



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 8th JULY 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 8th July from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

DATED THIS 1st DAY OF JULY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter

under Public Question Time

4. To APPROVE the Minutes of the Annual Council Meeting held on 13th May and the Special Council Meeting held on 3rd June 2024
5. Reports from WSCC County and ADC District Councillors (if available)
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meeting of 3rd June 2024** with resolutions, recommendations and reports
- 9.2 **Planning and Licensing Committee Meetings of 14th May, and 4th and 25th June 2024** with resolutions, recommendations and reports
- 9.3 **Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 20th May 2024** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell and Mr. C. Penfold (Allotment Tenant Representatives) - Min. 8.1 refers
 - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson - Min. 8.2 refers
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in [April](#) and [May](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (June not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To note decision of the Bognor Regis Carnival Association to decline a 'reserve' representative to the organisation - Min. 10 refers
13. To note the change in date of the Council Meeting (Precept) scheduled to take place on 13th January 2025 – Min. 12 refers
14. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 24th January 2024 and the Minutes of the meeting held on 24th April 2024, deferred from last meeting - Min. 24 refers
15. Mayor's Report and duties undertaken
16. Town Crier's Report and duties undertaken
17. Reports from Representatives to other organisations
18. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
19. To receive Correspondence
20. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO

THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 13th MAY 2024

PRESENT:

Cllr. F. Oppler (Mayor 2023/2024); Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, R. Nash, Miss. C. Needs, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, P. Wells and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
AC Ashley Wightwick-Hotston (Mayor's Cadet) (part of meeting)
Lt (SCC) G. Edgington MBE (Bognor Regis Sea Cadets) (part of meeting)
Lt (SCC) R. A. Rowe RNR (Chair Bognor Regis Sea Cadets) (part of meeting)
3 members of the public (2 for part of meeting)

The retiring Mayor, Cllr. F. Oppler, presented Gary Edgington MBE with a certificate on behalf of Able Cadet Kraig Melville-Bellwood, who was unwell and therefore not present, in recognition of his services as the Mayor's Cadet over the past twelve months. Able Cadet Ashley Wightwick-Hotston, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2024/2025 and was presented with her badge and certificate as she begins a year of service in the role

The Meeting opened at 6.33pm

The outgoing 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.

Before the election of a new Mayor, the outgoing Mayor, Cllr. Francis Oppler took a moment to thank his fellow Town Councillors for their support over his term in office. He emphasised what an honour it had been to have served as Mayor of Bognor Regis once again and how much the Town Council and indeed the role, had evolved over the years. Councillors present thanked Cllr. Oppler for his service.

1. **ELECTION OF MAYOR FOR 2024/2025**

The Town Clerk's report was **NOTED**, including the reference to Standing Order 5(j) and the convention 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 had been Cllr. Miss. Needs and therefore in accordance with the Standing Orders she was duly put forward as Mayor for the forthcoming year.

Having been proposed and seconded, and with there being no other nominations, it was unanimously **RESOLVED** that Cllr. Miss. Needs be elected Mayor for 2024/2025.

A presentation on behalf of the Council was made by the new Mayor to the retiring Mayor, Cllr. Oppler, and he was thanked for his hard work during his mayoral year.

2. **THE MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor made the following Statutory Declaration of Acceptance of Office: -

I, Claire Needs, having been elected to the Office of Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

3. **ELECTION OF DEPUTY MAYOR FOR 2024/2025**

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Mrs. Yeates be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Mrs. Yeates be elected Deputy Mayor for 2024/2025.

4. **THE DEPUTY MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

I, Gillian Yeates, having been elected to the Office of Deputy Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

5. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED MAYOR**

The Mayor made the customary speech of acceptance, during which she

thanked her fellow Town Councillors for their support and expressed the excitement she felt at being presented with this opportunity. She confirmed that throughout the year, she would continue to push for diversity and equality, to make Bognor Regis the very best it can be, for all. Cllr. Miss. Needs formally welcomed those present to the meeting.

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

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

No apologies were received from Cllr. Goodheart.

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 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 stated that he would declare any Interest as and when

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

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

Members **NOTED** that Cllr. Danny Dawes will be an Independent Councillor under the Independent Group, with immediate effect.

9. APPOINTMENT TO COMMITTEES

The Town Clerk's report, including the proposed Committee Membership, was **NOTED**. As detailed in the report, owing to the change to the political proportionality as noted in the previous agenda item, the number of Committee places has been increased to 10 Members rather than 9 to reflect this change.

Members were reminded that 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 accurately 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 three Members. **ADDITIONAL NOTE:** A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Mayor and Deputy Mayor would be Ex-officio to the Policy and Resources Committee only.

9.1 The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1**.

9.2 Cllr. Waterhouse was proposed and seconded as Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Waterhouse as Chair of the Policy and Resources Committee.

Cllr. Wells was proposed and seconded as Vice-Chair of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Wells as Vice-Chair of the Policy and Resources Committee.

9.3 Cllr. Mrs. Warr was proposed and seconded as Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Warr as Chair of the Planning and Licensing Committee.

Cllr. Barrett was proposed and seconded as Vice-Chair of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Barrett as Vice-Chair of the Planning and Licensing Committee.

9.4 Nominations for Cllrs. Batley and Brooks were proposed and seconded for Chair of the Environmental and Leisure Committee.

Following a vote, it was **RESOLVED** to appoint Cllr Batley as Chair of the Environmental and Leisure Committee.

Cllr. Brooks was proposed and seconded as Vice-Chair of the Environmental

and Leisure Committee. It was unanimously **RESOLVED** to appoint Cllr. Brooks as Vice-Chair of the Environmental and Leisure Committee.

10. **TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

The Town Clerk's report including the list of previously appointed Town Council Representatives to 'outside' bodies as appended, was **NOTED**.

To ensure a quicker, more efficient, process in making appointments this year, Councillors currently appointed as Representatives or Reserves to 'outside' bodies, were emailed in advance of the meeting, to ascertain if they wished to continue in their positions, to enable decisions on appointments to be made 'en bloc'. The outcome of this resulted in four vacancies.

A Councillor queried why 'BRTC/ADC Liaison meetings' had not been included in the circulated list of appointments. The Town Clerk clarified that these meetings were no longer being held, and have instead been replaced with quarterly meetings, to which the Mayor and Clerk are invited as the Town Council's representatives.

- 10.1 A nomination for Cllr. Wells was proposed and seconded as the Representative to Grandads Front Room CIC. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to Grandad's Front Room CIC.
- 10.2 A nomination for Cllr. Brooks was proposed and seconded as a Reserve to the Southdowns Music Festival. Following a vote, it was **RESOLVED** that Cllr. Brooks be appointed as a Reserve to the Southdowns Music Festival.
- 10.3 The Town Clerk advised that Cllr. Woodall had, prior to the meeting, expressed an interest in being the Representative to The 39 Club. There being no further nominations, following a vote, it was **RESOLVED** that Cllr. Woodall be appointed as the Representative to The 39 Club.
- 10.4 A nomination for Cllr. Wells was proposed and seconded as the Representative to West Sussex ALC Ltd (WSALC). Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to West Sussex ALC Ltd (WSALC).
- 10.5 Members unanimously **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2024/2025 Municipal Year, as amended and attached as **Appendix 2**.

11. **TO CONFIRM BANK SIGNATORIES**

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

Members unanimously **RESOLVED** 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;
- 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);

- The Resolutions as detailed will continue to apply for all Town Council accounts.

12. TO NOTE THE CALENDAR OF MEETINGS FOR 2024/2025 INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS

The Town Clerk's report, including the Calendar of Meetings for 2024/2025 as Appended, was **NOTED**.

- 12.1** Following a vote, it was unanimously **RESOLVED** to **AGREE** that the start time of the Planning and Licensing Committee Meetings remain at 4.00pm for the 2024/2025 Municipal Year.

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

The Minutes of the Council Meeting held on 4th March 2024 and the Extraordinary Council Meetings held on 26th March and 29th April 2024 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

14. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

15. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions, therefore the meeting was not adjourned.

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

There were no 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)

18. Policy and Resources Committee Meeting of 25th March 2024

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

Cllr. Wells redeclared an Ordinary Interest, in reference to Min. 139, as a member of the Bognor Pier Trust C.I.C.

18.1 Min. 135.4 - 25th March 2024 refers - 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
A Member spoke of his delight that the No Interest Loan Scheme (NILS) had now launched and hoped to receive updates as to the success of the scheme when possible.

18.2 Min. 135.8 - 25th March 2024 refers – Repairs to southern end of Gloucester Road wall
A Councillor congratulated Town Force on the completion of these repair works, which had also seen them repaint the entirety of the wall. It was stated that instead of the eyesore this used to be, and had been for so many years, these repairs have turned this area into something to be proud of.

18.3 Min. 139 - 25th March 2024 refers – To ratify release of 2024-2025 Partnership Funding
Cllr. Wells redeclared his Ordinary Interest as a member of the Bognor Pier Trust C.I.C. in relation to this item

19. Planning and Licensing Committee Meetings of 12th March, 2nd April and 23rd April 2024

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

20. Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 18th March 2024

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

21. 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'.

22. 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

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

23. TO NOTE THE CONTINUED ADOPTION OF ALL CURRENT TERMS OF REFERENCE AND TO AGREE MINOR AMENDMENTS TO WORDING IN STANDING ORDERS

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

Members unanimously **NOTED** the continued adoption of all current Terms of Reference.

Members further **RESOLVED** to **AGREE** the amended wording of Standing Orders, as proposed.

24. 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)

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

It was **NOTED** that the Minutes from the AGM held on 24th January and the meeting held on 24th April 2024 had not been released. The Town Clerk confirmed that she had chased, particularly the January set of Minutes, but was yet to receive a copy. 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.

Members expressed frustration that the January Minutes were still not available, having been deferred from the Council Meeting held on 4th March 2024 (Min. 189 refers).

It was reported that the Minutes are not on the Regeneration Board's website and given the financial support the Board receive from the Town Council, Members felt particularly frustrated about the lack of information and transparency being offered through the reporting back of discussions at meetings.

The Town Council's Representative to the Regeneration Board, Cllr. Smith had unfortunately been unable to attend the last meeting held on 24th April. The Council's Reserve Representative, Cllr. Brooks stated that he would have been available to attend in Cllr. Smith's place, had he been made aware.

Members present **AGREED** that the Town Clerk should continue to chase the Bognor Regis Regeneration Board for their Minutes, to be noted at the next Town Council Meeting in July.

Cllr. Nash declared an Ordinary Interest as Chair of the ADC Economy Committee

Cllr. Nash offered an update as to regeneration works within the Town, including the current demolition of the old fire station, in readiness for the new Premier Inn Hotel. At the end of this month, he stated works should commence on the Alexandra Theatre site and 'exciting' plans are being discussed for possible development of the Fishermen's Quarter, near the Pier. Some disused land off Waterloo Square opposite the pier, although subject to a legal issue is being pushed to be put on the market, to hopefully make better use of the area and lastly, Cllr. Nash commented on the opportunities being offered by the new Amazon distribution centre located at the Oldlands Farm warehouse, near Lidl.

