was NOTED.

Members considered it important for the Town Council to submit a representation in response to the consultation but required more time to consider the consultation documents and to allow for the opportunity to attend the ADC Drop-In Sessions to be held at Bognor Regis Town Hall on Thursday 25th April and Friday 3rd May 2024.

Therefore, it was AGREED that the Assistant Clerk would re-circulate the consultation documents on the understanding that each Councillor responding to the consultation questions would do so by replying to the Assistant Clerk, and all Committee Members, by no later than midday on Monday 13th May 2024. Members RESOLVED to give Delegated Authority to the Assistant Clerk to enable them to submit the collated responses to ADC by the deadline of 5pm on 13th May, with this representation to be subsequently ratified at the Committee Meeting to be held on 14th May 2024.

195. CORRESPONDENCE

The Committee NOTED receipt of correspondence previously circulated.

Additional correspondence included: -

- 195.1 WSCC - Public Notice that the use of Linden Road, Bognor Regis, from junction with Town Cross Avenue to Victoria Drive is temporarily prohibited from 16th April. The restriction will be in place 24hrs and is necessary to allow SGN to carry out emergency repairs on a gas leak safely. It is anticipated the works will be completed by 24th April. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above.

- 195.2 WSCC – Public Notice that the use of Rowan Way, Bersted, from junction with Rowan Way Roundabout to junction with North Bersted Street is temporarily prohibited from 18th April. The restriction will be in place 1 night only, 8pm – 6am. This emergency closure is necessary to allow Balfour Beatty to undertake urgent carriageway patching. It is anticipated the works will be completed by 19th April. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above.

The Meeting closed at 4.55pm

PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd APRIL 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 29th MARCH, 5th AND 12th APRIL 2024)

Please Note: there were no planning applications for Bognor Regis on List dated 29th March 2024. Furthermore, owing to an amendment in the description of works, planning application BR/46/24/HH, which was the only application for Bognor Regis featured on List dated 5th April 2024, was subsequently re-advertised the following week.

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

BR/46/24/HH (re-advertised) 45 Mead Lane Bognor Regis PO21 2TH	Rear dormer extension and alterations to fenestrations at rear. (This application may affect the character and appearance of the Upper Bognor Road & Mead Land Conservation Area).	NO OBJECTION However, concerns arise from the proposed roof light and the residential amenity of neighbours owing to proximity. The comments of the Conservation Panel, in relation to style, are supported.
BR/50/24/PL Hook House 51 Hook Lane Bognor Regis PO22 8AR	Change of use from a 4-bedroom dwelling to a 6-bedroom student HMO (resubmission following BR/180/23/PL). This site is in CIL Zone 4 (Zero Rated) as other development.	OBJECTION The HMO would result in a proliferation and over concentration of such uses in an area with an Article 4 direction which removed permitted development rights for C3 to C4 changes. The additional HMO would result in harm to the character of the area by virtue of harm associated with a further House in Multiple Occupation to the wellbeing of the local community due to the number of such uses contrary to policy HSP 4 (a) of the Arun Local Plan. The previous application proposed parking for 4 cars, and yet the

<p>BR/50/24/PL (continued) Hook House 51 Hook Lane Bognor Regis PO22 8AR</p>		<p>resubmitted application form suggests that only 2 car parking spaces are now proposed, with no evidence of cycle storage provision. The provision of only 2 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> <p>Despite the comments in ADC's decision notice when refusing BR/180/23/PL, it is not evident that the applicant has resubmitted sufficient information to adequately assess the flood risks posed by the development, especially in regard to people and climate change, and the proposal continues to be in conflict with Arun Local Plan Policy W DM2, the NPPF and associated guidance in that the site lies in Flood Zone 3.</p> <p>Additionally, it cannot be determined where the applicant has responded to ADC's concerns, and it appears that they have still not satisfactorily demonstrated that sufficient external amenity space/open space is provided by the property for the six students. This conflicts with Arun Local Plan Policy H SP4 (c), and Part H of the Arun Design Guide.</p>
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 18th MARCH 2024

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

15. 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.

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

With all Members of the Committee present, there were no apologies for absence to approve.

17. 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 items 9 and 10 as an Arun District Councillor

Cllr. Brooks declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor, and in relation to the seafront shelter poster sites

Cllr. Nash declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor, and in Agenda item 11 as Chair of Southdowns Music Festival

Cllr. Miss. Needs declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor

Cllr. Stanley declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 9 and 10 as an Arun District Councillor

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

18. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th JANUARY 2024

Members were asked if there were any objections to the Minutes of the last Environmental and Leisure Committee Meeting, held on the 15th January 2024.

The Committee APPROVED the Minutes of the Environmental and Leisure Committee Meeting held on 15th January 2024, as an accurate record of the proceedings and the Chair duly signed them.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.33pm

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 damage to a wall in Gloucester Road, proposed an art exhibition on the Promenade, and expressed a desire to see wind shields on the Promenade Bandstand.

The member of the public also spoke of the wall previously mentioned and of concerns about the safety of vehicle drivers and pedestrians at this location, owing to a sharp bend in the road. A Member thanked the Chair and quick action of the Town Clerk in achieving a positive outcome in getting the wall repaired. He believed this reflected the purpose of the Council – to facilitate for the good of the Town. In response to safety concerns, the Clerk advised that liaison was taking place with WSCC in the hope that this could be addressed, and a suitable solution found.

It was suggested that the model Bathing Machine, discussed at previous meetings and which it was hoped could be installed in the grounds of the Royal Norfolk Hotel, be located in ADC owned Rock Gardens opposite.

The Chair reconvened the Meeting at 6.45pm

20. CLERK'S REPORT FROM PREVIOUS MINUTES

20.1 11th September 2023 – Min. 41 Bognor Regis BID's request to utilise BRTC's catenary wires for Wayfaring flags

Following a request from the Bognor Regis BID, to utilise the catenary wires in London Road for Wayfaring flags, discussions have been ongoing with the matter last considered at the Committee Meeting in September 2023. Notification has since been received from the BID to advise that, owing to a lack of funding, the Wayfaring flags are on hold.

For reference, during their preliminary work, the BID gathered an industry standard calculation to determine wind loads for the flags and it was confirmed that the catenary wires were certified to withstand up to 5 kilonewtons, and that this would be sufficient for the Wayfaring flags.

As part of BRTC's Christmas lights contract, the next load test is scheduled for September 2024, and it has been requested that a load of 6 kilonewtons be applied for certification, at no additional cost.

20.2 15th January 2024 – Min. 7.1 Data collection of sunshine hours
A decision from the Met Office, in relation to automation of the full site, is still awaited. The Clerk is in liaison with Butlin's about the possibility of the Campbell Stokes sunshine recorder being re-established on resort.