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

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

Councillors in attendance at the latest Councillor Drop-In Surgery commented on its success, which they felt acted as a useful tool to engage with residents and listen to what they would like to see improve within the Town. Further comments were made regarding the impressive number of Councillors who took part and engaged with their electorate.

Comment was made as to importance of ensuring that any information gathered, if not under the remit of the Town Council, was passed to the appropriate authority, to be actioned. This was seen by all those present as key to ensuring these public engagement opportunities are seen as a useful tool by residents.

Members were reminded that the next Councillor Drop-In Surgery would be held at Hampshire Avenue Recreation Ground on Wednesday 31st July between 12.30pm and 2.30pm, with those available to attend encouraged to do so.

Shortly after the Drop-In Surgery, a Councillor who had attended spoke with a local business owner who was seeking assistance in contacting ADC regarding taking on additional premises in Bognor Regis to expand his business. Getting nowhere through making their own inquiries, the Councillor asked those present for any other useful contacts at ADC. A dual-hatted Councillor confirmed that they would raise this with ADC's Interim CEOs at a meeting scheduled to take place on 16th May 2024.

26. TO NOTE OUTGOING MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

27. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

28. 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.

- 28.1 Cllr. Woodall** - Arun Supporting Families Locality Group; Bognor Regis Carnival Association; Grandad's Front Room; Southdowns Music Festival.
- 28.2 Cllr. Mrs. Yeates** – Arun District Association of Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board.

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

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

Cllr. Wells, as the Town Council's Representative to the Sussex Police Focus Group Meetings, advised that if any Councillor required information, not contained within these reports, to contact him or the Assistant Clerk, who was also present at the meeting.

30. TO RECEIVE CORRESPONDENCE

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

31. 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

Following a request by Councillors at the March Council Meeting (Min. 195.4 refers) the Town Clerk advised that she was still awaiting a list of potential meeting dates. Responses to the list of questions submitted by the Town Clerk, on behalf of Councillors, had been circulated. Further questions arose from the responses, answers to which were being sought. The Town Clerk emphasised that it was a busy time for the cinema, but that she would continue to chase for responses to both of the above.

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

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

31.2 To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts

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

The Meeting closed at 7.25pm

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: John Barrett

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

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.

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	Cllr. P. Wells 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 Cllr. J. Brooks
Stonepillow (Christian Care Association)	Patron Representative	Mayor Cllr. J. Barrett
Sussex Police Focus Group	Representative Officer	Cllr. P. Wells
The 39 Club	Representative	Cllr. P. Woodall
West Sussex ALC Ltd	Representative Representative	Cllr. S. Goodheart Cllr. P. Wells



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 SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd JUNE 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Brooks, D. Dawes, S. Goodheart, R. Nash, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

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

The Meeting opened at 8.28pm

32. WELCOME BY MAYOR

The Mayor welcomed all those present and read the Council's opening statement.

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

Apologies for absence were received from Cllrs. Batley and Oppler, 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 Cllrs. Barrett and Stanley and these could not, therefore, be approved.

34. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

There were no declarations of Interests

35. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING: -

- 35.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR)**

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2023/2024 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

- 35.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2023/2024. To further RESOLVE that Section 1 be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk**

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2023/2024,

having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to this Council.

It was therefore unanimously **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2023/2024 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further unanimously **RESOLVED** that Section 1 would now be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 35.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of this meeting approving the accounts and by the Town Clerk**
Having regard to the recommendation of the Policy and Resources Committee, Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2024 and **AGREED** that these should now be signed by the Chair of this meeting approving the accounts and by the Town Clerk.

- 35.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2023/2024. To further RESOLVE that Section 2 be signed by the Chair of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2023/2024.

It was further **RESOLVED** that Section 2 should now be signed by the Chair of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2023/2024 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 8.37pm



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 POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd JUNE 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Brooks, S. Goodheart
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)
Mr. D. Kemp - DCK Accounting Solutions Ltd (part of
meeting)
2 Members seated in the public gallery
1 member of the public

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 13th MAY 2024

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chair and Cllr. P. Wells was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

2. WELCOME BY CHAIR

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

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

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

4. **DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th MARCH 2024**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th March 2024 and these were signed by the Chair.

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

The Chair adjourned the Meeting at 6.32pm

The member of the public, although acknowledging that it was a matter for West Sussex County Council (WSSCC), spoke about potholes on local roads. They were of the opinion that many were caused by utility companies digging up roads and not repairing the surface to an adequate standard.

They suggested that a mandatory guarantee should be put in place to ensure that such companies carry out groundworks were required to repair to a high quality, rather than WSCC utilising taxpayers' money to cover the repair costs.

Members felt that this was a discussion for the Town Council's Planning and Licensing Committee and asked that it be referred to them.

A Member seated in the public gallery asked whether it would be possible for the Town Council to collate a list of alternative funding streams which could be shared with Grant Aid applicants who were unsuccessful in obtaining the full funding that they had asked for. It was proposed that this list could be included with the letter sent to applicants informing them of the outcome of their application.

The Chair reconvened the Meeting at 6.39pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 31st July 2023 - Min. 33 Bognor Regis BID installation of an augmented reality archway on the promenade

Following the installation of the augmented reality archway on the promenade at the end of March 2024, notification has been received via BR BID that it is intended to donate the information pedestal (valued at £650) to the Town Council when the exhibition closes in approximately 18-months, to promote the Town Council's decked area as an accessible platform from which to enjoy the views of the beach.

7.2 11th December 2023 - Min. 98.1 Town Crier Honorarium

As proposed and agreed as part of the Budget proposals for 2024-2025 and subsequently agreed by Council, an Honorarium payment has been made to the Town Crier. Members felt Jane was an excellent ambassador for Bognor Regis, going above and beyond the expectations of the role, and putting the Town on the map time after time. Following receipt of the payment the Town Crier responded as follows: -

"Thank you so much for your letter of April 16. To say that I am overwhelmed would be an understatement.

As you know I take enormous pride in representing Bognor Regis and extolling the virtues of our town when I 'cry' around the country. And it goes without saying that I relish every opportunity to proclaim at events throughout the town as and when my services are required.

I have been lucky in enjoying the support of the Councillors as a whole, but also the succession of Mayors with whom I have struck up an enjoyable working relationship.

I am looking forward to working alongside Claire in 2024/5 and am certain we will make a formidable team.

I have copied Rebecca into my reply but would appreciate you passing on my thanks to all the Councillors at a suitable moment in time.

I cannot express enough how much their support and appreciation of my 'work' means to me.

Let's hope that I will bring more acclaim to the town in the coming months."

- 7.3 25th March 2024 - Min. 135.1 UKSPF Bike Repair Stations Project**
Members were updated at the last meeting in connection with progress made to date in relation to the UKSPF Bike Repair project. Everything is now in place except the legal documentation with regards to the leases to allow for these to be installed on ADC land. Draft leases are still awaited from ADC and following receipt, these will be reviewed by the Council's legal representative before being signed off. Town Force will then be able to proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.
- 7.4 25th March 2024 - Min. 135.3 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding**
Following agreement by Members to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement, the Clerk advised at the last meeting that the Funding Agreement had been signed and returned. It was further reported that a copy of their accounts as a condition of the agreement would be provided once completed. Members are asked to note that these have now been received.
- 7.5 25th March 2024 - Min. 135.4 Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents**
An update on progress with the scheme is an item on the agenda later in the meeting. In the meantime, Members are asked to note that a signed copy of the NILS Grant Agreement, and the Deferred Share Certificate denoting Bognor Regis Town Council's shareholding of (4,500) four thousand five hundred shares in Boom Community Bank have been received. Also, as a new corporate member of Boom Community Bank, the Council's active membership is maintained with a minimum shareholding of 5 Non-Deferred Shares with a nominal value of £1.00 each. The Corporate Savings Account in which these funds are lodged was opened on 19th April 2024.
- 7.6 25th March 2024 - Min. 135.8 Repairs to Southern End of Gloucester Road Wall**
Following reinstatement of the wall, Members were previously advised that liaison was taking place 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. A response has now been received from the Traffic Engineer as follows: -

“West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport's Traffic Signs Manual, which is a document followed by all Highway Authorities to provide road signage and markings. This emphasizes that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

Our Road Traffic Collision data shows that there have been 3 collisions resulting in injury at this location in the last 5-year period. The bend was recently assessed by our Road Safety Team with input from Sussex Police following the fatality in 2022, and it was determined that there isn't currently a need for additional signage at this location, as warning signs should only be installed where there is an identified hazard or evidenced road safety issue. Of the incidents that occurred there, investigations indicate additional signs would not have affected the outcome, due to the individual circumstances of those incidents.

With regards to your comments around the chevron being installed in one of the panels as part of the wall construction, you are correct in stating that the existing chevron sign was previously mounted lower, but it appears to have been mounted at the current height following the RTC in 2020, as a result of damage to both the sign and the wall. It also looks as though the sign was reduced in size at that time, but it wouldn't be best practice to lower the height of the sign or mount on the wall, due to the size of sign and wall space available. This is also due to the positioning of the chevron sign as it would be too low and is therefore unlikely to be picked up by vehicle headlights. Reducing the height of the chevron could also cause risk for pedestrians at head height, as the recommended height of a sign on a footway is 2.1m.

It's also unlikely that the footway width is sufficient for bollards/safety barriers. Both the injury collisions involving vehicle contact with the wall occurred in the early hours of the morning, where pedestrian movements would be low. The only potential reason for WSCC installing bollards/hazard markers with reflectors would be to aid guidance for drivers taking the bend, but these could not be placed on the outside of the bend (where they would serve best purpose) due to the access to the foreshore. Additionally, neither

bollards nor pedestrian guard rail would stop an out-of-control vehicle and equally, WSCC doesn't install barriers to protect private property.

It is understandably difficult for some road users to identify the bend in the road, with the eastbound nature of the road consisting of the straight approach and open forward vision, but this is the reason for the existing chevron sign to be in place, as it would not normally be required in a street-lit urban area. The hatching and other centre road markings within the vicinity have recently benefitted from refurbishment, as my local knowledge would suggest that generally southbound approach speeds are much lower than those approaching eastbound along The Esplanade.

Too much signage on public highways can contribute towards a confusing road network for motorists using the road, and the Campaign for the Protection of Rural England (CPRE) mount campaigns to reduce sign clutter. Transport Advisory Leaflet 01/13 2013 outlines this - [Reducing Sign Clutter \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk).

It may be that we can consider increasing the size of the Chevron sign if/when future maintenance of the sign is required, but it wouldn't be best practice for us to intervene at this stage. Unjustified signing should not be used at individual locations simply in response to complaints from the public. Care should be taken to ensure that a route is treated consistently, as it is the responsibility of all road users to take appropriate care when using the road. All road users should drive to the prevailing conditions, observe any warning signs provided, and reduce their speed accordingly."