20.3 15th January 2024 – Min. 7.4 Correx board lamp post sleeves
With the dates and locations of Councillor Drop-In Surgeries agreed at the Council Meeting held on 4th March 2024, Officers will progress with the production of Correx Boards to advertise these, and other events in the town, in accordance with the size and style agreed by Members at the meeting held 6th November 2023 (Min. 57 refers). Comments about the positioning of QR codes is acknowledged and these will be displayed on the upper part of the boards.

21. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 7th FEBRUARY AND 13th MARCH (IF AVAILABLE) 2024

The Assistant Clerk's report, including the appended Notes of the Bognor Regis in Bloom Working Group Meeting held on 7th February 2024, was NOTED.

The Notes of the meeting held on 13th March 2024 were not available and, therefore, DEFERRED to a future meeting.

Members unanimously RESOLVED to RATIFY that the remaining £1,200 in the 2023/24 Environmental Projects Budget be allocated to Town Force, to cover the cost of improvements to various planters in the Town, and that the remaining £123 in the 2023/24 Competitions Budget be earmarked to purchase seeds for the Schools Competition.

22. TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 11 REFERS INCLUDING: -

- TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S SPONSORSHIP OF THE BOGNOR REGIS CONCERT BAND AND TO AGREE ANY NEXT STEPS – MIN. 11 REFERS
- TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 11 REFERS
- TO CONSIDER THE UTILISATION OF ANY REMAINING FUNDS IN THE PUBLICITY AND PROMOTION BUDGET 2023/24

The Assistant Clerk's report, including the appendices relating to the breakdown of expenditure from the Publicity and Promotion Budget 2023/24, and a list of forthcoming events in the Town, was NOTED.

Cllr. Wells stated that if the Bognor Regis Concert Band, with whom he does business, was discussed then he would leave the room

Cllr. Nash declared an Interest as an event organiser

Cllr. Wells left the Meeting as discussion turned to the Bognor Regis Concert Band

- 22.1 The rationale in spending money on BRTC sponsored headwear and banners, as proposed was questioned given that there was no firm concert programme in place with the band. There was also concern expressed about what value for money there was in spending these funds in this way. Consideration was given as to the feasibility of organising events for 2024, at which the Concert Band could perform on behalf of the Town Council, and the application process involved to hold events on ADC land.

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

Following a vote, it was AGREED that, instead of music stand banners, the £2,500 allocated from the Publicity and Promotion Budget 2023/24 be utilised to fund BRTC branded hats, armbands and feather flags in support of the Bognor Regis Concert Band. Furthermore, Members AGREED that any remaining funds be used to cover costs for the Bognor Regis Concert Band to perform on behalf of the Town Council with Delegated Authority given to Officers so that they may work in liaison with the Band in organising these and publicising the events.

Cllr. Wells returned to the Meeting

- 22.2 With there being no furtherment in relation to proposals for a virtual event, and following further discussion, Members unanimously AGREED to RECOMMEND to the Policy and Resources Committee that the £600 allocated from the Publicity and Promotion Budget 2023/24 for this purpose be reallocated to produce 6 posters, displaying a list of events supported by the Town Council, to be displayed in available seafront shelter poster sites.

Cllr. Nash left the Meeting

- 22.3 Members NOTED that there was £81.46 remaining in the 2023/24 Publicity and Promotion Budget.

23. TO AGREE ANY NEXT STEPS IN RELATION TO SEAFRONT SHELTER POSTER SITES AND ASSOCIATED COSTS – MIN. 7.2 REFERS

The Assistant Clerk's report was NOTED.

It was not felt that demand for use of the seafront shelter poster sites was high enough to warrant looking into increasing the number of these sites. Neither was it deemed necessary to replace the clip frames that are currently in situ at these locations.

Cllr. Nash returned to the Meeting

There was a brief discussion about running another photo competition, and the production of generic posters.

It was unanimously AGREED that the £2,000 included in the Publicity and Promotion Budget 2024/25 to cover costs associated with the seafront shelter poster sites, should be earmarked for general promotion throughout the year. It was further AGREED that the availability of the poster sites for event organisers to advertise upon should be better promoted, on social media, for instance.

Cllr. Stanley left the Meeting and then returned

24. CONSIDERATION AS TO WHETHER TO PURSUE WINDSHIELDS FOR THE PROMENADE BANDSTAND ANY FURTHER AND, IF SO, IDENTIFICATION OF THE LEVEL OF FUNDING REQUIRED TO COME FROM THE 2024/25 PUBLICITY AND PROMOTION BUDGET – MIN. 7.3 REFERS

The Assistant Clerk's report was NOTED.

Some comments were made about the infrequency of the seafront bandstand being used by musicians and whether permeable wind shields would result in any increase for demand.

Members unanimously DISAGREED with pursuing wind shields for the promenade bandstand any further.

25. TO NOTE THE AMOUNT ALLOCATED TO THE PUBLICITY AND PROMOTION BUDGET 2024/25 AND FUTURE CONSIDERATIONS FOR ITS PROPOSED EXPENDITURE INCLUDING A PROPOSAL TO PRODUCE A 2024 EVENTS LEAFLET

The Assistant Clerk's report, and the appendix relating to an events leaflet, was NOTED.

It was NOTED that there is funding of £7,000 in the Publicity and Promotion Budget 2024/25, of which £2,000 is allocated to costs associated with the seafront shelter poster sites. It was further NOTED that any proposed expenditure in excess of £1,000 would need to be recommended to the Policy and Resources Committee for approval, unless this is subsequently deemed unnecessary by them.

The merits of advertising events in the Town beyond social media, by way of leaflets for example, was promoted. Discussions centred around the distribution of an events leaflet including suggestions such as arranging leaflet drops at local holiday sites, residential homes, railways stations and neighbouring towns and villages.

Following a suggestion that 30,000 leaflets could be produced on A4, folded to DL size, it was proposed that the events leaflet reflects the information advertised on the events posters in the seafront shelters.

Cllr. Nash redeclared his Interest as an event organiser and advised that he would not take part in the vote

Members AGREED to produce 30,000 leaflets promoting 2024 events in the Town and RESOLVED to RECOMMEND to the Policy and Resources Committee that expenditure of up to £3,000 from the Publicity and Promotion Budget 2024/25 be used to fund this, unless this was subsequently deemed unnecessary by them. Delegated Authority was given to Officers in liaison with Cllr. Wells, in the design and content of the leaflets, in order to progress this project.

26. TO CONSIDER THE APPLICATION PROCESS FOR THE YOUTH & YOUNG PERSONS BUDGET 2024/25

The Assistant Clerk's report was NOTED.

Comment was made about how recently the last round of applications to the Youth & Young Persons Budget had been considered, and that it made sense to receive all applications at once, as was the case with the Town Council's Grant Aid process. A Member felt that those applying for funding from the Town Council should be proactive in sourcing match-funding rather than looking entirely to the Council to cover project costs.

Members unanimously AGREED to DEFER a review of the Youth & Young Persons Budget applications process until the July Meeting, to allow time for the Policy and Resources Committee to review the Grant Aid application process. Additionally, the decision as to whether applications for funding from the Youth & Young Persons Budget 2024/25 should be considered as and when they are received, or to consider all applications received en-bloc at the Committee Meeting to be held on 4th November 2024, was also DEFERRED until the review had been carried out.