7.7 25th March 2024 - Min. 139 2024-2025 Partnership Funding for CCTV

Following a request for an update from ADC regarding how the Town Council's contribution is used towards providing the CCTV in the Bognor Regis Town Centre so that Members have a better understanding of how this service is provided, funded and any potential plans for improvement to the scheme, a response has now been received from the Director of Environment & Communities as follows: -

"In respect of the update your Members have requested, public facing CCTV in Bognor Regis is supplied by the District Council, to support the prevention and detection of crime by Sussex Police. The costs for maintenance and transmission for the year 2023/24 totals £19,164. The annual contribution of £2,000 from BRTC is very gratefully received and certainly helps towards the costs of the 12 cameras within the town council boundary area.

We have recently invested approximately £30,000 to upgrade all public facing CCTV equipment to a cloud-based recording system. This will allow a more flexible viewing platform for Sussex Police and follows BT's announcement that they are going to increase the charges of ground cabling transmission system by almost 6 times."

7.8 25th March 2024 - Min. 139.2 2024-2025 Partnership Funding for Bognor Regis Seafront Lights

Following the release of the Partnership Funding for 2024-2025 a letter of thanks has been received from the BRSFL Secretary as follows: -

"I am writing to acknowledge the cheque for £6,000 from the Town Council for the Seafront Lights, kindly collected by Jeanette Warr on our behalf at the recent Civic Reception.

We have received much positive comment on the effectiveness of the new Astronomical timers, which have not only improved reliability of the displays, but now allow the lights to come on at dusk throughout the year, something we know that Town Councillors have requested in the past.

Certified 23-24 accounts will be forwarded once available.

Please convey our thanks to members for their ongoing support."

7.9 25th March 2024 - Min. 143.2 Bognor Regis Carnival

The Chair of the Bognor Regis Carnival Association has written to the Clerk and asked that the following question be put to Members at the next convenient meeting.

"With the changes planned for the Esplanade do members know if there will be any implications to the funfairs that visit and to the Carnival itself? As you know the Esplanade is vital for both of these to take place. Is the Council supportive of Carnival and the funfairs still being able to use the Esplanade as both are integral parts of the events calendar for Bognor Regis?"

Unfortunately, this was received too late for this to be included as an agenda item at this meeting, so this will be included as an item for the meeting on 29th July 2024. In the meantime, the Clerk will make some tentative enquires with WSCC Highways regarding the impact that their proposed works may have for future events that use the Esplanade so a report can be made back to Members at the July meeting, so they are better informed.

7.10 25th March 2024 - Min. 148 Business Wardens Service Level Agreement

Having submitted the agreed document to the Bognor Regis BID a signed copy has now been returned to the Town Council.

7.11 Council Meeting on 4th March 2024 – Min. 180 Letter to ADC requesting consideration of the identified works to improve the overall appearance of the Town Hall

Members will recall that it was agreed at the Council Meeting in March that a letter be sent to ADC regarding the current condition of the Town Hall requesting consideration be given to repairs to the exterior of the building, as identified by Councillors. In response to the letter the Interim CEO's advised as follows: -

“As you will be aware, the Council has resolved to consider its future accommodation needs which include the Town Hall.

Therefore, until this exercise has been completed, the Council is likely to only be undertaking scheduled planned maintenance and dealing with any specific Health & Safety issues. Notwithstanding this, I have forwarded on your letter and images to our Property & Estates team for them to review.”

A follow up to seek some clarification on the District Council's accommodation review and any guidance as to when the review might be concluded, and a decision taken with regards to the future of the Town Hall was sent with the following response received: -

“The accommodation review is a big piece of work which we will be conducting this year, and I will be in contact again when I have some clear timelines for the review.”

7.12 Council Meeting on 4th March 2024 – Min. 182 Letter to Central Government highlighting the severe impact the recent flooding events have made on Bognor Regis and the wider area

Members will recall that it was agreed at the Council Meeting in March that a letter be sent 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. An acknowledgement was received from Nick Gibb MP on 9th April advising that he had written to the Department for Environment, Food and Rural Affairs and would respond further once a response from the minister responsible was received. A further response has now been received with a copy of the response from Robbie Moore MP, the Parliamentary Under Secretary of State for Environment, Food & Rural Affairs. A copy of the response was circulated to all Councillors by email on 16th April for information and noted on the correspondence list.

8. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; J. Brooks, R. Nash, Miss. C. Needs, B. Waterhouse, P. Wells, P. Woodall, Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

9. **TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 5th FEBRUARY 2024 – MIN. 113.3 REFERS**

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 5th February 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 19th March 2024, was **NOTED**.

Cllr. Waterhouse, who had attended the Working Party Meeting, and the follow-up meeting thereafter, spoke of the parking schemes proposed which had included, for example, the continuation of the app alongside the cardboard discs that could be used in both Bognor Regis and Littlehampton.

10. **INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2023-2024 (FINAL)**

The Town Clerk's report and Internal Audit Report 2023-2024 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In response to the minor point raised by the Internal Auditor in relation to a review of the insurance policy schedule, Members **RESOLVED** to **AGREE** that the Clerk should implement increasing the level of Fidelity Guarantee cover to at least the value of the combined bank account balances as a minimum, at the next insurance renewal in August 2024, as suggested within the report by the Internal Auditor.

11. **TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2023/24**

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2023/24.

Mr. Kemp advised that the headline figure was that, as expected, expenditure for the year 2023/24 had exceeded income by £100,000, however, this was covered by Reserves. The overall loss was £7,944, which he felt was not cause for concern, compared with an anticipated overspend of £87,000.

Attention was drawn to the simplified reporting treatment that was required by the Annual Governance and Accountability Return (AGAR). As a consequence, the impact of the Town Council's investment in Boom Community Bank (BCB) was not obvious with Mr. Kemp explaining that for the purposes of AGAR this was treated as expenditure as shown in box 6. In order to ensure that this investment in BCB was borne in mind for future years, Mr. Kemp had included the share investment and the loan fund created as an asset on the register so that it remained visible year on year.

Members would need to decide annually as to what to do in regard to the value of the loan fund and Mr. Kemp recommended that this be considered bi-annually at budget setting and again when approving AGAR and the accounts. However, with this investment in its infancy, it was too soon to carry out a review at this time.

Following a question in relation to some of the headers used in the Unaudited Financial Statements for the year ended 31st March 2024, it was explained to Members that the headers used came from best practice for accountancy codes and, basically, reclassified the Council's expenditure to best fit into these standard headers. Mr. Kemp stated that he would be happy to sit with any Members, to explain this in more detail, during one of his future visits.

With no further questions, the Chair thanked Mr. Kemp for his attendance and input to the meeting.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING: -

The Town Clerk's report and the relating appendices were **NOTED**.

12.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2023/24 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

12.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR)

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that statement 9 was not applicable to the Town Council.

12.3 To Recommend Approval to Council of the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2023/2024 and that Section 1 is

signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

12.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2024 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

12.5 To consider the Accounting Statements for 2023/2024 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2023/2024 as detailed in Section 2 of the AGAR.

12.6 To Recommend Approval to Council of the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2023/2024 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2023/2024 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

13. GRANT AID INCLUDING: -

The Town Clerk's report, and related appendices, was **NOTED**.

13.1 To consider replacing the current guidelines/criteria with the Grant Awarding Policy proposed

In considering the draft Grant Awarding Policy proposed, a Member asked that mention of organisations raising their own funds be included in the policy wording. A Member queried the statement that "the Town Council will not fund organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used".

Reference was made to the Town Council having previously awarded Grant Aid monies to local Girlguiding and Scouts groups who, as a branch of a national organisation, most likely did not meet the requirements of the statement in its current format. Therefore, it was suggested that the policy wording be amended to read "the Town Council may not fund etc." in

addition to an explanation that “each application will be measured on its own merit with funds awarded at Members discretion”.

Members **RESOLVED** to **ADOPT**, with amendments, the Grant Awarding Policy attached to the Minutes as **Appendix 1**.

13.2 To review the Grant Aid application form and amend if required

Members **APPROVED** the Grant Aid application form for Grant Aid 2025, without any further amendments to those identified on the one presented.

13.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered

There was some discussion about timings around considering and awarding Grant Aid applications. It was acknowledged that the process needed to allow time for budget setting, however, there was concern that with the budget not being approved until January each year, this left event organisers in limbo as to whether they would receive funding from the Town Council. With there being no suitable alternative in relation to timings, particularly in an election year whereby Council could not commit a future Administration to pre-agreed spending, the possibility of future consideration of Partnership Funding was proposed.

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2025 applications will be considered, will be scheduled to take place on Tuesday 21st January 2025 at 6.30pm.

14. TO CONSIDER AN INVITATION FROM GRANT AID 2024 RECIPIENTS, ARUN COMMUNITY TRANSPORT, FOR A REPRESENTATIVE TO ATTEND THEIR AGM

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

Following nominations, Members **AGREED** that Cllr. Woodall would attend the Arun Community Transport AGM on 19th June 2024, on behalf of the Town Council.

15. TO RECEIVE THE TOWN FORCE REPORT INCLUDING A PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO AN ART PROJECT

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

Members considered the request from a member of the public in relation to a joint art project with Arun District Council (ADC) and West Sussex County Council (WSCC) for Hotham subway, whereby street art advertising Hotham Park could be painted on one side of the subway and other scenes from Bognor Regis on the other side. It had been suggested that the Orchard Way and Gordon Avenue subways would then be left for graffiti offenders, which the member of the public believed could be the answer to the long-term issue of graffiti in the local subways.

The general consensus was that this initiative had the potential to be successful in its aims with suggestions including inviting the Bognor Regis Youth and Community Centre and the Bognor Regis BID to be involved, and that the artwork theme could reflect the Wayfinding scheme adopted.

Cllr. Wells redeclared an Ordinary Interest as a BID Levy Payer

A Member pointed out that it was unlikely that the Bognor Regis BID could be involved in the project as the subway was located outside of the BID area and that the BID could not work outside of their remit.

Members **AGREED** to **SUPPORT IN PRINCIPLE** the proposal for a joint art project for Hotham subway, to be funded from General Reserves, with Officers asked to approach ADC and WSCC inviting them to work in partnership.

A note of appreciation was extended to the Council's Town Force team for their involvement with the Bognor Regis Carnival and for their contribution in ensuring that Billy Bulb was in attendance.

In reference to the need to hire a digger to clear the substantial build up of shingle on the seafront decked areas, a Member queried the associated costs. The Clerk did not have this information to hand but advised that they would look into this.

16. TO RECEIVE ANY UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 135.4 REFERS

The Town Clerk's report and related appendices, providing an update in relation to Boom Community Bank was **NOTED**.

17. CONSIDERATION OF DRAFT CRITERION FOR PARTNERSHIP FUNDING AND ITS ADOPTION – MIN. 140 REFERS

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

Following consideration, it was **AGREED** to **ADOPT** the criterion proposed for Partnership Funding, without amendments.

Members **RESOLVED** to **AGREE** that the £6,000 balance remaining in the Partnership Funding Budget 2024/2025 be earmarked and carried forward as additional Partnership Funding for 2025/2026.

It was further **AGREED** that for 2025/2026, the Partnership Funding process follows the same cycle as that adopted for the Town Council's Grant Aid scheme whereby applications for Partnership Funding would be invited in the Summer of 2024. These applications would then be considered at the same Extraordinary Policy and Resources Committee Meeting, in January 2025, at which Grant Aid applications are reviewed.

18. TO RECEIVE ANY UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS CARNIVAL AND BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT), INCLUDING RATIFICATION OF EXPENDITURE FOR MAGNETIC SIGNS AND DECORATIVE FLOWERS FOR BILLY BULB ATTENDANCE AT CARNIVAL – MIN.144 REFERS

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

Cllr. Wells spoke of Billy Bulb's attendance at the Bognor Regis Carnival, having been decorated according to the theme 'Flower power', by Town Force and some Councillors, and was well received by spectators. Cllr. Wells reported that he had spoken with the organisers of ILLUMINATE Bognor, about them booking an attraction or whether this was to be arranged by the Town Council, and was awaiting a response, after which Cllr. Wells would liaise with the Clerk.

Members **RATIFIED** expenditure of £130.97 plus any VAT payable, to be funded from Reserves, for costs associated with the participation and decoration of Billy Bulb at the Bognor Regis Carnival on 25th May 2024.

19. TO RECONFIRM THAT THE TOWN CLERK HAS DELEGATED AUTHORITY TO ISSUE A 'NOTICE TO QUIT' IN RELATION TO ALLOTMENT TENANCIES

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

Members reconfirmed and unanimously **RESOLVED** to **AGREE** that the Town Clerk has Delegated Authority to issue a 'Notice to Quit' in relation to allotment tenancies, in accordance with current legislation.

20. TO RECEIVE AND NOTE: - THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, FOR MARCH AND APRIL 2024; THE BID REPORT RELATING TO BUSINESS CRIME REPORTING THROUGH DISC FOR THE MONTHS OF JANUARY – APRIL 2024

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of March and April 2024, and the BID report relating to business crime reporting through DISC for the months of January – April 2024, was **NOTED**.

21. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2024

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2024, was **NOTED**.

Members were reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves

until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

22. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

22.1 To ratify expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up

Members **RATIFIED** expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up.

22.2 To ratify expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy

Members **RATIFIED** expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy.

22.3 To ratify expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy

Members **RATIFIED** expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy.

Following a query from a Member as to what was to become of the devices being replaced, the Clerk advised that she would make enquiries as to their compatibility and suitability in being offered for use.

23. FINANCIAL REPORTS INCLUDING: -

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

23.1 To note Committee I&E Reports for the months of March and April 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of March and April 2024.

23.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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**.

24. CORRESPONDENCE

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

25. 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).

26. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Brooks declared a Pecuniary Interest as a sponsor

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

Before considering whether to escalate one of the outstanding debts to the Small Claims Court, Members requested that further attempts be made to have the debt settled in an effort to retain professional relations with the Debtor in question. Contact details for the Area Manager were provided to the Town Clerk.

The Meeting closed at 8.19pm



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 PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 14th MAY 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: D. Dawes (until Min. 13),
S. Goodheart, P. Ralph, B. Waterhouse and
Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Mr. S. Hill (WSCC Parish & Community Engagement
Officer) (part of meeting)
2 members of the public (part of meeting)

The Meeting opened at 4.00pm

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS
AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 13th MAY
2024**

It was noted that Cllr. Mrs. J. Warr was elected Chair and Cllr. J. Barrett was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

2. **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.

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

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

4. **DECLARATIONS OF INTEREST**

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

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

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

There were no declarations of Interest

5. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd APRIL 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 23rd April 2024 as an accurate record of the proceedings and the Chair signed them.

6. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.03pm

Representatives from Edward Bryant School (London Road, Bognor Regis), seated in the public gallery, addressed those present in relation to concerns for child pedestrian safety outside of the school.

They explained that the school is for children of primary age (4-11 years) with 630 on the register. Situated on a very busy road, there is concern about the safety of children outside of school, especially at school drop-off and pick-up times. A death or life changing injury of a child caused by a road traffic collision has a devastating impact upon the family and school community.

However, the chances of an accident happening, and the severity of injuries sustained, they felt would be significantly reduced with the installation of safety railings.

Their research has shown that other local schools have, what they consider to be, far better safety measures than Edward Bryant School. For example, Rose Green Junior School has 28 metres of safety railings, Bersted Green Primary School has 12 metres of railings, Southway Primary School is located in a closed-end road with railings either side of the entrance gates and wrapped around part of the car park, Nyewood School is also in a closed-end road with concrete bollards, and Bartons School is at the end of an Estate with concrete bollards in place.

Edward Bryant School have made enquiries with West Sussex County Council (WSSCC) about the possibility of safety railings being installed and were advised that before an application could be submitted, they would need support from the local County Councillor, and the Town Council.

County Councillor Oppler met with school representatives and has given his full support to the proposals, advising that he would contact Highways to arrange a site meeting and discuss options to improve pedestrian safety outside of Edward Bryant School.

The Chair reconvened the Meeting at 4.18pm

7. TO CONSIDER A REQUEST FROM STAFF FOR SAFETY RAILINGS OUTSIDE OF EDWARD BRYANT SCHOOL, LONDON ROAD, BOGNOR REGIS

Cllr. Dawes declared an Ordinary Interest as his children attend Edward Bryant School

The Chair welcomed Steve Hill, Parish & Community Engagement Officer for WSSCC, to the meeting and invited him to offer any input in response to the comments made under Public Question Time.

Prior to his attendance at the meeting, the Assistant Clerk had shared details of the request from Edward Bryant School. Steve had subsequently liaised with the Active Travel team and Highways at WSSCC. Whilst their initial response had been negative, as there was concern that the installation of safety railings as requested would create more barriers, Steve was encouraged to hear that the County Councillor was in support and advised that he would follow up with WSSCC to arrange a site visit as previously mentioned.

Members shared their own experiences and witness accounts of the density of traffic at this location and shared concerns for the safety of pedestrians. Other methods to mitigate the risks, such as the presence of staff and Community Enforcement Officers outside the school, signage on fences, letters home, and road safety awareness assemblies, were discussed but it was felt that these were not sufficient.

It was **AGREED** to support Edward Bryant School in their request for safety railings to be installed, with the Assistant Clerk asked to write to WSCC to advise of this and urge that a site visit be conducted at an appropriate time of the school day i.e. at drop-off and pick-up times.

The Chair thanked those seated in the public gallery for explaining the reasons for their request, and Mr. Hill for his input, after which they left the Meeting

8. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th APRIL, AND 3rd MAY 2024

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

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

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

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

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

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

There were no Premises Licence applications for Bognor Regis to be considered.

11. TO RATIFY ANY COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY IN RESPONSE TO ADC'S ARUN LOCAL PLAN 2023 - 2041 DIRECTION OF TRAVEL DOCUMENT ISSUES AND OPTIONS REGULATION 18 CONSULTATION

At the previous meeting it had been 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. With Members having resolved to give Delegated Authority to the Assistant Clerk, to enable them to submit the collated responses to ADC by the deadline, the intention was that any representation would be subsequently ratified at the Committee Meeting to be held on 14th May 2024 (Min. 194 refers).

However, despite the Assistant Clerk sending a reminder email to Members, on 5th May 2024, no responses were received and, therefore, no representation was submitted on behalf of the Town Council in response to ADC's Arun Local Plan 2023 - 2041 Direction of Travel Document Issues and Options Regulation 18 Consultation.

It is understood that some Members had submitted an individual response to the consultation or had actively participated in submitting a representation to ADC in their role of Councillor with another parish council in the district.

12. TO CONSIDER A REQUEST FROM CPRE TO COMPLETE THEIR SURVEY ON SEWAGE SPILLS AND DEVELOPMENT PRESSURES IN LOCAL AREAS AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

The Assistant Clerk explained to Members that CPRE Sussex, the countryside charity for East and West Sussex and Brighton & Hove, were launching a new campaign on the impact of development pressures on the overloaded sewerage system and were inviting all parish and town councils within Sussex to respond to a short survey. The results from the survey would help to build the case for CPRE to call upon Local Planning Authorities in our area to make adequate sewerage infrastructure a prerequisite to development.

Members **AGREED** to respond to the questions within the survey with the Assistant Clerk to submit these online after the meeting.

13. TO RECEIVE DETAILS OF THE CIL RECEIPTS PAID TO THE TOWN COUNCIL IN APRIL 2024 AND TO NOTE THAT THE COUNCIL'S CIL SPENDING LIST WILL BE REVIEWED AT THE COMMITTEE MEETING TO BE HELD ON 4th JUNE 2024

It was reported to Members that the Town Council had received Community Infrastructure Levy (CIL) monies of £9,777.69 for the April 2024 CIL period, bringing the current budget available to £13,429.84.

Members **NOTED** that the Council's CIL Spending List would be reviewed, to include consideration of the viability of projects currently on the list and any further suggested projects to be included on the list, at the Committee Meeting to be held on 4th June.

Cllr. Dawes gave his apologies and left the Meeting

14. CORRESPONDENCE

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

The Meeting closed at 5.23pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th MAY 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 19th, 26th APRIL, AND 3rd MAY 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 3rd May 2024.

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

<p><u>BR/59/24/HH</u> <u>9 Marshall Avenue</u> Bognor Regis PO21 2TH</p>	<p>Conversion and extension to existing garage and alteration to porch.</p>	<p>NO OBJECTION</p>
<p><u>BR/64/24/HH</u> <u>Culver Cottage</u> 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Proposed rear facing dormer window. (This application may affect the character and appearance of the Aldwick Road, Bognor Conservation Area).</p>	<p>NO OBJECTION</p>
<p><u>BR/65/24/L</u> <u>Culver Cottage</u> 37 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Listed building consent for proposed rear facing dormer window.</p>	<p>NO OBJECTION</p>
<p><u>BR/52/24/T</u> <u>37 Upper Bognor Road</u> Bognor Regis PO21 1HX</p>	<p>1 No. Sycamore (T1) crown reduction to 5m height, 13.7m spread. 2 No. Sycamore (T2 & T3) crown reductions to 4m height, 10.6m spread. 1 No. Ash (T4) crown reduction to 5m height, 13.7m spread.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/58/24/A</u> <u>Premier Inn Hotel</u> Junction of The Esplanade and Clarence Road Bognor Regis PO21</p>	<p>Installation of 8 No. internally illuminated signs and 6 No. non-illuminated signs.</p>	<p>OBJECTION Members object to the proposals on the grounds that they would result in significant harm to amenity owing to the size, scale and number of signs proposed.</p>

BR/58/24/A (continued)
Premier Inn Hotel
Junction of The Esplanade and
Clarence Road
Bognor Regis
PO21

Signs E13 and E14, on the south elevation, are repetitive with only one being considered sufficient. Equally sign E11 is regarded unnecessary with E4 being in a prominent enough position. The need for sign E3 is called into question given its proximity to sign E2, and the protruding presence of E1. It is likely that sign E12, on the north elevation, will be visible to only those working in the Town Hall and is therefore redundant.