27. TO RECEIVE FEEDBACK FOLLOWING THE 2023 CHRISTMAS ILLUMINATIONS WASH-UP MEETING AND TO AGREE ILLUMINATIONS TIMER SETTINGS FOR 2024

The Assistant Clerk's report was NOTED.

In general, it was considered preferable for the Christmas lights to come on earlier than 3pm, to make the Town Centre more appealing to shoppers. Equally, it was felt that having the lights stay on later into the evening would benefit the night-time economy, promote a sense of security through the Town Centre being lit-up, and hopefully quell antisocial behaviour.

Members AGREED that the festive lighting in the Town Centre should be programmed to come on at midday and be turned off at 2am for Christmas 2024.

28. CORRESPONDENCE

No correspondence, pertaining to the Environmental and Leisure Committee, had been received.

The Meeting closed at 8.29pm

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 19 – TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH 2024 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (APRIL NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION.

Please note that the Balance Sheet for 31st March 2024 is not yet available as this will be subject to possible changes as part of the end of year accounts.

The same is applicable for the Income and Expenditure Summary and Detail pages.

These documents will all be published as soon as these become available.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 20 – TO NOTE THE CONTINUED ADOPTION OF ALL CURRENT TERMS OF REFERENCE AND TO AGREE MINOR AMENDMENTS TO WORDING IN STANDING ORDERS

REPORT BY THE TOWN CLERK

FOR DECISION

Following a robust review of all the Council's Terms of Reference, the current versions were adopted at the Council Meeting held on 2nd January 2024 (Min. 150 refers). Having only recently been reviewed, unless there are changes in legislation or best practice, then these will next be reviewed in 2025.

Coinciding with the adoption of the current Terms of Reference was the restructuring of committees which subsequently required minor amendments to be made to Standing Orders. Whilst making the necessary updates, amendments were also made to the referencing of 'Chairman/Chairmen' and 'Vice-Chairman/Vice-Chairmen' to achieve consistency with the wording on Agendas and Minutes, which reads 'Chair' and 'Vice-Chair' (as highlighted in Appendix 1).

DECISIONS

Members are asked to NOTE the continued adoption of all current Terms of Reference.

Members are invited to AGREE the amended wording of Standing Orders as proposed.



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS

Adopted by the Council at its Meeting held on 5th September 2022

Amended 4th September 2023 (Min. 74.1 refers)

INTRODUCTION

A Town Council is generally not required by law to make Standing Orders which regulate how they conduct their business, except with respect to the making of contracts for the supply of goods or materials or for the execution of works. However, the basic provisions in the 1972 Local Government Act (and other legislation) are insufficient for the majority of Town Councils and Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

Standing Orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a Council but Standing Orders may refer to them.

These Standing Orders have been drafted using the model document published by the National Association of Local Councils (NALC) in April 2022 as a basis.

These Standing Orders were adopted by Council on 5th September 2022 (**amended on 4th September 2023**), and replace all previous versions.

Any part of the Standing Orders printed in **bold type** may not be suspended (see Standing Order 26a), as they contain legal and statutory requirements.

In these Standing Orders the title of Chair~~man~~ of the Council and Vice-Chair~~man~~ of the Council when referring to meetings of the Full Council, denotes reference to the Mayor and Deputy Mayor.

Date	Section	Ref/Title	Details of Amendment made
13.05.2024	All	All	Change 'Chairman' etc to 'Chair'; removal of reference to Community Engagement and Environment Committee (dissolved); removal of term 'Town' Mayor
13.05.2024	3 5	w(ii) l(ii)	Removal of reason for absence

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair~~man~~ of the meeting.
- b No discussion shall take place upon the Minutes of the Council except upon their accuracy. Corrections to the Minutes shall be made by Resolution and must be initialled by the Chair~~man~~ of the meeting.
- c A Motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- d A Motion on the agenda that is not moved by its proposer may be treated by the Chair~~man~~ of the meeting as withdrawn.
- e If a Motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- f An amendment is a proposal to remove or add words to a Motion. It shall not negate the Motion.
- g If an amendment to the original Motion is carried, the original Motion (as amended) becomes the substantive Motion upon which further amendment(s) may be moved.
- h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair~~man~~ of the meeting, is expressed in writing to the Chair~~man~~.
- i A Councillor may move an amendment to his own motion if agreed by the meeting and if it has been seconded, with the consent of the seconder and the meeting.
- j If there is more than one amendment to an original or substantive Motion, the amendments shall be moved in the order directed by the Chair~~man~~ of the meeting.
- k Subject to Standing Order 1(l), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair~~man~~ of the meeting.
- l One or more amendments may be discussed together if the Chair~~man~~ of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A Councillor may not move more than one amendment to an original or substantive Motion.
- n The mover of an amendment has no right of reply at the end of debate on it.
- o Where a series of amendments to an original Motion are carried, the mover of the original Motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive Motion immediately before it is put to the vote.

- p Unless permitted by the Chair~~man~~ of the meeting, a Councillor may speak once in the debate on a Motion except:
- i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the Motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q During the debate on a Motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- r A point of order shall be decided by the Chair~~man~~ of the meeting and their decision shall be final.
- s When a Motion is under debate, no other Motion shall be moved except:
- i. to amend the Motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the Motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a Motion to a Committee or Sub-Committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive Motion is put to the vote, the Chair~~man~~ of the meeting shall be satisfied that the Motion has been sufficiently debated and that the mover of the Motion under debate has exercised or waived their right of reply.
- u Excluding Motions moved under Standing Order 1(s), the contributions or speeches by a Councillor shall relate only to the Motion under discussion and shall not exceed TWO minutes without the consent of the Chair~~man~~ of the meeting except for the mover or seconder of the Motion whose speech may not exceed THREE minutes.
- v The mover of an original Motion (but not an amendment) shall have a right of reply, not exceeding FIVE minutes, immediately before the Motion is put to the vote [see 1n].