The proposals are in conflict with the Arun Design Guide SPD, Section 2 H.05, in failing to confirm to: Ensures that frontages are in keeping with their context including the surrounding street scene and the existing features, scale and proportion of the building; Provides an appropriate balance between the need to advertise, and respect for the existing character of the street scene; Minimises street clutter and respects local character by only providing signage where necessary, and mounting signs onto existing walls, buildings and street furniture.

Members would like to see proposals that are more community ethos minded, reinforcing the identity of the wider street scene, minimizing visual clutter so as to

<p><i>BR/58/24/A (continued)</i> <i>Premier Inn Hotel</i> <i>Junction of The Esplanade and</i> <i>Clarence Road</i> <i>Bognor Regis</i> <i>PO21</i></p>		<p>not detract from sense of place, and that are more befitting with the character, feel and function of the area.</p>
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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 PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th JUNE 2024

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

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

The Meeting opened at 4.04pm

15. 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.

16. 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.

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

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.

There were no declarations of Interest

18. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th May 2024 as an accurate record of the proceedings and the Chair signed them.

19. 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.

20. CLERK'S REPORT FROM PREVIOUS MINUTES

14th May 2024 – Min. 7 Safety railings outside of Edward Bryant School

The Clerk advised Members that an email had been received from the school informing that a site visit had been arranged, with WSCC's Principal Transport Improvements Officer and County Councillor Oppler, to take place on 6th June 2024.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th MAY 2024

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

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

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

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

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

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

23.1 **Licensing Act 2003**

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

Licence Number: 119667

The Committee noted the application for a Variation to a Premises Licence with proposed changes to licensable activities as follows: - Introduction of a bar area on the lower ground floor to serve pre/during and post meal drinks; To supply alcohol for consumption on and off the premises.

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

23.2 **Licensing Act 2003**

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

Licence Number: 119723

The Committee noted the application for a Variation to a Premises Licence with proposed changes as follows: - Extension of the area covered by the Premises Licence to cover a new building to be known as PlayXperience as per the plans submitted with the application; To permit the sale of alcohol within the PlayXperience for consumption on and off the premises; The showing of films and indoor sports from 0900-2300 each day.

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

24. **TO REVIEW THE TOWN COUNCIL'S CIL SPENDING LIST AND AGREE ANY AMENDMENTS – MIN. 13 REFERS**

The Assistant Clerk's report, including the appendices relating to CIL, was **NOTED**.

Having considered the Town Council's Community Infrastructure Levy (CIL) Spending List, Members **AGREED** for all existing projects to remain.

In addition to these projects, it was **AGREED** to add to the list initiatives

that addressed community safety, such as the provision of Emergency Bleed Control kits, flood mitigation, graffiti, and speed awareness.

Members **RESOLVED** that a quarterly review of the projects on the CIL Spending List be programmed.

25. **TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC FOR THE TOWN COUNCIL TO SUPPORT A TRAFFIC REGULATION ORDER (TRO) APPLICATION FOR PARK TERRACE, BOGNOR REGIS**

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

Having considered the request from a member of the public, as detailed in the report, Members **AGREED** to support the application to WSCC for a Traffic Regulation Order (TRO) in Park Terrace, Bognor Regis.

26. **CORRESPONDENCE**

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

The Meeting closed at 5.16pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th JUNE 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 10th, 17th AND 24th MAY 2024)**

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

<p><u>BR/48/24/PL</u> Marine Court Flat 3, 4 Marine Drive West Bognor Regis PO21 2QA</p>	<p>Retrospective application for installation of front balcony.</p>	<p>NO OBJECTION</p>
<p><u>BR/63/24/HH</u> 1A Normanton Avenue Bognor Regis PO21 2XT</p>	<p>Removal of existing roof and building an extension to the front and a new first floor extension within the pitched roof including 1 No. front and 1 No. rear dormer. Alterations to fenestration. Demolition of conservatory. New highway access and vehicle crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/70/24/A</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing signage.</p>	<p>NO OBJECTION</p>
<p><u>BR/71/24/PL</u> 43 London Road Bognor Regis PO21 1PQ</p>	<p>Replacement of existing shop front and replacement of existing signage. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/47/24/T</u> Kyoto Court Bognor Regis PO21 2UL</p>	<p>1 No. Pine (T1) crown raise to 4m. Prunus group (G2) to fell or cut back.</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>

<p>BR/69/24/PL 10 Longford Road Bognor Regis PO21 1AQ</p>	<p>Change of use to large HMO (sui generis - 9 unrelated occupants) and removal of outbuilding. This application is in CIL zone 4 (zero rated) as other development.</p>	<p>OBJECTION Members upheld their previous objection to this proposal (submitted under planning application BR/256/23/PL) for a change of use to a large HMO.</p> <p>The introduction of an additional HMO would result in a proliferation and over concentration of such uses in an area close to being over-run with these forms of housing, which shares the boundary with 2 wards within which an Article 4 Direction is in place. The proposal 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>The lacking provision of car parking spaces would contribute to the generation of excessive parking demands causing harm to the amenity of the area contrary to policy HSP4 (b) of the Arun Local Plan.</p> <p>It is the opinion of local Councillors that Longford Road is an incredibly busy thoroughfare used by large vehicles, such as buses and lorries, and is considered by some as dangerous for cyclists.</p>
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<p><i>BR/69/24/PL (continued)</i> 10 Longford Road Bognor Regis PO21 1AQ</p>		<p>To allow further proliferation of smaller household typologies would only exacerbate safety concerns at this location, brought about by the potential for further demands on street parking in the area. The plans do not indicate cycle storage facilities to address the lack of parking provision.</p> <p>Furthermore, the House in Multiple Occupation by reason of the number of occupiers would have a detrimental impact on the residential amenity of the other dwellings in the area contrary to D DM1 and QE SP1 of the Arun Local Plan.</p>
<p><u>BR/75/24/PL</u> <u>Flat 1, 77 Collyer Avenue</u> Bognor Regis PO21 5JR</p>	<p>Retrospective permission for a rear single storey conservatory extension and permission for a new flat roof lantern roof light.</p>	<p>NO OBJECTION</p>
<p><u>BR/77/24/PL</u> Cordell House Rest Home <u>120 Victoria Drive</u> Bognor Regis PO21 2EJ</p>	<p>Following the grant of BR/12/23/PL, this application seeks approval to amend the scheme to a 9-bed House in multiple occupation (HMO), from an 8-bed HMO. Approval is also sought to reduce the existing window opening to bedroom 1a and install a new uPVC window instead, move the existing window opening in bedroom 1b into the centre of the room, extend the window opening down in bedroom 7 and replace with a new uPVC window and the removal of the small retaining wall in the front garden and install a sloped garden area. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>OBJECTION Despite the Local Planning Authority having conditionally approved the scheme for an HMO at this location, under planning application BR/12/23/PL, the Town Council continues to object to this household type.</p> <p>There is anecdotal evidence from residents living in Victoria Drive, and the neighbouring roads, that there already exists pressure for on-street parking spaces at this</p>

<p><i>BR/77/24/PL (continued)</i> <i>Cordell House Rest Home</i> <i>120 Victoria Drive</i> <i>Bognor Regis</i> <i>PO21 2EJ</i></p>		<p>location. A 360° view using Google Maps shows cars parked up on pavements which causes issues for pedestrians and those with buggies, wheelchairs and mobility scooters, for example. This additional HMO will only exacerbate the problem thereby causing adverse harm to the amenity of existing local residents in the area, resulting in an intensification of use that adversely affects the character of the area, contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for, or exists to cater for any demand likely to be generated.</p>
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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 PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th JUNE 2024

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

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

The Meeting opened at 4.00pm

27. 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.

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

No apologies for absence had been received from Cllrs. Goodheart and Woodall. The absences could not, therefore, be approved.

29. DECLARATIONS OF INTEREST

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

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

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

They then need to re-declare their Interest and the nature of the Interest

at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

There were no declarations of Interest

30. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th JUNE 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 4th June 2024 as an accurate record of the proceedings and the Chair signed them.

31. 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.

32. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

33. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st MAY, 7th AND 14th JUNE 2024

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

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

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

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

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

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

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

36. TO CONSIDER WSCC'S PROPOSALS FOR TWO PERMANENT TRAFFIC REGULATION ORDERS (TROS) IN RELATION TO THE ESPLANADE, BOGNOR REGIS, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

Members spoke of The Esplanade being a prime destination for visitors and residents in 'Sunnier Bognor Regis' and agreed that making the area more pedestrian friendly would be of benefit.

It was **AGREED** to submit comments in response to WSCC, in **SUPPORT** of the proposals for two permanent traffic regulation orders in relation to The Esplanade, Bognor Regis. It was further **AGREED**, to include within the response a request for the 20mph speed limit to be extended further along The Esplanade to enhance the offering to pedestrians. In particular, Members would like to see the distance of the 20mph speed limit extended to the corner of Gloucester Road as this was an area known for traffic accidents, some of which had been fatal, owing to the bend in the road.

37. TO CONSIDER COMMENTS MADE DURING PUBLIC QUESTION TIME IN RELATION TO POTHOLES, AND AGREE ANY ACTION (MIN. 6 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 3rd JUNE 2024 REFERS)

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

Those present agreed with the views shared by the member of the public, as detailed in the report, in relation to the poor condition of local roads and the presence of potholes which often arose following works carried out by utility companies.

Members **AGREED** to write to West Sussex County Council to enquire whether there is an onus on utility companies carrying out works on the highway to repair the road surface to a satisfactory standard and, if so, to ask why this wasn't being enforced.

38. CORRESPONDENCE

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

Additional correspondence included: -

- 38.1** WSCC - Public Notice that Central Avenue to Collyer Avenue will be temporarily closed to all traffic on 11th July 2024 for up to 5 days (it is estimated to be completed on 11th July 2024) and is required for the safety of the public and workforce while BT undertakes a daytime footpath closure

for tree cutting works to enable a new aerial cable to be installed. The restriction will be in place daytime only from 09:30 until 15:30. An alternative route will be signed on site and access maintained for emergency services only. Pedestrians should follow the diversion route for access. For information regarding this closure please contact Sunbelt Rentals on behalf of BT on 03700 500 792 who will be able to assist with scope of these works.

- 38.2** WSCC - Public Notice that Hawthorn Road, between the junctions with Chichester Road and Linden Road, will be temporarily closed to all traffic on 15th July 2024 for up to 5 days (it is estimated to be completed on 15th July 2024) and is required for the safety of the public and workforce while Southern Water undertakes carriageway repair works. The restriction will be in place daytime only from 09:30 until 16:00. An alternative route will be signed on site with access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 0330 303 0368 who will be able to assist with scope of these works.
- 38.3** WSCC - Public Notice that Lyon Street, will be temporarily closed to all traffic on 16th July 2024 for up to 5 days (it is estimated to be completed on 17th July 2024) and is required for the safety of the public and workforce while T-Mobile (UK) Limited undertakes an overnight road closure, required to allow T-Mobile/EE to undertake telecoms testing and maintenance. The restriction will be in place overnight only from 22:00 until 05:00. An alternative route will be signed on site but please visit <https://one.network/?tm=138276643> for more details. Access maintained for emergency services and pedestrians only. All other vehicles should follow the diversion route for access. For information regarding this closure please contact Chevron TM on behalf of T-Mobile (UK) Limited who will be able to assist with scope of these works.
- 38.4** WSCC - Public Notice that Shripney Lane, for a distance of approximately 21 metres, will be temporarily closed to all traffic on 16th July 2024 for up to 5 days (it is estimated to be completed on 17th July 2024) and is required for the safety of the public and workforce while BT undertakes an overnight road closure to allow safe access to underground telecoms assets. The restriction will be in place overnight only from 20:00 until 06:00. An alternative route will be signed on site but please visit <https://one.network/?tm=138500917> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Sunbelt Rentals on behalf of BT on 0370 050 0792 who will be able to assist with scope of these works.

The Meeting closed at 4.29pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th JUNE 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS 31st MAY, 7th AND 14th JUNE 2024)**

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

<p><u>BR/81/24/T</u> <u>University of Chichester</u> Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Various works to various trees.-</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><u>BR/89/24/T</u> <u>43C Pevensey Road</u> Bognor Regis PO21 5NY</p>	<p>1 No. Horse Chestnut crown lift to 2.5m and to reduce branches on south side leaving 6m length. 1 No. Oak to reduce branches on north side leaving 4m length and to reduce branches on north/east side leaving 6m length.</p>	<p>OBJECTION The Tree Survey gives no indication as to the condition of the trees, nor does the application and the applicant fails to provide reasons for the work, as stipulated on the form where trees are protected by a Tree Preservation Order (TPO).</p> <p>Due to their siting, height and form, the trees that are subject to the TPO are attractive features that make a significant positive contribution to the character and appearance of the surrounding area and amenity.</p> <p>The trees are mature, and to allow this work to be carried out will likely lead to future pressure for these important trees to be felled or lopped. The stress that repeated pruning would cause to them would be likely to erode their stature,</p>

<p><i>BR/89/24/T (continued)</i> <i>43C Pevensey Road</i> <i>Bognor Regis</i> <i>PO21 5NY</i></p>		<p>health and longevity, and would be detrimental to the character and appearance of the locality.</p> <p>The proposal is in conflict with Arun Local Plan Policy ENV DM4.</p> <p>At this time, without further information, the Town Council do not consider there to be substantial reasons for the proposed work to be carried out.</p>
<p><u>BR/90/24/PL</u> <u>48 Gracelands Rest Home</u> Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Change the use of No.48 Richmond Avenue from C2 Residential Institution to C3 Dwelling house. This application is in CIL zone 4 and is CIL liable as a new dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/77/24/PL RE-ADVERTISED</u> <u>Cordell House Rest Home</u> 120 Victoria Drive Bognor Regis PO21 2EJ</p>	<p>Change of use of a C2 Residential care home into a 9 No. bed C4 House in Multiple Occupation (following the grant of BR/12/23/PL) including changes to fenestrations and associated works. This application is in CIL Zone 4 (Zero Rated) as other development. Re-advertised owing to an amended description.</p>	<p>OBJECTION The Town Council's comments submitted to ADC on 5th June 2024 remain unchanged in relation to planning application BR/77/24/PL, regardless of the amended description.</p> <p>Despite the Local Planning Authority having conditionally approved the scheme for an HMO at this location, under planning application BR/12/23/PL, the Town Council continues to object to this household type. There is anecdotal evidence from residents living in Victoria Drive, and the neighbouring roads, that there already exists pressure for on-street parking spaces at this location. A 360° view</p>

BR/77/24/PL (continued)
Cordell House Rest Home
120 Victoria Drive
Bognor Regis
PO21 2EJ

using Google Maps shows cars parked up on pavements which causes issues for pedestrians and those with buggies, wheelchairs and mobility scooters, for example. This additional HMO will only exacerbate the problem thereby causing adverse harm to the amenity of existing local residents in the area, resulting in an intensification of use that adversely affects the character of the area, contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated.



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 20th MAY 2024

PRESENT:

Cllr: K. Batley (Chair); Cllrs: J. Brooks, D. Dawes, R. Nash, P. Ralph, Mrs. J. Warr and P. Wells (until Min. 12).

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
Mrs. J. Davis (Assistant Clerk)
1 member of the public seated in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIR AND VICE-CHAIR AS AGREED AT THE ANNUAL MEETING ON 13th MAY 2024

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

Members **NOTED** that Cllr. K. Batley was appointed Chair and Cllr. J. Brooks appointed Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

2. WELCOME BY CHAIR

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

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

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

No apologies were received from Cllrs. Barrett and Stanley.

4. **DECLARATIONS OF INTEREST**

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

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

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

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

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

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

Cllr. Nash declared an Ordinary Interest in Agenda items 10 and 11, in relation to promoting events on posters and leaflets

Cllr. Wells declared a Pecuniary Interest in Agenda item 10 in relation to Bognor Regis Concert Band

5. **TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 18th MARCH 2024**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 18th March 2024, as an accurate record of the proceedings and the Chair duly signed them.

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

The Chair adjourned the Meeting at 6.34pm

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

A member of the public stated that the lights on the Promenade Bandstand were not working and asked whether it might be possible for the Bognor Regis Seafront Lights organisation to take them on.

It was suggested that Cllr. Mrs. Warr, as the Town Council representative, raise these queries with Bognor Regis Seafront Lights, and report back at a future meeting.

The Chair reconvened the Meeting at 6.40pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 18th March 2024 – Min. 20.2 Data collection of sunshine hours

After many months of conversation with the Met Office, in relation to automation of the Weather Station to include the data collection of sunshine hours, they have advised that their preference is for the Campbell-Stokes sunshine recorder to be re-established. The Town Council has been tasked with finding a suitable location, according to the strict requirements of the Met Office in terms of what is deemed as 'suitable', upon which the Met Office will arrange a site visit. Only if no suitable site can be found for the sunshine recorded will the Met Office further review the possibility of automating the Weather Station.

Following Officer enquiries into potential sites for the sunshine recorder, Compass Point and Mountbatten Court have declined citing recent changes in the law relating to buildings over 18-metres in height, following the Grenfell Tower fire, and referring to the need to protect their roof warranty. A response is awaited from Esplanade Grande and the Town Clerk continues with efforts to liaise with Butlin's about the possibility of the recorder being re-established on resort.

7.2 18th March 2024 – Min. 20.3 Correx board lamp post sleeves

The Correx boards have now been produced, according to the specifications agreed by Committee Members, and delivered to the Town Council. Final preparations are underway in order to utilise the boards at the earliest possibility to promote events in the town.

7.3 Bognor Regis Beach Access

The Town Clerk has been made aware that a Bognor Regis Beach Access Stakeholder Engagement Workshop was held on 18th April at The Track in Bognor Regis, organised by Arun District Council (ADC). Unfortunately, no prior notification was received by the office, advising that the meeting was to take place, and the Clerk therefore enquired as to whether any representatives from the Town Council were actually invited to attend,

having expected that the Town Council should have been represented. It transpired that Cllrs. Brooks, Dawes, Goodheart, Stanley and Mrs. Warr were directly invited by ADC but it is unknown as to whether any of these Councillors were able to attend as no feedback has been received by the Clerk or Council from any Members. However, the Town Clerk has been advised by ADC that following on from the meeting, stakeholder outcomes will be circulated in due course and that these will be sent to the office.

8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS

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

8.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Environmental and Leisure Committee are members.

Members **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mrs. L. Russell and Mr. C. Penfold as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members **NOTED** that the appointment of the Chair and Vice-Chair of the Allotments Sub-Committee will be undertaken at the first meeting scheduled for 6.30pm on Monday 17th June 2024.

8.2 Bognor Regis in Bloom Working Group including consideration of recommendations to Council of co-options for ratification

Members **AGREED** that Cllrs. Goodheart, Smith, Mrs. Warr, Woodall and Mrs. Yeates be appointed to the Working Group. It was noted that there was a vacancy for one other member of the Committee to be appointed. In the absence of nominations to fill this vacancy from those present, it was suggested that the Committee Clerk circulate an email to those Members not present, inviting their expression of interest. The appointment of the one remaining vacancy on the Bognor Regis in Bloom Working Group will, therefore, be **DEFERRED** to the next Committee meeting to be held on 15th July 2024.

Members **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

9. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 13th MARCH AND 30th APRIL 2024

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

Members **RESOLVED** to **RATIFY**:

9.1 That the balance of £109.57 remaining of the 2023-2024 Competitions Budget, previously earmarked for purchasing seeds for the Schools Competition, be used instead for trophies/engraving expenses for the Awards Evening.

9.2 The expenditure of £13.24 on seeds for Schools Competition.

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

Cllr. Wells re-declared his Pecuniary Interest in relation to the Bognor Regis Concert Band and left the Meeting

The Committee Clerk's report, summarising updates regarding the concert Band and promotional posters, was **NOTED**.

10.1 To receive an update in relation to the Town Council's sponsorship of the Bognor Regis Concert Band – Min. 22.1 refers

Examples of the armbands and baseball caps were shown to Members who requested that a photo be taken when the promotional items, sponsored by the Town Council, were readily available and presented to the Concert Band.

Members noted that the Bognor Regis Concert Band were fully booked for the 2024 season and had requested that all remaining funds, from the Town Council's sponsorship, be earmarked for them to perform on behalf of the Council in 2025. This was **AGREED**.

10.2 To receive an update in relation to posters promoting events supported by the Town Council – Min. 22.2 refers

A Member suggested that posters promoting events, as a list that required reading, would be better placed on the internal poster sites of the seafront shelters. As the posters on the outside of the shelters were mostly visible to drivers, it was felt that posters promoting a singular event would be more eye-catching.

Cllr. Wells returned to the Meeting

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

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

11.1. To note that a recommendation to the Policy and Resources Committee in relation to expenditure of the 2024/25 budget is no longer required – Min. 145 of the Policy and Resources Committee meeting held on 25th March refers

Members **NOTED** that it was no longer necessary to make recommendation to the Policy and Resources Committee when agreeing to spend monies from the Publicity and Promotion Budget 2024/25, news of which was well received.

11.2 To receive an update in relation to the production of an events leaflet for 2024 – Min. 25 refers

Further to the update given in the report, it was confirmed that the leaflets were in print and would be ready for distribution ahead of the Bognor Regis Carnival on 25th May 2024, with further distribution planned in the coming days.