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting, behave offensively or improperly or in such a manner as to breach the Council's Code of Conduct or bring the Council in to disrepute. If this Standing Order is ignored, the Chair~~man~~ of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair~~man~~ of the meeting to moderate or improve their conduct, the Chair~~man~~ of the meeting may move that the person be no longer heard or be excluded from the meeting. The Motion, if seconded, shall be put to the vote without discussion.
- c If a Resolution made under Standing Order 2(b) is ignored, the Chair~~man~~ of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-Committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a Resolution which shall give reasons for the public's exclusion.**
- e Meetings of the Council shall normally be held in the Council Chamber of the Town Hall at 6.30pm on Mondays every two months after the Statutory Annual Meeting of the Council or, if this is a Public Holiday, on the Tuesday after (the next day) or the following Monday, as the ~~Town~~ Mayor shall determine in consultation with the Town Clerk. The 6.30pm start shall normally also apply to Council Committees where possible.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(h) shall not exceed FIFTEEN minutes. Similar arrangements will apply at Committees. ~~except the Community Engagement and Environment Committee as noted in Standing Order 3(g).~~

- ~~g — A period of time designated for public participation not exceeding SIXTY minutes shall be allowed for meetings of the Community Engagement and Environment Committee only.~~
- h During the time designated for public participation, a Member of the public or Councillor not serving on the Committee, can ask questions or make statements, provided that if there are insufficient questions/statements to fill the FIFTEEN minutes, ~~(or SIXTY minutes at meetings of the Community Engagement and Environment Committee – see (g) above),~~ the Council will commence business forthwith. Priority will be given to those who have submitted questions in writing in advance. Questioners must give their name before stating their question and may speak for up to a maximum of TWO minutes each or FIVE minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period. Councillors who are appointed to a Committee are not permitted to speak under the Agenda item designated for public participation at meetings for the said Committee.
- i In accordance with Standing Order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chair~~man~~ of the meeting may direct that a written or oral response be given.
- j A person shall raise their hand when requesting to speak and may stand or remain seated when speaking.
- k A person who speaks at a meeting shall direct their comments to the Chair~~man~~ of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair~~man~~ of the meeting shall direct the order of speaking.
- m Whenever the ~~Town~~ Mayor rises during a debate all other Members shall be seated and silent.
 - n **Subject to Standing Order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The Council will also take steps to ensure that children, the vulnerable and Members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.**
 - o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - q **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair~~man~~ of a meeting may in their absence be done by, to or before the Vice-Chair~~man~~ of the meeting.**

- r **The Chair~~man~~ of the meeting, if present, shall preside at a meeting. If the**
- **Chair~~man~~ is absent from a meeting, the Vice-Chair~~man~~ of the meeting if**
- **present, shall preside. If both the Chair~~man~~ and the Vice-Chair~~man~~ are**
- absent from a meeting, a Councillor as chosen by the Councillors present at**
- the meeting shall preside at the meeting.**

- s In the event of the Chair~~man~~ or Vice-Chair~~man~~, as the case may be, arriving after
- the commencement of the meeting, the Vice-Chair~~man~~ or other Councillor
- appointed pro tem shall vacate the chair and the Chair~~man~~ or Vice-Chair~~man~~, as
- the case may be, shall thereupon preside.

- t **Subject to a meeting being quorate, all questions at a meeting shall be**
- **decided by a majority of the Councillors and non-Councillors with voting**
- **rights present and voting.**

- u **The Chair~~man~~ of a meeting may give an original vote on any matter put to**
- **the vote, and in the case of an equality of votes may exercise their casting**
- **vote whether or not they gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair~~man~~ of the Council at the Annual Town Council Meeting.

- v **Unless Standing Orders provide otherwise, voting on a question shall be by**
- **a show of hands or, if at least TWO Members so request, by signed ballot. At**
- **the request of a Councillor, the voting on any question shall be recorded so**
- as to show whether each Councillor present and voting gave their vote for**
- or against that question.** Such a request must be made before the vote is taken.

- w The minutes of a meeting, whilst not a verbatim record of debate at a meeting, shall include an accurate record of the following:

- i. the time and place of the meeting;

- ii. the names of Councillors who are present and the names of Councillors who are absent and ~~the reason for the absence;~~ whether these absences meet the agreed criteria;

- iii. interests that have been declared by Councillors and non-Councillors with voting rights;

- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;

- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;

- vi. if there was a public participation session;

- vii. the Resolutions made; and

- viii. The details of the recorded vote, if this has been requested by a Member at that meeting (see Standing Order 3v).

- x **A Councillor or a non-Councillor with voting rights who has a Disclosable Pecuniary Interest or another Interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.**
- y **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present. The quorum is therefore 6.**

See Standing Order 4d(vi) for quorum of Committee/Sub-Committee meeting.

- z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. This applies to all meetings except for those of the Planning and Licensing Committee where the agreed process for delegation of the comments on statutory planning application consultations to be submitted is followed.

- aa All meetings must conclude within TWO hours of starting, ~~except the Community Engagement and Environment Committee which may be extended to TWO and a HALF hours.~~ This time limit may be extended for any meeting by a maximum of FIFTEEN minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose Terms of Reference and Members shall be determined by the Committee.**
- b **The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint Standing Committees or other Committees as may be necessary, and:
 - i. shall determine their Terms of Reference upon recommendation from the Policy and Resources Committee;
 - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next Annual Town Council Meeting;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;
 - v. Committee Chairs ~~men~~ and Vice-Chairs ~~men~~ shall be appointed at the Annual Town Council Meeting and they shall hold office until the next

Annual Meeting Town Council Meeting;

- vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;
- vii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee; [nb. The public and press are legally entitled to attend if the Sub-Committee has decision making powers.]
- viii. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend;
- ix. may dissolve or alter the Membership of a Committee or a Sub-Committee;
- x. shall ensure that the political composition of, and the total number of places on, Committees fairly and as accurately as possible reflects the political composition of the Full Council;
- xi. The ~~Town~~ Mayor and Deputy ~~Town~~ Mayor ex officio shall be Members of the Policy and Resources Committee;
- xii. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings. With the agreement of the Committee, the Chair~~man~~ of each Committee shall have discretion as to whether Members may speak on a subject more than once and as to how many times;
- xiii. A Member who has proposed a Motion that has been referred to any Committee, of which they are not a Member, may explain their Motion to the Committee but shall not vote.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the Annual Town Council Meeting shall be held on a Monday on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the Annual Town Council Meeting shall be held on a Monday in May as the Council decides.**
- c **If no other time is fixed, the Annual Town Council Meeting shall take place at 6pm.**
- d **In addition to the Annual Town Council Meeting, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides. See 3e for policy on number of ordinary Council meetings.**
- e **The first business conducted at the Annual Town Council Meeting shall be the election of the Chair~~man~~ and Vice-Chair~~man~~ of the Council.**
- f **The Chair~~man~~ of the Council, unless they have resigned or becomes**

disqualified, shall continue in office and preside at the Annual Town Council Meeting until their successor is elected at the next Annual Town Council Meeting.