11.3 To consider the utilisation of any remaining funds in the Publicity and Promotion budget 2024/25 - Min. 25 refers

Members were invited to agree any proposals for the utilisation of funds in the Publicity and Promotion Budget 2024/25, however there were none forthcoming. It was recognised that the funding provision within this budget was in place until 31st March 2025 and that any expenditure should be carefully considered so as to not run the pot dry too early into the financial year, thereby leaving the Committee unable to support proposals that came in at a later date.

It was **AGREED** to **DEFER** any consideration of proposals for the utilisation of any remaining funds in the Publicity and Promotion Budget 2024/25 until the next meeting.

Cllr. Wells gave his apologies and left the Meeting

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

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

Having noted that it had not been possible for the Town Council to submit a representation in response to the Public Events licence application in relation to the Carnival, owing to an insufficient number of Committee Members responding to the request for comments, the Chair urged those present to reply to emails where required.

13. CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2025-27 CONTRACT

The Committee Clerk's report, including associated appendices relating to the proposed specification and brief, was **NOTED**.

It was proposed and seconded that a Working Group be established to determine the scope, specification, and any amendments required to the paperwork associated with Christmas Illuminations for the 2025-27 contract.

Members **RESOLVED** to **AGREE** that a Christmas Illuminations Working Group be established, tasked with considering the specification requirements and brief for the Christmas Illuminations 2025-27 contract, with a **RECOMMENDATION** from the Working Group to be presented at the next Committee Meeting on 15th July 2024.

Following a vote, it was **AGREED** that the following Members would sit on the Christmas Illuminations Working Group: - Cllrs: K. Batley, J. Brooks, D. Dawes, P. Ralph and P. Wells, in addition to the Committee Clerk. Times and dates for the Working Group to meet are to be determined.

The decision relating to holding a standalone meeting of the Committee, to receive presentations from participating companies, was **DEFERRED** until the specification and brief had been approved.

14. TO DISCUSS THE USAGE OF THE SEAFRONT BANDSTAND FOLLOWING A COMPLAINT RECEIVED FROM A RESIDENT AND CONSIDER ANY FURTHER ACTION – CLLR. BATLEY TO REPORT

Cllr. Batley gave a verbal report, explaining that he had been contacted by a member of the Bognor Regis RAFA Club who had hoped to use the bandstand located on the seafront. When making enquiries with the Arun District Council (ADC) Reception Desk at the Town Hall, the member of public was advised that the Town Council were responsible for its use as an event space. Not believing this to be the case, the member of the public contacted ADC's Events team but had not received a response. In the meantime, they had spoken with Cllr. Batley who had confirmed that the bandstand was owned by ADC and that they were responsible for events being held at this location.

In discussing the issues experienced by the member of the public, the complexities of ADC's booking system for event organisers to book the bandstand were raised, with there being anecdotal evidence shared of organisers who avoided using the bandstands owned by ADC because of the paperwork involved.

A Member asked whether it would be viable for the Town Council to take on the operational management of the seafront bandstand, in an effort to support musicians wishing to perform.

Cllr. Nash, in his capacity as Deputy Leader of Arun District Council, offered to raise the matter at his weekly meeting with the CEO of Arun.

15. TO RATIFY EXPENDITURE OF £434.72 PLUS VAT FOR NECESSARY REPAIRS TO BILLY BULB

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

Members **RATIFIED** expenditure of £434.72 excluding VAT for repairs undertaken to Billy Bulb.

Members suggested the active promotion of Billy Bulb, including his participation in other events, and it was suggested that this could be a proposal for expenditure of the Publicity and Promotion Budget 2024/25 when next considered.

16. CORRESPONDENCE

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

The Meeting closed at 7.23pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

**AGENDA ITEM 12 - TO NOTE DECISION OF THE BOGNOR REGIS
CARNIVAL ASSOCIATION TO DECLINE A 'RESERVE' REPRESENTATIVE
TO THE ORGANISATION - MIN. 10 REFERS**

REPORT BY THE TOWN CLERK

FOR NOTING

Following the appointment of representatives/reserves to 'outside' bodies at the Annual Town Council Meeting held on 13th May 2024, all organisations were promptly contacted, advising of their Town Councillor representative/reserve and were provided with their contact details for inviting them to future meetings etc.

Since receiving this notification, the Bognor Regis Carnival Association have been in contact with the Town Council, advising that whilst they are happy to have a representative appointed, they do not wish to also have a reserve representative.

DECISION

Members are invited to **NOTE** the decision of the Bognor Regis Carnival Association to decline a 'reserve' representative to the organisation, for the 2024/2025 Municipal year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

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

REPORT BY THE TOWN CLERK

FOR NOTING

Owing to a change in staff resources, the Council Meeting (Precept) scheduled to take place on Monday 13th January 2025 will now be held at 6.30pm on Monday 6th January 2025, contrary to the Calendar of Meetings noted by Members at the Annual Town Council Meeting held in May - Min. 12 refers.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

AGENDA ITEM 14 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 24th JANUARY 2024 AND THE MINUTES OF THE MEETING HELD ON 24th APRIL 2024, DEFERRED FROM LAST MEETING - MIN. 24 REFERS

REPORT BY THE TOWN CLERK

FOR NOTING

Bognor Regis Regeneration Board AGM held on 24th January 2024

Members are invited to note the Minutes from the Bognor Regis Regeneration Board AGM held on 24th January 2024, that were previously circulated to Councillors, deferred from the last meeting (Min. 24 refers).

Bognor Regis Regeneration Board Meeting held on 24th April 2024

Members are invited to note the Minutes from the Bognor Regis Regeneration Board meeting held on 24th April 2024, that were previously circulated to Councillors, deferred from the last meeting (Min. 24 refers).

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board AGM held on 24th January 2024 and the meeting held on 24th April 2024, previously circulated.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

**AGENDA ITEM 15 - CIVIC DUTIES UNDERTAKEN BY NEW MAYOR
CLLR. MISS. CLAIRE NEEDS FROM 13th MAY - 8th JULY 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 25.05.24	:	Bognor Regis Carnival, West Park, Aldwick
Saturday 01.06.24	:	39 Youth Club 'Grand Re-Opening', 39 Youth Club, Church Path, Glamis Street, BR
Thursday 06.06.24	:	BRTC event: D-Day Beacon Lighting for 80 th Anniversary of D-Day, Seafront Beacon, BR
Saturday 08.06.24	:	<i>Deputy Mayor attended: West Sussex Guitar Club Concert, Regis School of Music, Sudley Road, BR</i>
Tuesday 11.06.24	:	<i>Deputy Mayor attended: WS Lieutenancy Briefing, Haywards Heath Town Hall</i>
Saturday 15.06.24	:	<i>Deputy Mayor attended: BRTC event: Proms in the Park, Hotham Park, BR</i>
Thursday 20.06.24	:	Youth Community Garden Launch, Phoenix Centre, Westloats Lane, BR
Saturday 22.06.24	:	BR Armed Forces Day event, RAFA Club, The Esplanade, BR
Saturday 22.06.24	:	BRTC event: BR Town Crier Competition, Seafront Bandstand/Town Hall
Wednesday 26.06.24	:	'Community Gathering' (Grandad's Front Room), BR Youth & Community Centre, Westloats Lane, BR
Saturday 29.06.24	:	Littlehampton Armed Forces Day event, Littlehampton Seafront
Tuesday 02.07.24	:	BRTC event: In Bloom Guides Competition Awards Presentation, BR Mini Golf, Waterloo Square, BR

AGENDA ITEM 15

- Friday 05.07.24 : L'Arche BR 'Power Cuppa' for 50th Anniversary Celebrations, Sycamore, 188 Hawthorn Road, BR
- Sunday 07.07.24 : *Deputy Mayor attended: Stonepillow Charity Fundraiser 'Football Tournament' Arun Sports Arena, Ford*
- Sunday 07.07.24 : BRTC event: Drive through Time Motor Gala, West Park, Aldwick
- Sunday 07.07.24 : BR Heritage & Arts Partnership 'People Talking' event, Regis School of Music, Sudley Road, BR

Invites not Attended

Annual Meeting of Chichester City Council (Mayor Making)

Girlguiding Sussex Annual Review

Friends of Sussex Hospice 'A Summer Cabaret'

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

**AGENDA ITEM 16 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 13th MAY - 8th JULY 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 18.05.24	:	Birthday celebration, Grandad's Front Room (Private event)
Saturday 25.05.24	:	Bognor Regis Carnival, West Park, Aldwick
Sunday 26.05.24	:	Haslemere Town Crier Competition, Haslewey Community Centre, Haslemere
Wednesday 05.06.24	:	North Bersted Ladies WI Group, North Bersted Church Hall (Private event)
Thursday 06.06.24	:	BRTC event: D-Day Beacon Lighting for 80 th Anniversary of D-Day, Seafront Beacon, BR
Saturday 15.06.24	:	Wotton Town Crier Comp, Wotton Town Centre
Saturday 22.06.24	:	BRTC event: BR Town Crier Competition, Seafront Bandstand/Town Hall
Wednesday 26.06.24	:	'Community Gathering' (Grandad's Front Room), BR Youth & Community Centre, Westloats Lane, BR
Sunday 07.07.24	:	BRTC event: Drive through Time Motor Gala, West Park, Aldwick

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

**AGENDA ITEM 18 - TO RECEIVE A REPORT FROM OFFICERS
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 28th May 2024

The Assistant Clerk participated in the online Arun Parish Meeting held on Tuesday 28th May 2024, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT). Cllr. Wells gave apologies for absence.

Inspector Wickings provided confidential updates in relation to coaching and staffing changes across the Arun and Chichester Division. Operational updates, focusing predominantly on antisocial behaviour and crime in the district were also shared.

A meeting of the Safer Arun Partnership had recently been held with representatives from Arun District Council, West Sussex County Council, Sussex Police, Arun Youth Projects and Early Help amongst the attendees. The Partnership are positive about what can be done around antisocial behaviour and crime but are realistic and acknowledges that it cannot solve societal issues around young people. However, if a crime is being committed then this will be dealt with. Whilst it is hoped that an improvement in this area will be seen, Inspector Wickings stated that it would take time. Whilst there are no Minutes or Notes of the Safer Arun Partnership Meeting, a public document will be issued in due course so that everyone knows what is being done and why.

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour, speeding traffic, uninsured drivers, problems with parking, and street drinking.

On behalf of Bognor Regis Town Council, the Assistant Clerk highlighted the frequent presence of vendors in the Town Centre offering goods, such as perfumes and aftershaves, from plastic carrier bags and asked why this wasn't being noticeably addressed. Inspector Wickings explained that unless it could be proven that the goods were stolen, or counterfeit, then this would be a matter for Trading Standards, rather than the Police. Reporting to Trading Standards was encouraged and a link was subsequently emailed to the Town Council and is available from the office if required.