- g The Vice-Chairman of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Town Council Meeting.
- h In an election year, if the current Chairman of the Council has not been re-elected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j It is a convention of the Council that the Deputy Mayor (Vice Chairman) in any year shall, unless they resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.
- k Council will also recommend a Councillor to become the new Deputy Mayor for the following year.
- l Following the election of the Chairman of the Council and Vice-Chairman of the Council at the Annual Town Council Meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council, Vice-Chairman, and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council and Vice Chairman of their Acceptance of Office form unless the Council resolves for this to be done at a later date;
 - ii. To receive apologies for absence and ~~reasons for absence~~ whether these absences meet the agreed criteria;
 - iii. To receive the Minutes of the last meeting of Council and after consideration to approve the signing of the Minutes by the person presiding as a correct record; to receive the Minutes of the Committees and Sub-Committees provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - iv. To receive any declarations of interest or dispensations;
 - v. Consideration of the recommendations made by a Committee;
 - vi. Review of delegation arrangements where appropriate;
 - vii. Review of the Terms of Reference for Council and Committees/Sub-

Committees when appropriate;

- viii. Appointment of Members to existing Committees together with appointment of the Chair~~man~~ and Vice-Chair~~man~~ of the Committees;
 - ix. Appointment of any new Committees in accordance with Standing Order 4;
 - x. Review and adoption of appropriate Standing Orders and Financial Regulations;
 - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xii. Review of representation on or work with outside bodies and arrangements for reporting back;
 - xiii. In an election year, to make arrangements with a view to the Council becoming eligible or continuing to be eligible to exercise the General Power of Competence in the future;
 - xiv. Review of inventory of land and other assets including buildings and office equipment;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. To review any governance documents, policies, procedures and insurances as necessary;
 - xvii. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Town Council Meeting.
- m All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.
- n A Member may ask the ~~Town~~ Mayor any question concerning the business of the Council, provided notice of the question has been given in writing to the Town Clerk by 9 a.m. on the Monday morning prior to the meeting.
- o No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- p Every question shall be put by the Councillor who has submitted the question. This shall be read verbatim without any alteration from the originally submitted question. The question shall be answered by the Mayor without discussion, who may decline to answer or may indicate that they will reply in writing subsequent to the meeting.
- 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a **The Chair~~man~~ of the Council may convene an Extraordinary Meeting of the Council at any time.**
- b **If the Chair~~man~~ of the Council does not call an Extraordinary Meeting of the Council within seven days of having been requested in writing to do so by**

TWO Councillors, any TWO Councillors may convene an Extraordinary Meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the TWO Councillors.

- c The Chair~~man~~ of a Committee or a Sub-Committee may convene an Extraordinary Meeting of the Committee or the Sub-Committee at any time.
- d If the Chair~~man~~ of a Committee or a Sub-Committee does not call an Extraordinary Meeting within two days of having been requested to do so by two Members of the Committee or the Sub-Committee, any TWO Members of the Committee or the Sub-Committee may convene an Extraordinary Meeting of the Committee or a Sub-Committee. The summons for the Extraordinary Meeting shall set out the business to be considered and no other business shall be transacted at that meeting.

7. PREVIOUS RESOLUTIONS

- a A Resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least FOUR Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair~~man~~ of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A Motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. If the subject matter of a Motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the ~~Town~~ Mayor, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- b No Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days not later than the Monday in the week before the next meeting of the Council.
- c The Proper Officer may, before including a Motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the Motion.

- d If the Proper Officer considers the wording of a Motion received in accordance with Standing Order 9(b) is not clear in meaning, the Motion shall be rejected until the mover of the Motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least six clear days before the meeting.
- e If the wording or subject of a proposed Motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the Motion shall be included on the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the Motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following Motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct a factual inaccuracy in the unconfirmed minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a Motion;
 - iv. to refer a Motion to a particular Committee or Sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or Sub-Committee and their Members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a Member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also Standing Order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e A Member of the Council may for purposes of their duty as such Member, but not otherwise, inspect any document which has been considered by a Committee or Sub-Committee or by the Council. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they are professionally interested or in which they have any Disclosable Pecuniary Interest. This Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

12. UNCONFIRMED MINUTES

Full Council meetings ●

Committee meetings ●

Sub-Committee meetings ●

- a If the unconfirmed minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the unconfirmed minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the unconfirmed minutes shall be moved in accordance with Standing Order 10(a)(i).
- c The accuracy of unconfirmed minutes, including any amendment(s) made to them, shall be confirmed by Resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish unconfirmed minutes on a website which is publicly accessible and free of charge not later than one month**

after the meeting has taken place. The Council has resolved to do this.

- e Subject to the publication of unconfirmed minutes in accordance with Standing Order 12(d) and Standing Order 20(a) and following a Resolution which confirms the accuracy of the minutes of a meeting, the unconfirmed minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3(x).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a Disclosable Pecuniary Interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the Disclosable Pecuniary Interest or other Interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion**

of the meeting transacting the business as to impede the transaction of the business;

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair~~man~~ of Council of this fact, and the Chair~~man~~ shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him, based on the recommendations of the Monitoring Officer or District Council's Standards Committee. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff Member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee;**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See Standing Order 3(b) for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. Subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 3 day before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold and make available for inspection, a copy of every Councillor's register of interests and to forward a copy, and any changes to it, to the Monitoring Officer and appropriate publication on the Town Council's website;
- viii. assist with responding to requests made under current Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer should one be appointed in future.;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a Resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed (see also Standing Order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- xiv. The Clerk shall also have the authority and duties given to them under any Scheme of Delegation.
- xv. In the case of genuine urgency, the Clerk has delegated authority to take action to resolve or alleviate the situation, within the legal authority and resources of the Authority, after consultation with the Mayor and Deputy Mayor or in their absence any TWO Committee Chairmen.
- xvi. manage access to information about the Council via the Publication Scheme; and
- xvii. to sign notices or other documents on behalf of the Council; retain custody of the seal of the Council (if there is one) which shall not be used without a

Resolution to that effect (see also Standing Order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.
- b The duties of the RFO shall be set out in the Financial Regulations.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall publish each month a statement to summarise:
 - i. the Council's income and expenditure for each month;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the month being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by Policy and Resources Committee on the advice of the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
 - c. The tender process for contracts for the supply of goods, materials, services or the execution of works shall be carried out in accordance with the Council's Financial Regulations and Standing Orders for Contracts.
 - d. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in Standing Order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
 - f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Joint Consultative Sub-Committee (Staffing) is subject to Standing Order 11.
- b. Any annual review of the pay and conditions of service of existing employees shall be undertaken by the Joint Consultative Sub-Committee (Staffing) in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.
- c. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded.
- d. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e. In accordance with Standing Order 11(a), persons with line management

responsibilities shall have access to staff records referred to in Standing Order 19(d).

- f The Council will set out its employment policies in its Employee Handbook and will bring them to the attention of staff. Delegation in respect of administering these will be included in Terms of Reference and Delegation.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a Resolution.
- b **Subject to Standing Order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of TWO Councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of Arun District Council and the division Councillor of the West Sussex County Council representing the area of the Town Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions; or
 - iii. respond to official correspondence on behalf of the Council (unless specifically authorised by Council). All such correspondence must, at all times, be sent out by the Officers of the Council.
- b. No individual Member of the Council shall require the compilation of any information by Officers of the Council, or give instructions to any Officer or worker, except in so far as the ~~Town~~ Mayor or Committee Chair~~man~~ is entitled to instruct the Town Clerk to include any item on a Council or Committee agenda pertinent to the work of the Council or Committee as appropriate and subject to such request conforming in all other respects with these Standing Orders.