In anticipating his absence, Cllr. Wells had requested that the Assistant Clerk ask why it had taken so long for the Police to react to the recent presence of Travellers in the locality, who had caused a lot of disruption to traders, when they have the powers, such as Section 60C, to disperse them.

Inspector Wickings briefly explained the definition of Section 60C and the relevant thresholds and offered to email the Assistant Clerk with a written explanation in response to Cllr. Wells' question.

Arun Parish (Sussex Police) Meeting held on 28th June 2024

The Assistant Clerk participated in the online meeting held on 28th June 2024.

Inspector Wickings advised that there had been an increased demand for policing, which was typical in the summer, but that this had peaked early and that this may have been exacerbated by the UEFA EURO 2024 football tournament, and the upcoming General Election, for example. Consequently, call queues had nearly doubled, and the Neighbourhood Policing Teams were covering jobs that they wouldn't normally. Operational updates were also given with some positive progress with most of them. The employment of a District Engagement Officer would soon be starting and so information will soon be coming out from this Officer on social media and Sussex Alerts, with them also attending events and engaging with the community.

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour, speeding traffic and recent road traffic accidents, the use of e-scooters, theft of power tools from vehicles, and an increase in rough sleepers.

Once again, the importance of reporting to the relevant authority was highlighted – even when someone feels that nothing will come of it, all reports help to identify patterns and trends and thereby allows resources to be targeted with the possibility of preventing someone else from becoming a victim in the future.

Inspector Wickings apologised for not yet having responded to the questions raised by the Assistant Clerk at the previous meeting but gave assurance that one would be forthcoming soon.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

AGENDA ITEM 19 - CORRESPONDENCE

FOR INFORMATION

1. St Wilfrid's Hospice Moonlight Walk tickets - Circulated to all Councillors 24.05.2024
2. The Regis News 24.05.2024
3. The Sussex Police and Crime Commissioner - Sussex Immediate Justice Taskforce programme now countrywide - Circulated to all Councillors 24.05.2024
4. Sussex Alerts WhatsApp Scam - Circulated to all Councillor and on social media 27.05.2024
5. Public Sector Network Newsletter 29.05.2024
6. NALC Newsletter 29.05.2024
7. Office for National Statistics 29.05.2024
8. Sussex Alerts Secure your home and protect your property - Circulated to all Councillors and on social media 29.05.2024
9. West Sussex Mind New Self-Harm Conference 30.05.2024
10. NALC Chief Executive's Bulletin - Circulated to all Councillors 30.05.2024
11. WSCC News Release webinar to find out how to help nature across Sussex - Circulated to In Bloom Sub-Committee Members 30.05.2024
12. WSCC News Release Better Roads campaign: county council's commitment to improving road conditions continues - Circulated to all Councillors 31.05.2024
13. Sussex Police and Crime Commissioner - Sussex shoplifting solve rates on the rise - Circulated to all Councillors 31.05.2024
14. LGA Sustainability Bulletin 03.06.2024
15. NALC Job listings 03.06.2024
16. VAAC Funding Focus - 03.06.2024
17. ADC Travellers Update - Junction of Horsemere Green Lane and Yapton Road in Climping - Circulated to all Councillors 03.06.2024
18. NALC Events - previously forwarded to Councillors 04.06.2024
19. Littlehampton Town Council's Newsletter 04.06.2024
20. Stonepillow: Letter of Thanks for continued patronage by the Mayor and Cllr Barrett 04.06.2024
21. ADC Exciting News The BR Time Portal reached the finals of the Auggie Awards 18-20 June 24, Long Beach, California
22. West Sussex Mind New Community of Practice for Educators 05.06.2024
23. NALC Newsletter 05.06.2024
24. Twinning Association next French film at the picturedrome - Circulated to all Councillors 05.06.2024
25. Parish Online Newsletter 05.06.2024
26. NALC Chief Executive's Bulletin - Circulated to all Councillors 06.06.2024
27. WSCC TRO Consultation: Bognor Regis, The Esplanade 06.06.2024
28. 2024 CCLA Corporate Mental Health Benchmark UK 100 update 07.06.2024
29. The Sussex Police and Crime Commissioner Town Boards to deliver 10-year transformation - Circulated to all Councillors 07.06.2024
30. WSCC Newsletter Better Roads in West Sussex - what we are doing, how you can help 07.06.2024

AGENDA ITEM 19

- 31.** Twinning Association minutes for May and June agenda - forwarded to Cllr Goodheart (Council Rep) 08.06.2024
- 32.** Heather Perrott Cancellation of International Film at Picturedrome - Circulated to all Councillors 10.06.2024
- 33.** Bognor Regis BID: Ask the Board Meeting - Circulated to all Councillors 10.06.2024
- 34.** Sussex Alerts, Sussex Police Bulletin - Circulated to all Councillors and on social media 10.06.2024
- 35.** Email: Fair play for children for the children's right to play
- 36.** VAAC weekly E-Bulletin - Circulated to all Councillors 12.06.2024
- 37.** NALC Chief Executive's Bulletin - Circulated to all Councillors 13.06.2024
- 38.** WSCC Residence newsletter 14.06.2024
- 39.** The Sussex Police and Crime Commissioner making Sussex roads safer - Circulated to all Councillors 14.06.2024
- 40.** Bognor Regis BID team update - Circulated to all Councillors 17.06.2024
- 41.** WSCC Cabinet Agenda 25.06.2024 - Circulated to all Councillors 17.06.2024
- 42.** ADC Travellers in Arun - Circulated to all Councillors 18.06.2024
- 43.** West Sussex Mind Free Self-Harm Training opportunities 18.06.2024
- 44.** West Sussex Mind Wear It Blue 2024 fundraising total 18.06.2024
- 45.** NALC Newsletter 19.06.2024
- 46.** Bognor Regis Shop Audit - Circulated to all Councillors 20.06.2024
- 47.** NALC Chief Executive's Bulletin - Circulated to all Councillors 20.06.2024
- 48.** ONS Newsletter 20.06.2024
- 49.** Arun Newsletter 20.06.2024
- 50.** WSCC Newsletter recycling edition 20.06.2024
- 51.** The Sussex Police and Crime Commissioner the public's voice in policing – Circulated to all Councillors 21.06.2024
- 52.** Public Sector Network newsletter 25.06.2024
- 53.** NALC Newsletter 26.06.2024
- 54.** VAAC fundraising online meeting information - Circulated to all Councillors 26.06.2024
- 55.** NALC Events - Previous circulated to all Councillors 26.06.2024
- 56.** WSALC & ESALC Newsletter Launch - Circulated to all Councillors 26.06.2024
- 57.** NALC Chief Executive's Bulletin - Circulated to all Councillors 27.06.2024
- 58.** Bognor Regis Twinning Association coffee morning - Circulated to all Councillors 27.06.2024
- 59.** Arun and Chichester Citizens Advice June newsletter - Circulated to all Councillors 28.06.2024
- 60.** Sussex Alerts Sussex Police - Van Break In and Stolen Tools Appeal – Circulated to all Councillors and on social media 28.06.2024
- 61.** The Sussex Police and crime Commissioner Calling for stolen valour to be made a stand-alone criminal offence - Circulated to all Councillors 28.06.2024
- 62.** WSCC News Release Record Office's new website 29.06.2024
- 63.** Twinning minutes for June and July agenda - forwarded Cllr Goodheart (council rep) 29.06.2024
- 64.** NALC Jobs listings 01.07.2024
- 65.** Clerks & Councils Direct 01.07.2024

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 8th JULY 2024**

AGENDA ITEM 20 - PICTUREDROME SITE UPDATE INCLUDING: -

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

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 30th June 2024 is being copied to Councillors for information under separate cover.

Internal refurbishment works at the cinema – as reported at the last meeting, following responses received to questions that had previously been raised by a Member, further clarification on some of the responses was being sought. Further detail has now been received and will be circulated to all Councillors under separate cover

Leak in Screens 1 and 4 and the tower - Members will be aware from the Council Meeting held in May 2024 of the continuing essential repairs required at the Picturedrome cinema.

In particular Members were appraised of rainwater penetration to various roof structures including the main tower and 2 minor ventilation shafts, together with damage to internal plaster and mouldings arising from the penetrating dampness.

Good progress has been made in resolving these defects and waterproofing treatment has been completed to the main tower, to the ventilation shaft housed within a slatted wooden casement and to the shaft ventilating the projection room.

Work completed includes:

Main Tower

Cutting out and replacement of rotted timber to the casement windows. Application of CT1 (carbon fibre adhesive) to all areas around the cill and other areas showing visible signs of cracking. The whole area was then finished in Storm Dry a deeply penetrating waterproofing agent.

Ventilation shaft with wooden louvre enclosure

All cracks to internal and external woodwork were filled with CT1, the lead flashings having been inspected and found in good condition. The whole area was finished with Storm Dry.

Ventilation shaft to projection room

All cracks were filled with CT1. Lead flashings were found to be in good condition. The ornamental spinning cowl was found to be rusted and fixed. Investigations are ongoing whilst the scaffolding is in place to procure a replacement cowl in line with the requirements for listed buildings.

Unfortunately, this 3rd ventilation shaft could not be accessed via the cherry picker and scaffolding had to be erected at a cost of £4,500 plus vat to enable completion of weatherproofing.

In addition, it was identified that the chimney to the boiler at the cinema was not lined. It was therefore considered expedient whilst the scaffolding is in place to line the chimney and a quote for these works is being sought.

Further plasterwork defects due to penetrating dampness were also identified within Screen 1 and within the entrance lobby adjacent to the electric meter box with repair costs estimated at £4,200 plus vat.

Earlier in June, complex structural defects were identified of which Members were notified. Specifically, several cracks were identified in the walls and woodwork above the cellar, which upon further investigation significant movement was identified within structural walls and joists.

Immediate preventative action was taken to shore up the basement ceiling timbers using acrow props at a cost of £450 plus VAT.

To avoid any risk, the areas above and adjacent to the cellar were closed off pending further investigation by a structural engineer.

A structural engineer attended the site on Monday 10th June, whose initial recommendation was to provide additional acrow support until a full investigation and report could be completed. Their advice was that subject to installation of the additional shoring, the areas above the basement could be reopened.

The cost of the structural surveyor was £560 plus VAT, and this has been paid by BPCL.

Whilst on site the surveyor also commented on several additional issues including:

The floor joists below Screen 1 where it was noted that the joist bearings were makeshift and required lateral restraint straps to stabilise the floor.

The remedial work required to stabilise the cellar structures and floor joists is being taken up with the previous main contractor, who carried out work in this area.

AGENDA ITEM 20

Other issues identified during her visit included structural movement to the extension wall (formerly the health supplement kiosk) which was not stitched into the original structure at the front of the cinema. 500 mm long Helli bars are required every 4 courses of masonry to provide continuity between the adjacent walls followed by re-rendering of the fillet. The estimated cost for this work is £3,500 plus vat and will be progressed.

Town Force Works - visits on 5th April and 3rd May to empty buckets due to water ingress in tower at a total cost of £66 plus VAT. These works were funded by BPCL.