26. STANDING ORDERS GENERALLY

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements **(in bold)** may be suspended by Resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or change or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least TWO Councillors to be given to the Proper Officer in accordance with Standing Order 9. No Standing Order may be changed unless so resolved by at least TWO THIRDS of the Members of the Council present at the meeting.
- c Whenever the Standing Orders are reviewed by Council, they shall be the subject of an advance report by the Proper Officer, clearly indicating the proposed changes.
- d The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- e The decision of the Chair~~man~~ of a meeting as to the application of Standing Orders at the meeting shall be final.

27. COMPLAINTS PROCEDURE

- a The Council shall deal with complaints made against it or against any Officer or Member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

28. MOBILE PHONES

- a Mobile phones must be switched off or on to “silent” mode at all times during meetings of Council, Committees, Sub-Committees and Working Groups. The only exception to this is where due to wholly exceptional circumstances the Chair~~man~~ has agreed prior to the meeting that the mobile phone might be left on.

29. ANNUAL TOWN MEETING OF ELECTORS

- a The Council will facilitate the Annual Town Meeting of Electors, to be held between the 1st March and 1st June (both inclusive), each year.
- b The Council will fix the day and time of the Annual Town Meeting of Electors but it must not commence earlier than 6pm.
- c At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e The Council Chair~~man~~, if present presides at the Annual Town Meeting of Electors or their absence the Vice-Chair~~man~~. If neither are present, the meeting elects a Chair~~man~~ from the local government electors for the Parish who are present.

30. PRAYERS AT COUNCIL MEETINGS

- a If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.
- b If the Council is not eligible to adopt the General Power of Competence, prayers may take place before commencement of the meeting if the Council wishes, but Members cannot be summoned to attend.

31. CANDIDATES

- a If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, they and person to whom they are related shall disclose the relationship in writing to the Clerk. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Canvassing of any Member (s) or officers will lead to automatic disqualification.
- b This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- c The Clerk shall make known the purport of Standing Order 31(a) to every candidate and tenderer.

32. INTERESTS OF OFFICERS IN CONTRACTS

- a The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1972, of a Disclosable Pecuniary Interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.
- b The recording of a Disclosable Pecuniary Interest shall also apply in respect of the spouse of the Officer.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 21 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 24th JANUARY 2024 - DEFERRED FROM LAST MEETING (IF AVAILABLE) AND THE MINUTES OF THE MEETING HELD ON 24th APRIL 2024 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR NOTING

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 still 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 Regeneration Board Meeting held on 24th April 2024

At the time of publishing this report, the Minutes from the meeting held on 24th April 2024 had also not been received. 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
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 22 - TO RECEIVE ANY FEEDBACK FROM THE
COUNCILLOR DROP-IN SURGERY HELD ON 25th APRIL 2024

REPORT BY THE TOWN CLERK

FOR INFORMATION

At the Councillor Drop-In Surgery, held on 25th April 2024 from 9.30am until 11.30am in the London Road Precinct, the following were in attendance: -

BRTC Councillors: Batley, Dawes, Miss. Needs, Oppler, Smith, Waterhouse, Wells and Mrs. Yeates

BRTC Officers: Mrs. J. Davis (Assistant Clerk) and Mrs. R. Vervecken (Civic & Office Manager)

Approximately 30 members of the public engaged with the Councillors present. A summary of the issues discussed, comments made, and questions asked included: -

- Uncleanliness of the Bedford Street toilets (recent email update from ADC concerning these facilities shared)
- Lights in Place St Maur should have been installed
- Feeding birds in the town centre should be banned
- Littering on outskirts of town centre caused by people buying food from a shop, consuming food whilst in the vicinity, and then discarding rubbish nearby. Can pressure be applied to shopkeepers to act responsibly and take action i.e. community clean-up initiative?
- The Bedale Centre, Ellasdale Road, has a security light on all night that flashes and is causing sleepless nights
- Live streaming Town Council meetings on Facebook is good way of getting people involved – "I always listen."
- Why is the Time Portal on the promenade only available for a certain amount of time?
- Can the Business Wardens tell people to stop riding bikes through the town centre? There used to be big signs in place.
- Bognor Regis In Bloom is a great competition!
- Concerns about a yard near Ockley Road where there are many tyres that pose a fire hazard
- Disappointment that The Regis Centre is to be closed for so long
- The sculptures in Hotham Park need to be cleaned more regularly
- Should do more of these events (Councillor Drop-In Surgeries)
- Nuisance neighbours in Norfolk Square
- Pollution in the sea

The next Councillor Drop-In Surgery will be held on Wednesday 31st July from 12.30pm until 2.30pm at Hampshire Avenue Recreation Ground.

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 23 - CIVIC DUTIES UNDERTAKEN BY OUTGOING MAYOR CLLR. FRANCIS OPPLER FROM 4th MARCH - 13th MAY 2024

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 15.03.24	:	<i>Deputy Mayor attended: RNLI Littlehampton 200th Anniversary Concert, The Littlehampton Academy, Fitzalan Rd, Littlehampton</i>
Thursday 21.03.24	:	The Regis School 'Big Sing' event 2024, The Regis School, Westloats Lane, BR
Saturday 23.03.24	:	'Defibrillator Lauch Party', St Mary Magdalene Church, Bersted Street, BR
Wednesday 27.03.24	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Thursday 28.03.24	:	Bersted Parish Council 'Chair's Reception', Jubilee Hall, Chalcroft Lane, Bersted
Tuesday 02.04.24	:	Photo opportunity with BR Heritage & Arts Partnership Board re Partnership Funding, Council Chamber, Town Hall
Wednesday 03.04.24	:	Photo opportunity with Southdown Music Festival re Partnership Funding, Council Chamber, Town Hall
Saturday 06.04.24	:	Opening of Bognor Makerspace 'Spring Fair' 2024, Bognor Makerspace, Longford Rd, BR
Thursday 02.05.24	:	Photo opportunity with Mayor's chosen Charity to present cheque, Council Chamber
Saturday 11.05.24	:	Bognor Dubfest Charity Festival, Pagham Football Club, Nyetimber Lane, Pagham
Sunday 12.05.24	:	Bognor 10K Road Race, West Park, Aldwick

Invites not Attended

Inner Wheel Club of Chichester Fundraiser

Private Viewing of BR Time Portal

ADC Joint Town Council Liaison Meeting

WSALC Chair's Forum

Mayor of Littlehampton's Reception

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 24 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 4th MARCH - 13th MAY 2024

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Wednesday 27.03.24	:	BRTC Civic Reception, 'Seasons', BR Town Football Club, Nyewood Lane, BR
Saturday 30.03.24	:	Alcester Town Crier Competition (Heart of England Town Criers' Championship), Malt Mill Lane Community Centre, Alcester
Saturday 06.04.24	:	Bognor Makerspace 'Spring Fair' 2024, Bognor Makerspace, Longford Rd, BR
Saturday 23.04.24	:	Bognor and Chichester Squirrels Celebratory Event, Bognor District Scout HQ, Central Drive, BR
Saturday 11.05.24	:	Ilminster Town Crier Competition, Market House and Arts Centre, East St, Ilminster
Monday 06.05.24	:	Proclamation for first Anniversary of The King's Coronation, Town Centre, BR

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING – 13th MAY 2024

AGENDA ITEM 26 - TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Both the Assistant Clerk and Cllr. P. Wells, as the appointed representatives, participated in the online Arun Parish Meeting held on Monday 29th April 2024, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings provided confidential updates in relation to staffing including vacancies, recruitment, coaching and staffing changes across the Arun and Chichester Division. Operational updates, focusing predominantly on antisocial behaviour and crime, and recent issues in Bognor Regis and Barnham over the Easter Weekend, were also shared.

Attendees were reminded that the Force's commitment is for Police representatives to attend at least one parish meeting per year. Some PCSOs cover several parishes and work shift patterns that can affect their availability to attend meetings. However, invitations to attend were welcomed and wherever possible a representative will be sent.

The importance of crime being reported was discussed with people urged to do so, even where they believed nothing would come of it. Whilst there may be no perceived personal benefit in doing so, Inspector Wickings explained that reporting could form the bigger picture which would have a wider benefit for the community – the Police cannot respond if they do not know about it. Parishes were encouraged to share the Safer Arun Partnership 'See it. Report it' information (attached as Appendix 1), signposting people as to where crime could be reported.

Discussions also included speeding traffic, the presence of Traveller encampments in the area, and cyclists riding in pedestrianised areas.

It is intended that the next online meeting will take place at the end of May 2024, and at the end of each month thereafter.



Reporting Crime and Anti-Social Behaviour

Sussex Police 999

- a serious offence is in progress
- someone is in immediate danger or risk of harm
- property is in danger of being damaged
- a serious disruption to the public is likely

Sussex Police 101 Report online www.sussex.police.uk

- non-emergency incidents where the crime has already happened and there is no immediate risk of harm

Anti-Social Behaviour Arun District Council 0808 141 2800 (24 hour answerphone) asb@arun.gov.uk

- general anti-social behaviour and repeated nuisance activity

CrimeStoppers 0800 555 111 www.crimestoppers-uk.org

- to report crime anonymously

www.operationcrackdown.org

- report anti-social driving and abandoned vehicles

Street Communities www.streetlink.org.uk

- raise awareness of street homeless rough sleepers

Drug Litter: Arun District Council 01903 737754 cleansing@arun.gov.uk

- report the finding of drug related litter including needles and other paraphernalia

Noise Nuisance: Arun District Council 01903 737755 www.arun.gov.uk/noise-pollution

- incidents of noise nuisance such as loud music, barking dogs, shouting, banging doors, alarms, construction and DIY activity

Community Safety: Arun District Council community.safety@arun.gov.uk

- widespread and continued community based nuisance can be reported and will be collated to highlight emerging issues, and ensure a co-ordinated partnership approach to resolving matters

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 27 - CORRESPONDENCE

FOR INFORMATION

1. Response from Karl Roberts regarding letter sent by BRTC on the condition of the Arcade – Circulated to all Councillors 18.03.2024
2. ADALC email meeting date postponed 19.03.2024 Town Council reps notified
3. Snowdrop Trust Newsletter 25.03.2024
4. The Sussex Police and Crime Commissioner Continued Success for the Sussex Immediate Justice Taskforce – Circulated to all Councillors 25.03.2024
5. The Regis News 25.03.2024
6. Glasdon brochure on their products 26.03.2024
7. WSCC residents' e-newsletter – Circulated to all Councillors 26.03.2024
8. Twinning Association D-Day talk and next international film being shown at the Picturedrome – Circulated to all Councillors 26.03.2024
9. Development Project updates from ADC and WSCC – Circulated to all Councillors 26.03.2024
10. The latest from the UK's largest Public Sector Network 27.03.2024
11. Local Councils Update April 2024 and Notice 27.03.2024
12. NALC Newsletter 27.03.2024
13. VAAC newsletter Volunteers' Week events for VAAC members – Circulated to all Councillors 27.03.2024
14. Arun March newsletter 27.03.2024
15. NALC Chief Executive's Bulletin – Circulated to all Councillors 28.03.2024
16. Thank you letter of support from 4Sight Vision and receipt for Grant Aid
17. Thank you/receipt from 60 Minutes of Classical Music – Grant Aid
18. Receipt from Arun Community Transport – Grant Aid
19. Receipt from Bognor Coastal Art Trail – Grant Aid
20. Receipt from Bognor Pier Trust CIC/Bognor Regis Heritage and Arts Partnership Board to support Puppet Party in September – Grant Aid
21. Receipt from Bognor Pier Trust CIC/ Bognor Regis Heritage and Arts Partnership Board in relation to the Funding Agreement – Grant Aid
22. Receipt and thank you from Samaritans Bognor Regis, Chichester and District – Grant Aid
23. Receipt and thank you from Bognor Regis Shopmobility – Grant Aid
24. Receipt and thank you from Grandads Front Room CIC – Grant Aid
25. Receipt and thank you from The Regis School of Music – Grant Aid
26. Receipt from Southdowns Music Festival – Grant Aid
27. Receipt and thank you from West Sussex Guitar Club – Grant Aid
28. Receipt and thank you from Youth of Bognor – Grant Aid
29. Sussex Police and Crime Commissioner Visiting our Volunteer Police Cadets – Circulated to all Councillors 29.03.2024
30. Neighbourhood Alerts - Sussex Police Alerts – Arun District – Circulated to all Councillors and on social media 30.03.2024
31. NALC Job listings 01.04.2024
32. VAAC April Funding Focus – Circulated to all Councillors 03.04.2024
33. NALC Newsletter 03.04.2024

34. WSCC Cabinet meeting 23.04.24 Cancelled – Circulated to all Councillors 03.04.2024
35. Local Government Association April Sustainability Bulletin 04.04.2024
36. VAAC fortnightly E-bulletin – Circulated to all Councillors 04.04.2024
37. NALC Chief Executive's Bulletin – Circulated to all Councillors 04.04.2024
38. Twinning minutes for March and April agenda – Circulated to Council Rep Cllr Goodheart 05.04.2024
39. Sussex Police and Crime Commissioner Sussex's Safer Action Business Days – Circulated to all Councillors 05.04.2024
40. Neighbourhood Alerts Crime Alert – Circulated to all Councillors and on Social Media 06.04.2024
41. Receipt and thank you from Girlguiding Bognor Regis and South District – Grant Aid
42. Receipt and thank you from Family Support Work – Grant Aid
43. NALC Events – Circulated to all Councillors 09.04.2024
44. Email response from Nick Gibb MP acknowledging our letter 6th May 2024 regarding flooding in the area 09.04.2024
45. WSCC News Release – Update on flooding – Circulated to all Councillors and on Social Media 09.04.2024
46. NALC Newsletter 10.04.2024
47. NALC Chief Executive Bulletin – Circulated to all Councillors 11.04.2024
48. St Wilfrid's Hospice News – Circulated to all Councillors 12.04.2024
49. Sussex Police and Crime Commissioner Welcoming the Prime Minister to Sussex – Circulated to all Councillors 12.04.2024
50. NALC Job listings 15.04.2024
51. Parish Online Newsletter 15.04.2024
52. BHESCo – zero carbon future for Bognor Regis
53. NALC Events – Previously circulated to all Councillors 16.04.2024
54. VAAC E-bulletin – Circulated to all Councillors 17.04.2024
55. NALC Newsletter 17.04.2024
56. BR BID Government Review of BIDs - have your say 18.04.2024
57. Government Review of BIDs - opportunity to comment on existing model and develop improvements for the future – Circulated to all Councillors 18.04.2024
58. NALC Chief Executive's Bulletin - Circulated to all Councillors 18.04.2024
59. West Sussex Mind 19.04.2024
60. WSCC eNewsletter – Circulated to all Councillors 19.04.2024
61. BR BID COO – Email from a resident praising the Business Warden – Circulated to all Councillors 19.04.2024
62. BR BID COO Additional email from a resident praising the Business Warden – Circulated to all Councillors 19.04.2024
63. BR BID COO Email from resident praising the Business Warden – Circulated to all Councillors 22.04.2024
64. NALC Job listings 22.04.2024
65. Sussex Police and Crime Commission monthly scrutiny meeting with Sussex Police – Circulated to all Councillors 22.04.2024
66. Environment & climate change April newsletter – Circulated to all Councillors 22.04.2024
67. NALC Events – Previously forwarded to Councillors 23.04.2024
68. Letter about new Apprenticeship Funding for Organisations – 23.04.2024

AGENDA ITEM 27

69. ADC/WSCC Understanding Drug Use and Harm residents survey – Circulated to all Councillors and on social media 23.04.2024
70. WSALC Security video guidance for Councillors – Circulated to all Councillors 23.04.2024
71. Travellers off Charles Purley Way (A259) – Circulated to all Councillors 24.04.2024
72. Citizens Advice Arun & Chichester April Newsletter – Circulated to all Councillors 25.04.2024
73. NALC Chief Executive bulletin – Circulated to all Councillors 25.04.2024
74. WSCC news release – Circulated to all Councillors 25.04.2024
75. NALC utility aid – Circulated to all Councillor 26.04.2024
76. Sussex Police and Crime Commissioner Join Forces Against Stalking – Circulated to all Councillors 26.04.2024
77. Sussex Police News Alerts – Circulated to all Councillors and on social media 27.04.2024
78. NALC Job Listings 29.04.2024
79. Confide Counselling Annual Report 2023 29.04.2024
80. Email from resident with questions relating to Boom Community Bank Scheme (to which the Town Clerk has sent a reply) 30.04.2024
81. Email regarding Industrial Action to affect Great Northern, Southern, Thameslink and Gatwick Express services next week – Circulated to all Councillors, on social media and the Town Council's website 30.04.2024
82. VAAC Funding Focus – Circulated to all Councillors 01.05.2024
83. WSCC Cabinet Minutes 12.03.2024 – Circulated to all Councillors 01.05.2024
84. NALC Newsletter 01.05.2024
85. NALC Chief Executive Bulletin – Circulated to all Councillors 02.05.2024
86. WSCC news release Return your unused community care equipment and help others in need – Circulated to all Councillors 03.05.2024

BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 13th MAY 2024

AGENDA ITEM 28 - PICTUREDROME SITE UPDATE INCLUDING: -

- DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION
- TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 31st March 2024 has been copied to Councillors for information under separate cover.

Internal refurbishment works at the cinema - as previously advised a list of questions received from a Member had been forwarded to the operator for a response. This has now been received and the information provided has been circulated to all Councillors under separate cover. Further clarification on some of the points will be sought, which will be shared with Members when available.

Leak in Screens 1 and 4 and the tower - at the Council Meeting held on 4th March Members were advised of the successful completion of external works to the pitched roof and asphalt gulleys adjacent to the tower of the cinema, resolving some of the external water penetration issues.

I am now pleased to advise that the damp plaster to internal walls of these screen areas has been hacked off and a waterproofing replastering system applied. Installation of new mouldings being included with all affected walls and ceilings having now been redecorated.

Repairs to the rainwater gutter to the side wall of the cinema have also been completed and the damp internal plaster to this area has been replaced and redecorated at a total cost of £1,000 plus VAT.

However, Members are also reminded of the identification of further leaks to the tower as previously advised on 4th March and to the main Picturedrome roof reported at the Extraordinary Council Meeting on 26th March. These have been identified as follows: -

TOWER

The previous surveyors report advised that the following issues may be the cause of water penetration to the tower.

- 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.
- 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.

As previously advised the definitive reason for damp penetration cannot be assessed without close scrutiny requiring access equipment and water testing. Initially it was considered that access equipment could just simply be scaffolding as used previously. However, due to the huge increase in scaffold rental charges and associated requirements for system drawings, the cost of the use of scaffolding is prohibitive and alternative access by cherry picker is now the favoured option at a cost of approximately £7,500 for one weeks hire. This hire period will enable repairs and water testing of the tower structure and repairs to the ventilation shafts to the rear elevation roof.

MAIN CINEMA ROOF

Ventilation shaft with slatted wooden enclosure

The seal between the wooden structure and main tiled roof is not weatherproof allowing rainwater penetration. A new sleeve will be applied to the base of the structure to ensure its weatherproof integrity.

Ventilation shaft to projector room comprising large diameter metal trunking

The seal between the metal trunking and main tile roof is not weatherproof allowing rainwater penetration. A new sleeve will be applied to the base of the structure to ensure its weatherproof integrity.

As identified above access to structures on the main roof will also be by cherry picker. The estimated cost of this work is £14,000 subject to repairs only, not replacement of the tower windows.

Town Force Works - investigate damage to ceiling in screen 4 including inspection of the Dome, taking photographs and reporting back on water ingress. Meet with the contractor to investigate water ingress further and provide buckets to contain water, with regular visits thereafter to empty buckets at a total cost of £562.90 plus VAT. Also, annual gutter and flat roof areas inspection and clearance undertaken with photographs and report on findings and additional visits to empty buckets of water ingress into the Dome above screen 4 at a total cost of £390.50 plus VAT. These works were all funded by BPCL.

Buildings Insurance - details of the insurance renewal have been received and the premium that was due on 20th April 2024 is noted as £12,365.81 inclusive of the Insurance Premium Tax and the policy administration fee. This

has been paid by The Bognor Pier Company Ltd. Details of the renewal premium have been passed to the tenant and will be apportioned between the various sites on a monthly basis.

TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA

It is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

DECISION

Members are asked to CONFIRM that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts.