



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 6th JANUARY 2025**.

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 6th January from members of the public not able to attend the Meeting in person will be read by the Chair during this adjournment.

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

DATED THIS 23rd DAY OF DECEMBER 2024

TOWN CLERK

AGENDA AND BUSINESS

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To APPROVE the Minutes of the Council Meeting held on 28th October 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 18th November 2024** with resolutions, recommendations and reports including: -
 - Recommendation of the adoption of the revised Dignity at Work Policy, to be retitled as the Anti-Harassment Policy, without any amendments to the documents proposed - Min. 81 refers
 - Recommendation of approval of the Internal Audit Report 2024-2025 (First Interim) - Min. 87 refers

(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 9th December 2024 will be considered under Agenda items 10 & 11)
 - 9.2 **Planning and Licensing Committee Meetings of 29th October, 19th November, 10th December and 23rd December 2024** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 4th November and the Extraordinary Meeting of 2nd December 2024** with resolutions, recommendations and reports
 10. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meeting of 9th December 2024** including: -
 - Recommendation that provision for a 7-day warden service be included in the 2025/2026 Budget, to provide additional presence in the Town Centre with the period of cover defined following receipt of the feedback from the trial. These costs to be offset against Revenue with the amount going into Reserves adjusted accordingly - Min. 103.3 refers
 - Recommendation that an extra £20,000 be placed into the Youth and Young Persons Budget, on top of the £15,000 previously agreed, for 2025/2026 and that the extra provision be funded from the Economic Development Fund - Min. 103.5 refers
 - To consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2025/26**
 11. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2025/26**
 12. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 13. To note the List of Payments and Transfers made in [October](#) and [November](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (December not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 14. Notice of Motion (S.O. 9.0) proposed by Cllr. S. Goodheart, seconded by Cllr. Dawes

“Bognor Regis Town Hall - Cllr. Dawes and I are presenting this Motion to the Council because we believe that at some date in the future, BRTC will have the opportunity to acquire the Town Hall when ADC decides to relinquish its responsibilities and put it on the market. This Motion is to make sure the Town Council is ready for this scenario and is in a good position to engage with ADC and negotiate a favourable deal, as the building is Listed and is a community asset which should be gifted to BRTC.

Hopefully, you will support this Motion, in principle, and we can all participate in the discussion that will follow. In preparation for this, I believe we should explore the many different opportunities for which we could use the building both now, and in the future. Setting up a Members/Officers Working Party might be the best vehicle to build up a programme of ideas and uses for the building.

- A small budget will be needed to cover the cost of pulling a team together***
- Working Party to work out the items to be on the agenda and to create a working schedule***
- Engage a professional grant finder/writer to apply for lottery funding etc.***
- Engage a structural engineer to enable us to understand what the building needs, to make it fit for purpose – cost implications***
- Engage an architect/designer***
- There are many trusts that can be approached which support Listed buildings***
- Consider incorporating new works to transform the building into a multi-functioning building***
- Need to be able to earn an income from the building***

This Motion will give every Member the chance to show support for BRTC to acquire an incredible asset for the Town’s future – The Town Hall.”

15. To receive any feedback from the Online Community Open Forum held on 29th October 2024
16. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 17th October 2024 (if available) (deferred from the last meeting - Min. 107 refers)
17. Mayor’s Report and duties undertaken
18. Town Crier’s Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
21. To receive Correspondence
22. Picturedrome Site update including: -
 - Director’s report, any urgent actions taken for ratification
 - To note receipt of £15,000 Management fee from The Bognor Pier Company Ltd - first payment 2024

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 28th OCTOBER 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Brooks, D. Dawes, S. Goodheart, R. Nash, F. Oppler, 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)
Mrs. R. Vervecken (Civic & Office Manager)
AC Ashley Wightwick-Hotston (Mayor's Cadet) (part of meeting)
4 members of the public (part of meeting)

The Meeting opened at 6.30pm

86. WELCOME BY MAYOR

The Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

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

No apologies were received from Cllr. Stanley, whose absence, therefore, was not approved.

88. DECLARATIONS OF INTEREST

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

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

Members and Officers should make their declaration by stating:

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 14, as a member of the Bognor Regis Chamber of Commerce and the Town Council's appointed Representative

Cllr. Wells declared an Ordinary Interest in any discussion relating to the Bognor Regis Regeneration Board as a member in his own right and the Bognor Regis BID, as a BID Levy payer

89. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 2nd SEPTEMBER 2024

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

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

The Town Clerk had received apologies from Cllr. McDougall, an Arun District Councillor, who confirmed he had no updates to report to Members at present.

Cllr. Nash, as Chair of the ADC Economy Committee, informed Members that beach huts were discussed at their meeting last week. All sites suggested by Officers had been rejected, except for two in Bognor Regis.

ADC's Planning and Finance Committee had discussed the Regis Centre development, with a five to one vote passed to approve £3 million of extra funding for this project to reflect building inflation costs and other unavoidable delays. This will be brought to the next Full Council Meeting at ADC in November. A Member queried with Cllr. Nash whether the upcoming budget from central government would affect this, or other projects. Cllr. Nash stated he believed that projects which had already started would still proceed as planned, with only projects that had not yet commenced work being at potential risk of having their funding pulled. Cllr. Nash advised that of the £11 billion put aside for the Levelling Up policy nationally, only £3 billion has been allocated to specific projects, with a mere £1.6 billion having been spent so far. The success therefore has not been as perhaps anticipated.

91. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

92. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

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

There were no written dispensation requests received from Town Councillors.

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

95. Policy and Resources Committee Meeting of 23rd September 2024

The Chair of the Committee, Cllr. Waterhouse, reported.

95.1 Min. 63 refers – Recommendation of the Adoption of the revised Financial Regulations, a new Risk Management Policy and amendments to the Standing Orders, Standing Orders for Contracts, and Council Terms of Reference

Members unanimously **RESOLVED** to **APPROVE** the Adoption of the revised Financial Regulations, a new Risk Management Policy and amendments to the Standing Orders, Standing Orders for Contracts, and Council Terms of Reference.

96. Planning and Licensing Committee Meetings of 17th September and 8th October 2024

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

97. Environmental and Leisure Committee Meeting of 9th September 2024

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

97.1 Min. 40 refers - To agree if a standalone meeting is required to receive presentations from tenderers for the Christmas illuminations contract 2025-27, and if so, the date

A Councillor advised of a notification she had received from an officer at ADC, that trees that will interfere with Christmas lights in London Road will be lopped, prior to this year's installation. Another Councillor added that plans are in place to lop all trees in London Road, as well as the High Street.

97.2 Min. 42 refers - Consideration of production of a leaflet and seafront shelter posters, including design and format, in relation to 2025 events in the Town, and any potential budget implications

There was discussion regarding seafront posters and correx boards, with Members agreeing that that whilst out of date posters should be removed as quickly as possible, the boards would look even worse empty. One Member commented that having 'permanent' posters, signposting places and events in Town could be an option, with the ample attractions the Town has to offer enabling plenty of scope to fill the boards. The Town Clerk advised that posters for the Town Council's Christmas Switch-On event would soon be ready to go up to fill some of the spaces. It was felt that outside organisations holding events in the Town, such as Cole's ice rink, should be informed of the opportunity of advertising their events through the Town Council's poster sites. Councillors argued there must be some funding available to ensure the poster sites are full and up to date, whilst citing the need to refer to the Town Council's Poster Policy for best practice.

98. 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'.

99. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER 2024 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (OCTOBER 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 August and September 2024 and to note the balances, bank reconciliations and financial reports (October not yet available) and outturn and approval of the contents and their publication'.

100. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2024 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

The Town Clerk's report, and receipt of the External Auditor's Certificate and Report, was **NOTED**.

Members unanimously **NOTED** the External Auditors limited assurance opinion 2023/24 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, that in relation to other matters not affecting their opinion which they wished to draw to the attention of the authority, there were none.

Members further unanimously **NOTED** the point raised in the associated correspondence regarding insufficient information being provided with the intermediate testing supporting data submitted for review. This relates to minutes evidencing the discussion of points raised on the external audit report for last year (2022/23) and that in future the parish council needs to ensure that all necessary supporting information is provided with their annual submission.

101. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES, SECONDED BY CLLR. BARRETT (DEFERRED FROM THE PREVIOUS MEETING – MIN. 74 REFERS) – FUTURE OF BOGNOR REGIS CHAMBER OF COMMERCE

Cllr. Brooks redeclared his Ordinary Interest, as a member of the Bognor Regis Chamber of Commerce and the Town Council's appointed Representative

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

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

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

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

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

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

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

With the agreement of Members, the Chair adjourned the Meeting at 6.52pm and granted Mrs. Sandra Daniells, who was seated in the public gallery, the opportunity to provide an update as to the current situation of the Bognor Regis Chamber of Commerce

Mrs. Daniells thanked Members for the opportunity to speak. She reported that the Bognor Regis Chamber of Commerce had in recent years been 'dwindling', in part, due to Covid as well as a lack of interest and commitment from the current Committee. Due to the inactivity of the accounts, the Chamber's bank account with Barclay's had been frozen. It had been a struggle to gather all the relevant information required to reverse this process, with the current Chair, Mr. Adam Cunard, meeting with the bank in December 2023 at which point it was confirmed a new account needed to be opened to gain access to the currently dormant funds. To open a new account, two of the three signatories needed to be found and present at another meeting with the bank. With this having been done, the funds of just under £7,000 will shortly be ready to be released. Mrs. Daniells and Mr. Cunard agreed that the Chamber needed to be revitalised, under a new Chair and Committee, with Mr. Cunard having taken on the role as a temporary solution, when no one else wanted the position. It was generally agreed that once the funds were available the first step should be to call an AGM with interested parties, to ascertain the viability of keeping the Chamber going, with a fresh approach much needed.

The Chair reconvened the Meeting at 6.57pm

There was discussion regarding what the role of the Chamber could be, in the current climate of Bognor Regis, with questions on how it would fit in around organisations such as the Bognor Regis BID, and how businesses would engage with and become involved in a 'new look' Chamber, when so many are

'comfortable' within their current cohorts.

A Member thanked Mrs. Daniells and Mr. Cunard for attending the meeting, to explain the situation, which Members concurred with, including Cllr. Waterhouse, who asked for his thanks to be put on record. Cllr. Dawes stated that in his opinion, anyone looking to invest in Bognor Regis, would look to an organisation such as a Chamber of Commerce, and those similar, to see what they offer to potential investors and the benefits they bring to businesses in the Town. Whilst the Chichester Chamber of Commerce is active and looking to 'take on' the role in Bognor Regis, Cllr. Dawes admitted it would be a shame to be an 'after thought' by the Chichester Chamber, and for Bognor Regis, as a large seaside Town, not to have a Chamber of Commerce of their own, although this may be better than nothing at all. He emphasised the importance of the Chamber of Commerce being a collective voice for businesses in the Town.

A Member reminded those present of the Town Council's ownership of the 'Bognor Regis Limited' name and queried whether this could be used in conjunction with the Bognor Regis Chamber of Commerce, which would allow for applying for potential grants for the Town.

102. **TO NOTE THAT THE FOLLOWING ORGANISATIONS HAVE REQUESTED TO GIVE A PRESENTATION TO COUNCILLORS, AND TO AGREE ANY ARRANGEMENTS IN ORDER TO FACILITATE THIS: - BOGNOR, POOLE, WORTHING LEISURE LTD – TO SHARE THE FUTURE PLANS FOR BOGNOR REGIS PIER AND TO EXPLORE WHAT SUPPORT THE TOWN COUNCIL MIGHT BE ABLE TO OFFER; CHICHESTER CHAMBER OF COMMERCE – IN RELATION TO THE MEMBER BENEFITS THAT THE CHAMBER CAN BRING TO BOGNOR REGIS; BISHOP TUFNELL CE (AIDED) PRIMARY SCHOOL – TO RECEIVE A PRESENTATION FROM STUDENTS ON SEWAGE ISSUES**

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

It was unanimously **AGREED** that Councillors should invite presentations from all three groups, with staff to arrange the logistics. The presentations should be arranged to start at 6pm, prior to the three Council Meetings noted within the report, the first being the Precept meeting taking place on Monday 6th January 2025.

103. **TO CONSIDER APPOINTING A TOWN COUNCILLOR REPRESENTATIVE TO ATTEND 'BOGNOR COMMUNITY MEETINGS' AS ORGANISED ON AN AD-HOC BASIS BY THE HIGH SHERIFF OF WEST SUSSEX**

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

The Mayor and Deputy reported on the meeting they had attended on behalf of the Town Council on 24th October 2024.

A Councillor questioned the integrity of the meetings, advising that Grandad's Front Room had been holding these types of meetings for years, which were always well-attended, and included a diverse range of organisations, coming together to help those most vulnerable in the Bognor Regis community.

Having personally attended the first 'Bognor Community Meeting', organised by the High Sheriff, the Councillor felt that it was mainly CEOs of companies, rather than those dealing with issues on a daily basis, who were in attendance which he felt may have been because the invite came from the High Sheriff of West Sussex.

The Mayor confirmed this second meeting had been 'very different' to that described by the Councillor, with lots of organisations giving input, the opportunity for smaller break-out groups, and importantly, many of those present knowing and already working with each other. The Deputy Mayor continued that this meeting was specifically for Bognor Regis, with the High Sheriff also holding events such as this, for other towns across the County.

Another Councillor felt that it was useful to have lots of opportunities to come together through these different meetings, providing ample opportunities to hear what is going on in Bognor Regis, which could only be of benefit to the Town.

Following a vote, it was unanimously **AGREED** that the Mayor and Deputy Mayor be appointed, each municipal year, as the Representatives to the High Sheriff's Bognor Community Meetings.

104. TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON MONDAY 4th NOVEMBER 2024, AT THE AMEX STADIUM, BRIGHTON

The Assistant Clerk's report and notification that the WSALC AGM and Conference will take place on Monday 4th November 2024 at the AMEX Stadium, Brighton were both **NOTED**.

105. TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2024/2025

The Assistant Clerk's report and the Community Winter Resilience Plan attached, that had been updated and submitted to WSCC for 2024/2025, were both **NOTED**.

Concern was raised as to what was being done by WSCC and ADC in collaboration with the Environment Agency and others, to ensure situations such as the flooding experienced so heavily last year, does not have such an exponential impact on businesses and homeowners again this year. A Councillor expressed frustration that there seemed to be 'no movement' on this important issue, which many local businesses were 'nervous' about, as the winter months quickly approach. With three new MPs for the Arun District towns, he hoped that they would be involved in discussions and actively looking at ensuring there are plans in place to best protect their constituents.

A dual-hatted Councillor advised that Arun's Flood Forum, set up specifically after the terrible flooding experienced in 2023, had been doing lots of work behind the scenes in readiness, with the three new MPs referred to, all becoming involved.

Another Councillor queried how local Town and Parish Council's would be made aware of such plans, to ensure information could be passed on to residents and business owners, suggesting an electronic leaflet of steps to take, help available in each ward etc. A Member advised that ADC and WSCC are looking to get local Council's involved, actively seeking community hubs and rest centres for local people to access in emergencies. He continued that the problem faced by Bognor Regis Town Council was that they did not own any property that could be used as temporary emergency shelters or hubs.

Other dual-hatted Councillors confirmed that resilience plans from other agencies are published and emphasised the need for the Arun Flood Forum, which was only supposed to be in-situ for a year, to continue, due to the ever-changing nature of the situation.

106. TO CONSIDER THE REQUIREMENT TO APPOINT A MEMBER OTHER THAN THE CHAIR OR VICE-CHAIR OF POLICY AND RESOURCES COMMITTEE TO VERIFY BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S ACCOUNTS IN LINE WITH THE COUNCIL'S NEW FINANCIAL REGULATIONS (F.R. 2.6 REFERS)

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

Members **RESOLVED** to **APPROVE** that verification of the bank reconciliations be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee, appointed in any municipal year.

Members **NOTED** that this will be reviewed on an annual basis at the Annual Town Council Meeting to seek ratification of its continuance for the following municipal year.

107. REGENERATION INCLUDING: - TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 17th OCTOBER 2024 (IF AVAILABLE)

It was **NOTED** that the Minutes from the meeting held on 17th October 2024 had not been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

The Town Clerk advised that a press release had been received from the Bognor Regis Regeneration Board, just prior to the commencement of the Council Meeting. She verbally summarised the press release for Members, which confirmed that the Regeneration Board would be closing, due, in short, to financial pressures. The Town Clerk advised that the full press release would be forwarded to Members after the meeting, for information.

It was **NOTED** that the dissolution of the Bognor Regis Regeneration Board would form an Agenda item at a future meeting of the Policy and Resources Committee, as this would impact the Town Council. It was suggested that discussions would be needed with various stakeholders to understand their

viewpoint on the matter.

108. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor spoke of her enjoyment of the events she had attended over recent months, including the launch of the Poppy Appeal and the opening of The Phoenix Centre, and the positive public response to her time in the role thus far.

109. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor took this opportunity to once again thank the Town Crier for the fantastic work she does as an ambassador for the Town, including winning three trophies over recent months. This sentiment was shared by all present.

110. 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.

110.1 Cllr. Miss. Needs - Bognor Regis Concert Band (President); Stonepillow (Patron).

110.2 Cllr. Smith - Bognor Regis Heritage and Arts Partnership Board; Bognor Regis Regeneration Board.

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

110.4 Cllr. Mrs. Yeates - Arun District Association of local Councils (ADALC); Bognor Regis Heritage and Arts Partnership Board.

111. 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, the Town Council's Representative to this group, alongside Officer representation, advised that the next meeting was taking place the following day and asked Members to inform him if there were any particular issues they would like raised.

He spoke of his frustration at the relentless problems with antisocial behaviour at Station Square in particular, an area he described as "the worst road in West Sussex". Despite various meetings, a 'multi-agency approach' and assurance by Sussex Police that they would increase their presence in the area, problems with street drinkers persist, with the station continuing to be a real crime 'hotspot'.

It was felt that antisocial behaviour in the area is exacerbated by ADC placing tenants into local accommodation, with the same tenants causing many of the problems, and ADC being unable to evict them. Members felt that there must be an antisocial behavior clause within their tenancy agreement, to enable ADC to evict those causing trouble, but unfortunately, despite one Councillor's numerous attempts to tackle this subject with the District Council, there appears to be no movement.

The Deputy Mayor informed Members that during the recently attended Bognor Community Meeting, the issue of crime 'hotspots' was raised, with 13 currently identified in Sussex yet, surprisingly, none of these were within Bognor Regis. If this, and other areas causing problems for the Town could be labelled as 'hotspots', this would inevitably enable a greater police presence and focus. A Councillor advised that ADC's Community Safety Officer is currently trying to get Station Square classified under this umbrella.

Another area of the Town identified by Members as an area of concern was Belmont Lodge. A dual-hatted Councillor confirmed the trouble caused by residents living in this building was regularly raised as an item for discussion at his weekly meetings with the ADC Chief Executive, with tenants that ADC are housing here causing more problems than they are solving. A fellow dual-hatted Councillor advised that he would be writing to the Chief Executive of Arun, following the meeting, regarding this.

It was conceded that there were some deep-rooted social problems, aggravating these situations, with people coming from surrounding towns to be housed in Bognor Regis. With no agreement for banning street drinking in these areas seemingly on the cards, it was felt that more pressure needed to be continually put on Sussex Police, if there was any chance of this improving.

Cllr. Wells confirmed that he would feedback these comments at the next Neighbourhood Policing Team Meeting.

112. TO RECEIVE CORRESPONDENCE

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

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

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

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

The Chair adjourned the Meeting at 8.10pm and granted Mr. Adam Cunard, Managing Director of the Picturedrome Cinema, with the agreement of Members, the opportunity to speak on the current refurbishments

Cllr. Cunard thanked Members for the opportunity to speak. He explained that he and his team were working hard to ensure the improvements were

completed, as per the timetable earlier noted by Members.

Unfortunately, with the sector in decline, an exponential increase to the cost of building materials, as well as the need to hire security staff due to antisocial behaviour, and other unexpected expenditures occurring such as the boilers needing replacing, this project had taken longer than was originally hoped and had cost more than budgeted. However, Mr. Cunard advised that feedback from their customers was still very positive. He spoke of the open line of communication with the Town Clerk and thanked those Councillors who had taken a tour of the Cinema, whilst inviting anyone else who would like to do so to contact him. The stonework outside the front of the building was due to be painted and the outdated posters of King Charles' Coronation are shortly to be removed, being replaced with the Picturedrome's popular Christmas display. The readograph (backlit sign), which is thought to have been installed during the 1980's, is due to be taken down, due to new signage legislation and owing to it becoming rusted and corroded.

The Chair thanked Mr. Cunard for his time and reconvened the Meeting at 8.18pm

Cllr. Oppler left the Meeting and then returned

Cllr. Brooks left the Meeting

114. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTURAL)

Cllr. Brooks returned to the Meeting

The Committee unanimously **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 27 (contractual).

115. Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3(aa).

116. PICTUREDROME SITE UPDATE INCLUDING: UPDATE ON PENDING RENT REVIEW FOR ELEMENTS OF THE BUILDING AND TO AGREE NEXT STEPS – MIN. 201 OF 26th MARCH 2024 REFERS

Members **NOTED** the Town Clerk's confidential report previously circulated to Members, which included detail following the rent review of units 1a and 1b Linden Road.

Members **RESOLVED** that Parsons, Son & Basley be instructed to open negotiations with the tenant of 1a and 1b Linden Road, regarding the new rent payable from 23rd June 2024.

Members **NOTED** that this will be based on a fee payable of 8% plus VAT of the new rent agreed, from which the £500 plus VAT initial fee previously paid would

be deducted.

Further to discussions, and following a vote, Members unanimously **RESOLVED** to **AGREE** the rental value range within which Parsons, Son & Basley should commence negotiations with the tenant of 1a and 1b Linden Road, as detailed in the confidential Appendix (appended to the File Minutes).

Members further **RESOLVED** to **AGREE** to give delegated authority to the Clerk to conclude the matter of the final new rental payment, once the negotiations between Parsons, Son & Basley and the tenant of 1a and 1b Linden Road have concluded, whilst taking account of the rental value range previously agreed upon.

The Meeting closed at 8.34pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 18th NOVEMBER 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, F. Oppler, 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)

The Meeting opened at 6.34pm

72. 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.

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

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

74. 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

75. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd SEPTEMBER 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 23rd September 2024 and these were signed by the Chair.

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

77. CLERK'S REPORT FROM PREVIOUS MINUTES

77.1 25th March 2024 - Mins. 139.3, 139.4, 143.3 and 143.4 Partnership and Matched Funding Support

The Grant Aid/Partnership and Matched funding monitoring reviews in relation to the Bognor Regis Puppet Party Event had been received from the Chair of the Bognor Pier Trust C.I.C. and the Bognor Regis Heritage and Arts Partnership with the following comments: -

"A big thank you for the support for this year's highly successful event especially on the Saturday when the sun shone, and the crowds came.

The decision to broaden the event with additional puppetry formats was a success but the children still love and engage with Punch and Judy shows. It was fantastic to see families enjoying the shows.

The two winners of the young puppeteer competition Noah Bradley aged 14 from Crewe and Eddie Cripps just 8 from Essex gave shows beyond their age and welcomed the advice and support of the professionals and were very pleased with the out-of-pocket contribution award.

We definitely delivered on the objective of getting more visitors to the Event and the town, the photos of the event clearly show the size of the crowds.

The evening event at the Picturedrome with the screening of Labyrinth supported by puppeteers who work on the film, gave their insights on working with Jim Henson, David Bowie and Jennifer Connolly. The event was massively supported with 221 tickets sold, one of the best nights for the cinema.

Overall, a hugely successful weekend despite the high winds on Sunday and we look forward to further developing the event in 2025."

A big thank you was also extended to the Mayor and Town Crier from the Bognor Regis Heritage and Arts Partnership and the Punch and Judy Club for attending the Puppet Party Event on Saturday morning.

The review of the 2024 Southdowns Music Festival had also been received with thanks extended for the support.

77.2 29th July 2024 - Min. 45 To consider and agree any application for an allocation of funding available from the Safer Arun Partnership to protect community assets from criminal damage or antisocial behaviour

Members had previously agreed to prioritise an application to the Safer Arun Partnership for funding towards the relocation of a bench in High Street. As an alternative, it was further agreed that a project aimed at reducing ASB at the Council's allotments, such as the provision of additional fencing or security cameras to reduce the risk of fly-tipping, be submitted. As reported to Members at the Committee Meeting held on the 23rd of September, alternative funding had been offered by ADC to have the bench relocated, with Members agreeing a budget of up to £300, by way of the Town Council's contribution to costs, to be funded from General Reserves (Min. 61 refers). Consequently, an application for the proposed project at the Town Council's allotments was submitted to the Safer Arun Partnership with funding of £1,300 awarded towards the cost of additional fencing which will be installed by Town Force in January.

77.3 23rd September 2024 - Min. 55.3 Election Costs

Following receipt of the breakdown of costs for the 2023 elections from ADC, having reviewed the information received, an overcharge of election fees to the value of £464.00 was found to have been charged. A credit to this value has been provided by ADC and the overall invoice reduced accordingly, which following liaison with the Chair and Vice-Chair of the Committee has now been paid.

77.4 23rd September 2024 – Min. 69 Correspondence

Following agreement by the Committee at the last meeting that a letter should be written to the previous Mayor of Saint-Maur-des-Fosses, thanking them for their service a response has been received as follows:

“You recently wrote to me to congratulate me on my election as deputy for the first constituency of Val-de-Marne and I thank you warmly.

I wish to work in my mandate in a spirit of broad reassembly in order to best defend the interests of France in this unprecedented and uncertain political context.

Convinced that the new Mayor of Saint-Maure-des-Fosses will be able to consolidate the ties that unite our two cities, I ask you to believe, Madam Mayor, in the assurance of my best feelings.”

77.5 Cyber Insurance

The Town Council’s annual Cyber Insurance has now been renewed at a cost of £608 plus £72.96 Insurance Premium Tax with a total premium of £680.96 payable from renewal on 12th November 2024. This is a small increase on the premium of £648.48 last year.

77.6 Confirmation of ongoing support for Graffiti Removal in 2025-2026 from Bognor Regis BID

Confirmation has been received from the COO of Bognor Regis BID to advise that during their budget considerations in September 2024, the BID Board of Directors voted in favour of contributing £750 towards BRTC Town Force removal of graffiti across the BID Area. The Board also conveys its thanks to Elected Members and Officers for providing such an excellent service.

78. ADC FREE PARKING SCHEME REVIEW - MIN. 59 REFERS

The Assistant Clerk’s report, including the excerpts of the Minutes relating to ADC’s Environment Committee Meeting, held on 19th September 2024, and to the Policy and Finance Committee Meeting, held on 24th October 2024, appended to the report, was **NOTED**.

Comment was made as to the historic success of the Free Parking Scheme, in terms of the benefits it brought to the Town Centre and its popularity amongst users. However, it was acknowledged that data recorded through the use of a virtual disc would provide the evidence to back this up.

79. TO RECEIVE THE TOWN FORCE REPORT

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

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

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

In response to a query as to whether the Town Council had a seat on the Board as a Director, the Clerk advised that the BID Management Board had previously turned down the Town Council's application to become a Director, with Councillor representation. Instead, an Officer attended the BID Board Meetings to represent the Town Council.

There was a level of concern that Minutes of BID Board Meetings were not shared with Councillors and Members **AGREED** that this be raised by the Officer representative, at the meeting to be held on 12th December 2024.

81. TO CONSIDER AND IF ACCEPTABLE RECOMMEND TO COUNCIL A CHANGE TO THE DIGNITY AT WORK POLICY, FOLLOWING CHANGES IN LEGISLATION, AND THE ASSOCIATED ACTION PLAN AND RISK ASSESSMENT

The Assistant Clerk's report, including the appendices relating to the Sexual Harassment Risk Assessment, Action Plan and the Dignity at Work Policy with suggested amendments, was **NOTED**.

It was recognised that a great deal of work had gone into the drafting of the documents presented, in order for the Town Council to be compliant with the changes in legislation in relation to sexual harassment in the workplace, and the Assistant Clerk was commended.

Members unanimously **AGREED** to **RECOMMEND** to Council the **ADOPTION** of the revised Dignity at Work Policy, to be retitled as the Anti-Harassment Policy, without any amendments to the documents proposed.

82. TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH NO CHANGES IDENTIFIED, WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

The Assistant Clerk's report, including the appended updated version of the Health & Safety Policy Manual, was **NOTED**.

Members also **NOTED** that the Policy Statement would be signed by the Chair of the Policy and Resources Committee.

83. TO CONSIDER AND AGREE ANY REPRESENTATION TO BE SUBMITTED ON BEHALF OF THE COUNCIL IN RESPONSE TO THE GOVERNMENT'S OPEN CONSULTATION IN RELATION TO REMOTE MEETINGS AND PROXY VOTING

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

Whilst nine Members of the Town Council had provided the Assistant Clerk with their responses to the consultation, at most, six agreed when answering certain questions. Since the purpose of the exercise was to submit representation on behalf of the Council, as a corporate body, this required nine Members to respond in the same way to signify a majority. As this had not been achieved, it was **AGREED** that no representation would be submitted on behalf of the Town Council in response to the Government's Open Consultation in relation to remote meetings and proxy voting.

Members were reminded that it was possible for them to respond to the Open Consultation, as individuals, up until 19th December 2024.

84. TO FURTHER CONSIDER POTENTIAL SITES IN BOGNOR REGIS FOR EVENT ORGANISERS TO USE FOR STORAGE, AND TO AGREE ANY NEXT STEPS – MIN. 56.2 REFERS

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

Following comments made at the previous meeting, about event organisers needing storage space, and the suggestion that this was something that the Town Council should offer, reference was made to empty property owned by Arun District Council and whether this could be a solution.

Other than the building from which the Picturedrome cinema operates, the Town Council do not own any property. However, West Sussex County Council (WSSCC) and Arun District Council (ADC) both have property portfolios that include vacant or underutilised assets in Bognor Regis, such as the underground public conveniences on the Promenade and in Waterloo Square.

Following a question from a Member around the possibility of the Town Council making budget provision for the hiring of storage facilities, it was suggested that it would be unlikely for WSCC or ADC to provide the use of their assets free of charge, in addition to which, the cost of insurance would need to be considered.

In the first instance, before discussing possible budgets and whether event organisers should be asked to recompense the Town Council in some way, Members unanimously **AGREED** that both WSCC and ADC be written to and asked whether they would be agreeable to permitting any of their underutilised assets in Bognor Regis to be used to store event equipment.

85. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR SEPTEMBER AND OCTOBER 2024 (IF AVAILABLE)

The Assistant Clerk's report, including the appendices providing an overview of Community Warden activity for the months of September and October 2024, was **NOTED**.

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

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

87. TO CONSIDER THE INTERNAL AUDIT REPORT 2024-2025 (FIRST INTERIM) AND TO RECOMMEND THIS TO COUNCIL FOR APPROVAL

The Town Clerk's report, and the Internal Audit Report 2024-2025 (First Interim), was **NOTED**.

Having **NOTED** that no actions were required, Members **RESOLVED** to **RECOMMEND APPROVAL** of the Internal Audit Report 2024-2025 (First Interim) to Council.

88. TO RECEIVE DETAILS OF TOWN FORCE HOURS UNDERTAKEN FOR OUTSIDE EVENTS ORGANISERS AND TO CONSIDER WHETHER THESE ARE CHARGEABLE

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

Cllr. Wells declared and Ordinary Interest, as a member of a local running club, in relation to the 10k Road Race

Whilst the Town Council wished to support local event organisers by allocating them Town Force hours, to assist with the running of their events, they did not wish to see Town Force staff put under pressure to work longer hours than those that had been agreed ahead of the events. Since many of these events were held at weekends, or on Public Holidays, it was recognised that staff may have their own plans once they had finished work and that it was not fair for event organisers to ask them, or cause them, to provide more man-hours than were agreed.

Members were reminded that Town Force hours were paid for by the Town Council, through staff salaries. Although some Members felt that event organisers should be charged for the additional hours they had received, as was advised to them when first written to confirming their allocation, in the majority, it was **AGREED** that on this occasion the charges be held in abeyance but that the event organisers identified in the report be written to and warned that if they go beyond their allocated hours in the future, then they will be charged.

89. REGENERATION INCLUDING: - TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – COUNCIL MIN. 107 REFERS

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

Following the announcement that the Bognor Regis Regeneration Board would be closing, due, in short, to financial pressures, a Member urged the Council not to react too quickly but rather wait to see what other organisations might do in response to the news, with reference made to the new Administration at West Sussex County Council next year following local elections.

Cllr. Wells declared an Ordinary Interest as a previous member of the Bognor Regis Regeneration Board

There was regret that the Regeneration Board had come to an end and they were described as having been pivotal in bringing organisations together with local authorities. It was considered important that organisations around the table continues, in whatever guise, and that the Town Council has a seat.

However, with some believing that Economic Regeneration sits under local authorities, such as Arun District Council, it was proposed that the Town Council waits and sees what might develop and **AGREED** to revisit the matter in approximately six months' time. In the meantime, dual-hatted Councillors were asked to seek out Arun's stance in relation to a way forward.

90. TO RECEIVE DETAILS OF PROPOSED FUTURE ARRANGEMENTS FOR TOWN COUNCIL LIAISON WITH ADC

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

Members **AGREED** with the proposals put forward by the CEO of Arun District Council regarding future relations, in terms of liaison, with Bognor Regis Town Council and acknowledged that the lead ADC officer for BRTC will be Karl Roberts, Director of Growth, who will keep the CEO, and the relevant Members, advised on any issues discussed with the Town Clerk.

91. TO CONSIDER THE PROVISION OF WARDEN COVER IN THE TOWN CENTRE FOR DECEMBER 2024 – CLLR. WELLS TO REPORT

Cllr. Wells explained to those present that it was proposed that the Town Council provides another Warden in the Town Centre throughout December to support the current provision. It was noted that the current Warden can often be quite stretched, not only supporting businesses but assisting in situations where someone has fallen over, for instance, or in signposting people looking for directions. Furthermore, repeat offenders of antisocial behaviour in the Town Centre get to know when the Warden is off and, as a result, are believed to take advantage of this.

To combat this, at a particularly busy time of the year for retailers, it was suggested that the Town Council fund an extra Warden in December for between 5-7 days per week. Whilst there was no budget provision for this, the Council's Accountant had indicated that it could be covered from General Reserves.

Members unanimously **RESOLVED** to **AGREE** that the provision of Warden cover in the Town Centre throughout December, up to 7 days a week, at a cost of £4,649.28, be funded by the Town Council and that cover at the Switch-On event on 30th November be included.

92. FINANCIAL REPORTS INCLUDING: -

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

92.1 To note Committee I&E Reports for the month of October 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of October 2024.

92.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 2024, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)

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

93. CORRESPONDENCE

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

94. 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 items 24 and 25 (contractual).

95. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS INCLUDING RECOMMENDATION TO COUNCIL FOR APPROVAL OF ANY ACTION IN RELATION TO IRRECOVERABLE SUMS IN LINE WITH FINANCIAL REGULATION 13.3

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

96. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 18th NOVEMBER 2024

The Assistant Clerk declared a Disclosable Pecuniary Interest, as one of the recommendations related to her, and left the Meeting

96.1 The Chair gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the Events Officer regrading and the Assistant Clerk's promotion to Deputy Town Clerk including the relating budget implications that would be applicable.

The Meeting closed at 7.53pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 29th OCTOBER 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: D. Dawes (during Min. 100), S. Goodheart (during Min. 102), P. Ralph, B. Waterhouse, P. Woodall and Mrs. G. Yeates (during Min. 102.3)

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

The Meeting opened at 4.00pm

96. **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.

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

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

98. **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

99. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th OCTOBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 8th October 2024 as an accurate record of the proceedings and the Chair signed them.

100. 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.

Cllr. Dawes arrived at the Meeting

101. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

102. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4th, 11th AND 18th OCTOBER 2024

Cllr. Goodheart arrived at the Meeting prior to consideration of the Planning Applications

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

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

Cllr. Mrs. Yeates arrived at the Meeting prior to consideration of Planning Application BR/180/24/PL

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

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

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

104. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS

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

105. TO CONSIDER WSCC'S PROPOSED TRANSPORT IMPROVEMENTS ALONG THE A259 BETWEEN BOGNOR REGIS AND CHICHESTER AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE PUBLIC CONSULTATION – MIN. 94 REFERS

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

There was a brief discussion about the proposed transport improvements along the A259, with particular interest in those pertaining to buses.

Having considered the public consultation questions and given that many of them related to personal experiences, it was **AGREED** that Councillors would individually submit a response to WSCC's consultation. The Assistant Clerk reminded Members that the deadline to do so was before 23:55hrs on Monday 11th November 2024 and advised that the link to the consultation page would be circulated via email to assist them in engaging with the consultation.

Members requested that an item be added to the next Agenda to consider inviting a representative from WSCC Highways to a future meeting.

106. CIL UPDATE INCLUDING: - TO RECEIVE DETAILS OF THE CIL RECEIPTS PAID TO THE TOWN COUNCIL IN OCTOBER 2024; TO NOTE THAT THE TOWN COUNCIL'S CIL ANNUAL MONITORING REPORT FOR 2023/24 HAS BEEN SUBMITTED TO ADC

The Assistant Clerk's report, including the completed Monitoring Report and overview of the Town Council's CIL receipts to date that was attached to the report, was **NOTED**.

- 106.1** Members **NOTED** that a CIL receipt payment of £5,981.91 would be paid to the Town Council in October 2024.

106.2 Furthermore, Members also **NOTED** that the Town Council's CIL Annual Monitoring Report for 2023/24, and the accompanying overview document, had been submitted to Arun District Council.

107. TO RECEIVE DETAILS OF WSCC'S DRAFT HIGHWAY NETWORK MANAGEMENT PLAN (HNMP) AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE STAKEHOLDER CONSULTATION - MIN. 95.1 REFERS

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

Having previously received the information relating to WSCC's Draft HNMP, with the link to the stakeholder consultation documents and questions emailed to them on 7th October 2024, Members **AGREED** to individually respond and submit.

108. CORRESPONDENCE

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

Additional correspondence included: -

108.1 WSCC - Update on Public Rights of Way Planned Improvements. Circulated to Committee Members via email.

108.2 ADC - News release: Councillors decide on future of beach huts in the District. Circulated via email to Committee Members.

108.3 WSCC - Public Notice that the use of (and parking on) Shripney Road, Bognor Regis, from junction with Charles Purley Way to junction with Hook Lane, is temporarily prohibited from 31/10/24 8pm until 1/11/24 6am. The restriction will be in place off peak only between 8pm – 6am. This closure is necessary to allow Balfour Beatty to undertake urgent essential safety stud replacement and lining works. Emergency vehicle, Residential and Pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This restriction will be effective for a maximum of 5 days from the start date given above. Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105. Any queries about the works please contact Balfour Beatty on 01243 642105.

108.4 ADC - News release: Parking in Littlehampton and Bognor Regis made easier. Circulated to Committee Members via email.

108.5 WSCC - Public Notice that Orchard Way, Bognor Regis, between the junctions with Orchard Way Roundabout and Durban Road, will be temporarily closed to all traffic commencing on 18th November 2024 for up to 5 days (it is estimated to be completed on 22nd November 2024) and is required for the safety of the public and workforce while Landbuild undertakes a 24hr/day Westbound road closures for works to construct an extended traffic island and additional crossing points. The restriction will be in place 24hrs/day. An alternative route will be signed on site but please visit <https://one.network/?tm=139794029> for more details. Access maintained for emergency services and pedestrians. For information regarding this closure please contact Landbuild on 01798 872555 who will be able to assist with scope of these works.

The Meeting closed at 4.52pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 29th OCTOBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th OCTOBER 2024)**

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

<p><u>BR/171/24/HH</u> <u>4 Scott Close</u> Bognor Regis PO21 1UL</p>	<p>Proposed integral rear garage and installation of side window.</p>	<p>NO OBJECTION</p>
<p><u>BR/191/24/PL</u> <u>Ground Floor</u> <u>6 Ockley Road</u> Bognor Regis PO21 2HW</p>	<p>Proposed Change of Use of the ground floor from a Tyre Fitting Workshop (Sui Generis) to a Car Showroom use (Sui Generis). This application is in CIL zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/180/24/PL</u> <u>Winslade Court</u> <u>10 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Change of use from 8-bedroom House in Multiple Occupation (HMO) to 11-bedroom HMO. This application is in CIL zone 4 and is CIL liable.</p>	<p>OBJECTION This property sits within Marine Ward and is subject to an Article 4 Direction. Whilst it is acknowledged that houses already in multiple occupation use before the Direction was adopted may continue to be used in such a way, the Town Council are not in favour of this existing HMO increasing in occupancy. This would result in a proliferation and overconcentration of such uses in an area with an Article 4 Direction and would result in harm to the character of the area due to the number of such uses contrary to policy HSP4 a) of the Arun Local Plan.</p>

BR/180/24/PL (continued)
Winslade Court
10 Cavendish Road
Bognor Regis
PO21 2JW

The House in Multiple Occupation by reason of the number of increased 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. Furthermore, there is no parking provision associated with the property thus increasing the occupancy level 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.

Members noted the comments of ADC Private Sector Housing and Public Health, particularly in relation to some of the proposed ensuite bathrooms and small windows in certain bedrooms. The proposed HMO by reason of the inadequate size of the bathrooms proposed would not provide a sufficient standard of amenity for the residents in conflict with policy HSP4 c) of the Arun Local Plan and the Arun Design Guide.

The proposal would result in a overdevelopment of the site through the proposed intensification of use which would result in the inability of the site to accommodate a sufficient provision of communal

<p><i>BR/180/24/PL (continued)</i> <i>Winslade Court</i> <i>10 Cavendish Road</i> <i>Bognor Regis</i> <i>PO21 2JW</i></p>		<p>recycling bins and safe bin storage areas and secure and covered cycle storage facilities for the prospective occupiers, contrary to policies H SP4, T SP1 and WM DM1 of the Arun Local Plan, Design Guide and the NPPF.</p>
<p><u>BR/199/24/T</u> <u>103 Nyewood Lane</u> Bognor Regis PO21 2TY</p>	<p>Reduce lateral spread leaving final height and spread to 6m x 7m to 1 No. Yew (T1). Reduce crown by maximum of 2m, and lift lower limbs to give clearance of 5m on roadsides, to leave final height and spread of approximately 16m x 14m to 1 No. Lime (T2).</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th NOVEMBER 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, B. Waterhouse, P. Woodall and Mrs. G. Yeates (during Min. 115)

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

The Meeting opened at 4.03pm

109. 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.

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

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

111. 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

112. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th OCTOBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 29th October 2024 as an accurate record of the proceedings and the Chair signed them.

113. 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.

114. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

115. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2024

Cllr. Mrs. Yeates arrived at the Meeting prior to consideration of the Planning Applications

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

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

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

116. TO RATIFY ANY REPRESENTATION SUBMITTED TO WHP TELECOMS LTD. IN RESPONSE TO A PROPOSED BASE STATION UPGRADE IN DURBAN ROAD, BOGNOR REGIS (CELL NUMBER: CS 12736132/VF 32624)

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

Owing to the short length of time to respond to the consultation relating to upgrades to a Base Station, Members were canvassed for their opinion via email.

Cllrs. Barrett, Dawes, Mrs. Warr, Waterhouse, Woodall and Mrs. Yeates responded to advise that they had no objection to the proposal and, with the majority of Committee Members being in agreement, this representation was submitted to WHP Telecoms Ltd.

Members **RATIFIED** the representation submitted to WHP Telecoms Ltd., stating that the Town Council had **NO OBJECTION**, in relation to the proposed upgrade to a Base Station at an existing mast in Durban Road, Bognor Regis.

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

**117.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, PO21 1PQ
Licence Number: 120403**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot food to takeaway, on Mondays, Wednesdays and Thursdays between 8am and 5pm.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent – Individual Trader being granted.

118. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS

**118.1 Business and Planning Act 2020
Premises: The Clockhouse Café, 7 Clock Walk, High Street, Bognor Regis, PO21 1SG
Licence Number: 120428**

The Committee noted the application received for a Pavement Licence for 5 tables with 12 chairs, to be placed on the pavement outside of the premises between 7.30am and 5pm, Monday – Friday and Sunday, and 8.30am and 5pm on Saturdays.

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

118.2 Business and Planning Act 2020

Premises: The London Road Coffee Shop, 6-8 London Road, Bognor Regis, PO21 1PY
Licence Number: 120438

The Committee noted the application received for a Pavement Licence for 11 tables with 40 chairs, to be placed on the pavement outside of the premises between 8am and 6pm, Monday - Sunday.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence for The London Road Coffee Shop being granted for the reasons outlined in the application.

118.3 Business and Planning Act 2020

Premises: Charlie Charlie 1, 56A High Street, Bognor Regis, PO21 1SP
Licence Number: 120448

The Committee noted the application received for a Pavement Licence for 3 tables with 9 chairs, to be placed on the pavement outside of the premises between 8am and 5pm, Monday – Saturday, and 8.30am and 4pm on Sunday.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence for Charlie Charlie 1 being granted for the reasons outlined in the application.

119. TO RECEIVE A PROPOSAL FROM OFFICERS FOR CIL EXPENDITURE AND TO AGREE ANY AMENDMENTS TO THE TOWN COUNCIL'S CIL SPENDING LIST FOLLOWING A QUARTERLY REVIEW – MIN. 24 REFERS

The Assistant Clerk's report, including the Council's current CIL Spending List attached, was **NOTED**.

119.1 Following a brief discussion about the merits of a foot rinse, which was a feature of the proposed replacement seafront showers, Members **RESOLVED** to **AGREE** that up to £4,000 be taken from the Town Council's CIL Receipts, to purchase 3 x new seafront showers with a small contingency for any spare parts required.

119.2 Having reviewed the Council's current CIL Spending List, Members **AGREED** to make no amendments at this time and to carry out the next quarterly review of the list at the Committee Meeting to be held on 25th February 2025.

120. TO CONSIDER INVITING A REPRESENTATIVE FROM WSCC HIGHWAYS TO A FUTURE MEETING, AS REQUESTED AT THE PREVIOUS MEETING - MIN. 105 REFERS

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

Whilst considering WSCC's proposed transport improvements along the A259 between Bognor Regis and Chichester at the previous meeting, Members expressed an interest in inviting a representative from WSCC to a future meeting (Min. 105 refers).

Amongst the topics that they wished to discuss with the representative were the Traffic Regulation Order to introduce a 20mph speed limit along parts of The Esplanade, the installation of safety railings and introduction of a speed limit outside of Edward Bryant School, and the placement of the zebra crossing in London Road at the junction with Lyon Street, Bognor Regis.

Members **AGREED** that the Assistant Clerk makes contact with WSCC to make arrangements for a representative to attend a Planning and Licensing Committee Meeting in the near future.

121. CORRESPONDENCE

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

Additional correspondence included: -

- 121.1** Response from applicant of Planning Application BR/170/24/HH (11 Chichester Road, Bognor Regis, PO21 2XG) in relation to comments submitted by the Town Council concerned with antisocial parking of vehicles on the verge as the roundabout is approached.
- 121.2** ADC - Notification that an appeal has been made to the Secretary of State, in relation to Planning Application BR/111/24/PL (8 Argyle Road, Bognor Regis, PO21 1DY), against the decision of Arun District Council to refuse planning permission.
- 121.3** WSCC - Public Notice that Marine Drive West, between the junctions with Nyewood Lane and Park Terrace, will be temporarily closed to all traffic on 10th December 2024 for up to 5 days (it is estimated to be completed on 11th December 2024). The restriction will be in place overnight from 8pm until 2am and is required for the safety of the public and workforce while Southern Water undertakes works to replace a manhole frame and cover. An alternative route will be signed on site. Access will be maintained for emergency vehicles. For more information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 03303 030368.
- 121.4** ADC - notification that the agenda for ADC's Environment Committee meeting on 14th November 2024, which includes the recommendations from the Parking Services Review, has been published. Circulated to Committee Members on 13th November 2024.

The Meeting closed at 5.10pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 19th NOVEMBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2024)**

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

<p><u>BR/198/24/PL</u> <u>Ashbury Care Home</u> 124-128 Aldwick Road Bognor Regis PO21 2PA</p>	<p>Two storey extension to provide an additional 6 No. care beds at existing care home (Use Class C2) and other associated works. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/201/24/CLE</u> <u>74 London Road</u> Bognor Regis PO21 1DD</p>	<p>Certificate of Lawful Development for an existing use as a Nail Bar (Ruby Nail Spa) Class E.</p>	<p>NO OBJECTION</p>
<p><u>BR/204/24/T</u> <u>Danehurst</u> Sylvan Way Bognor Regis PO21 2LR</p>	<p>Section fell to ground level to 1 No. Tulip (T1).</p>	<p>OBJECTION Given that the tree appears to be neither damaged nor diseased, Members are concerned about the proposal to fell it to the ground without evidence that its root system is causing damage to the property. Members agreed to defer judgment to ADC's Tree Warden.</p>
<p><u>BR/181/24/PL</u> <u>38 Richmond Avenue</u> Bognor Regis PO21 2YE</p>	<p>Partial change of use from 5 No. bedroom dwelling to 4 No. bedroom bed and breakfast. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/202/24/A</u> <u>18-20 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 2 No. internally illuminated fascia signs and 1 No. internally illuminated projecting sign. (Retrospective).</p>	<p>NO OBJECTION</p>

<p><u>BR/205/24/T</u> <u>9 Pevensey Road</u> Bognor Regis PO21 5NZ</p>	<p>Reduce crown of 1 No. Oak tree to 10m, with total crown spread to be 10m and reduce low level epicormic growth on main trunk.</p>	<p>NO OBJECTION</p>
<p><u>BR/207/24/T</u> <u>Fire Station</u> West Meads Drive Bognor Regis PO21 5TB</p>	<p>Remove 1 No. Acer Platanoides (T-OTBW).</p>	<p>NO OBJECTION</p>
<p><u>BR/154/24/PL</u> <u>Police Station</u> London Road Bognor Regis PO21 1BA</p>	<p>Replacement of existing windows with aluminium top-hung casement windows with insulated panel system, replacement roof covering and mansard tiles to the main building including an increase in perimeter height to accommodate thicker insulation. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/176/24/PL</u> <u>Police Station</u> London Road Bognor Regis PO21 1BA</p>	<p>Proposed CAT Ladder, replacement of a window with a door (for roof access) and roof edge protection. This application is in CIL Zone 4 (zero rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/187/24/PL</u> <u>47 Aldwick Road</u> Bognor Regis PO21 1NJ</p>	<p>Conversion and Change of Use of Single Storey Former Printers Workshop to Form 2-Bed Dwelling with Cycle Parking & Refuse Storage Facilities. This application is in CIL Zone 4 and is CIL liable as a new dwelling.</p>	<p>NO OBJECTION</p>
<p><u>BR/220/24/T</u> <u>24 Kyoto Court</u> Bognor Regis PO21 2UL</p>	<p>Reduce height to 1 No Bay Tree (T1) from 8m to 6.5m and reduce radial spread by 0.7m, from 4.5m to 3.8m.</p>	<p>SUPPORT subject to approval from ADC's Tree Warden.</p>
<p><u>BR/223/24/HH</u> <u>34 Ivy Crescent</u> Bognor Regis PO22 8AB</p>	<p>Proposed loft conversion with front and rear dormers.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 10th DECEMBER 2024

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

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

The Meeting opened at 4.04pm

122. 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.

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

No apologies for absence had been received from Cllrs. Dawes and Woodall. These could not, therefore, be approved.

124. 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

125. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th NOVEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 19th November 2024 as an accurate record of the proceedings and the Chair signed them.

126. 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.

127. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

128. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th NOVEMBER 2024

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

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

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

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

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

130. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

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

130.1 The following Pavement Licence application was made to Arun District Council, under the Business and Planning Act 2020: -

- Licence Application Number: 120485 - Little Piggies Café, 39 Bedford Street, Bognor Regis, West Sussex, PO21 1SH (4 tables and 8 chairs).

Owing to the short turnaround time allowed to respond to the Licensing Authority, Members of the Planning and Licensing Committee were canvassed for their opinion via email in relation to Pavement Licence application number 120485.

Members **RATIFIED** the representation submitted to Arun District Council, by the Town Clerk under their Delegated Authority, stating that the Town Council had **NO OBJECTION** in relation to the Pavement Licence (No. 120485) for Little Piggies Café being granted.

130.2 Members were informed at the meeting that the following application for the renewal of a 2-year Pavement Licence had also been received: -

- Licence Application Number: 120531 - Poppins Café Restaurant, 64 High Street, Bognor Regis, West Sussex, PO21 1SP (2 tables and 4 chairs).

Having considered the application, Members **AGREED** to submit **NO OBJECTION** in relation to the Pavement Licence (No. 120531) for Poppins Café Restaurant being granted.

130.3 Members were informed at the meeting that the following application for a new 2-year Pavement Licence had also been received: -

- Licence Application Number: 120550 - Primo Bar and Restaurant, 19 High Street, Bognor Regis, West Sussex, PO21 1RJ (6 tables and 20 chairs).

Having considered the application, Members **AGREED** to submit **NO OBJECTION** in relation to the Pavement Licence (No. 120550) for Primo Bar and Restaurant being granted.

131. TO APPROVE A CHANGE TO THE PREVIOUSLY AGREED START TIME IN RELATION TO THE COMMITTEE MEETING TO BE HELD ON 23rd DECEMBER 2024 – MIN. 12.1 OF THE ANNUAL TOWN COUNCIL MEETING HELD 13th MAY 2024 REFERS

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

At the Annual Town Council Meeting, held on 13th May 2024, Members were invited to note the Calendar of Meetings for 2024/2025 and it was agreed that the start time of the Planning and Licensing Committee Meetings would remain at 4pm for the 2024/2025 Municipal Year (Min. 12.1 refers).

However, owing to unforeseen circumstances relating to staff resources, Members were asked to approve that the start time for the Planning and Licensing Committee Meeting to be held on Monday 23rd December 2024 be changed to 11am.

Members **RESOLVED** to **AGREE** that the Planning and Licensing Committee Meeting to be held on Monday 23rd December start at 11am.

132. TO NOTE THAT THE ADDITIONAL HMO LICENSING SCHEME WAS FORMALLY DESIGNATED ON 1st NOVEMBER 2024, BY ARUN DISTRICT COUNCIL, AND WILL COME INTO EFFECT ON 1st FEBRUARY 2025

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

As detailed in the report, smaller HMOs are not usually inspected unless a complaint is received about them or other reasons to inspect come to light. This has resulted in a high number of smaller HMOs and buildings/flats (section 257 HMOs) that might not meet acceptable standards. Many of these smaller HMOs may have maintenance, disrepair and management issues and this is likely to remain unchanged unless a proactive approach is taken to ensure they meet the required standards. The intention is to improve these properties by the introduction of the Additional HMO Licensing scheme. This will provide a better living environment for their occupants, those who live nearby and reduce the risks and hazards associated with poor housing standards.

Members **NOTED** that the Additional HMO Licensing scheme was formally Designated on 1st November 2024, by Arun District Council, and will come into effect on 1st February 2025.

133. CORRESPONDENCE

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

Additional correspondence included: -

- 133.1** WSCC - Public Notice that the use of Shripney Lane, Bersted, from junction with Shripney Road, will be temporarily prohibited from 4th December 2024. The restriction will be in place 24hrs. This emergency closure is necessary to allow SGN to repair gas escape. It is anticipated the works will be completed by 16th December 2024. Emergency vehicle, residential and pedestrian access will be maintained at all times. The alternative route for traffic will be signed on site. This notice will be effective for a maximum of 21 days from the date given above. Any queries about the effect of the closure on traffic using the highway please contact the West Sussex Contact Centre on 01243 642105. Any queries

about the nature of works please contact SGN on 07974 846993.

- 133.2** ADC - Notification that Planning Application BR/198/24/PL (Ashbury Care Home, 124-128 Aldwick Road, Bognor Regis, PO21 2PA), to which the Town Council had no objection, is expected to be determined by ADC's Planning Committee at a meeting scheduled to be held at 2pm on 18th December 2024.
- 133.3** ADC - Notification that Planning Application BR/180/24/PL (10 Cavendish Road, Bognor Regis, PO21 2JW), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at a meeting scheduled to be held at 2pm on 18th December 2024.

The Meeting closed at 4.22pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 10th DECEMBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 15th, 22nd AND 29th NOVEMBER 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 15th November 2024.

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

<p><u>BR/229/24/T</u> <u>Homecroft House</u> Sylvan Way Bognor Regis P21 2NG</p>	<p>T2 – Sycamore - reduce overall size of crown by 2m (previous points) reduce to a height of 8m and a spread of 6m, T3 - Oak - cut back to clear the building by 2m to leave a crown spread of 6m and T5 - Cedar - sever and remove 2m section of ivy.</p>	<p>NO OBJECTION</p>
<p><u>BR/209/24/PL</u> <u>Trevali Lodge</u> 31 Aldwick Road Bognor Regis PO21 2LN</p>	<p>Alterations to external finishes and fenestrations. This application is in CIL zone 4 (zero rated as other development), may affect the setting of listed buildings and may affect the character and appearance of the Aldwick Road, Bognor conservation area.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON MONDAY 23rd DECEMBER 2024

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

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

The Meeting opened at 11.06am

134. 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.

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

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

No apologies for absence had been received from Cllr. Dawes. This absence could not, therefore, be approved.

136. 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:

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- 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

137. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th DECEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 10th December 2024 as an accurate record of the proceedings and the Chair signed them.

138. 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.

139. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

140. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th AND 13th DECEMBER 2024

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

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

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

141. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 120544: YANNIS TRADITIONAL FISH AND CHIPS, 27-31 LENNOX STREET, BOGNOR REGIS, PO21 1NA

141.1 Licensing Act 2003

**Premises: Yannis Traditional Fish & Chips, 27-31 Lennox Street, Bognor Regis, PO21 1NA
Licence Number: 120544**

The Committee noted the application for a Premises Licence with proposed licensable activities as follows: - Consumption of alcohol on the premises Monday – Sunday, 09:00 – 23:00.

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

142. TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

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

143. CORRESPONDENCE

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

Additional correspondence included: -

143.1 ADC - Notification that an appeal has been made to the Secretary of State in relation to Arun's refusal to permit Planning Application BR/50/24/PL (Hook House, 51 Hook Lane, Bognor Regis, PO22 8AR), to which the Town Council objected.

143.2 ADC - Notification of an application for a new 2-year Pavement Licence in relation to Coastal Coffee Bognor Ltd, Pier Point House, 1 Waterloo Square, Bognor Regis, PO21 1TA. Owing to the consultation closing on 3rd January 2025, an email was sent to Committee Members on 20th December 2024, canvassing them for their opinions. Any representation submitted by the deadline will be ratified at the next Committee Meeting to be held on 14th January 2025.

The Meeting closed at 11.29am

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 23rd DECEMBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 6th AND 13th DECEMBER 2024)**

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

<p><u>BR/236/24/PL</u> <u>Bognor Regis Football Club</u> Nyewood Lane Bognor Regis PO21 2TY</p>	<p>Creation of a Synthetic Turf Stadia Pitch including upgraded fencing, floodlighting and ancillary equipment to replace a natural grass stadia pitch. This application is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/232/24/HH</u> <u>11 Chichester Road</u> Bognor Regis PO21 2XG</p>	<p>Proposed loft conversion. Adjustments to the fenestration</p>	<p>OBJECTION The scale and height of the building, with the addition of dormers to the rear, are such that it has unneighbourly and significantly adverse impacts on the amenities of the occupiers of the neighbouring property to the east (81 Annandale Avenue) by way of appearing overbearing and oppressive in contradiction with Policies D DM1 and QE SP1 of the Arun Local Plan.</p> <p>Members of the Town Council consider that the grounds on which the Local Planning Authority refused permission of the previous application on this site (BR/170/24/HH) still stand.</p>
<p><u>BR/234/24/PL</u> <u>Witham Court</u> Westloats Lane Bognor Regis PO21 5AB</p>	<p>Extension of existing detached refuse and recycling store. This application is in CIL zone 4 (zero rated) as other development</p>	<p>NO OBJECTION</p>



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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 4th NOVEMBER 2024

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

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

The Meeting opened at 6.37pm

47. 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.

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

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

No apology for absence was received from Cllr. M. Stanley and this could not, therefore, be approved.

49. 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.

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

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

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

There were no declarations of Interest

50. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 9th SEPTEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 9th September 2024, as an accurate record of the proceedings and the Chair duly signed them.

51. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.39pm

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

A Member seated in the public gallery stated that the lights on the promenade bandstand were not working, having raised this issue at several previous meetings. In context of the historic nature of this complaint, and the verbal report from Cllr. Nash at the meeting of 9th September 2024 (Min. 37 refers), a Member suggested that the Town Council write direct to Arun District Council, requesting a progress update and prompt resolution of this longstanding issue. This would be referred to the next meeting scheduled for 20th January 2025, to enable this to be actioned.

The Member then questioned the planning application, scope, and nature of highway traffic calming works, scheduled to commence on The Esplanade. In reply, the Chair referred the Member to the West Sussex County Council website, under roads and travel, for further information.

The Chair reconvened the Meeting at 6.44pm

52. CLERK'S REPORT FROM PREVIOUS MINUTES

52.1 9th September 2024 – Min. 41 Tagging of Town Council Assets

The Hi Tack stickers for the seafront showers, and Foamalux (PVC) signs for other Town Council assets, including the seafront Beacon, have been procured, and fixed.

52.2 9th September 2024 – Min. 43 Energy Learning Network

The Assistant Clerk sent the Expression of Interest on 13th September 24, stating the Council's aim to identify carbon emissions per-household, compare these to national and local footprints, with the purpose to reduce these further.

A response was received from the Centre for Sustainable Energy, on 24th September, advising that the Town Council had not been amongst the ten councils shortlisted. Fundamentally, they were essentially looking for a geographical spread and mix of type of councils (urban/rural).

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

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis in Bloom Working Group Meeting held on 24th September 2024, was **NOTED**.

53.1 Recommended expenditure of £52 plus VAT for a new Bognor Regis in Bloom A1 Correx board sign featuring the new logo, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.1 refers

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** expenditure of £52 plus VAT for an A1 size Correx sign, to be funded from the 2024/2025 Competition Expenses Budget.

53.2 Recommendation to retrospectively approve expenditure of £15 for a voucher for the winners of the 2024 Schools Competition, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.2 refers

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to retrospectively approve expenditure of £15 for a voucher for the winners of the 2024 Schools Competition, to be funded from the 2024/2025 Competition Expenses Budget.

54. **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**.

The Committee Clerk reported that no Public Events licence applications had been received, since the previous meeting of 9th September 2024.

55. **TO CONSIDER A REQUEST TO SUPPORT THE INSTALLATION OF A MEMORY CHRISTMAS TREE IN THE TOWN CENTRE, SUBJECT TO THE NECESSARY PERMISSIONS, WITH FUNDING OF £300**

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

Having considered the request, Members unanimously **DISAGREED** to fund the memory Christmas tree, citing the availability of Grant Aid and other funding streams available elsewhere. There was concern that agreeing to the request would set a precedent for ad-hoc funding applications from businesses and volunteer groups.

56. **TO NOTE THAT THE CURRENT 5-YEAR LISTING OF THE REGIS CENTRE AS AN ASSET OF COMMUNITY VALUE WILL EXPIRE ON 20th DECEMBER 2024**

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

Despite the ongoing closure of The Regis Centre, owing to its redevelopment, and the Officer recommendation that the nomination be revisited once the Centre was fully operational, Members unanimously **AGREED** to re-apply for the continuation of the building being listed as an Asset of Community Value.

57. **TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2024/2025 APPLICATIONS – MIN. 29 REFERS**

The Committee Clerk's report, including the appendices relating to the Funding Policy and application form, was **NOTED**.

Members unanimously **AGREED** to **DEFER** a review of the Youth & Young Persons Budget 2024/2025 applications to allow additional time for Members to individually view the supporting confidential documentation in the office. It was **RESOLVED** to arrange an Extraordinary Committee Meeting for 2nd December 2024 at which the applications will be considered.

The Committee Clerk was tasked with informing each of the five applicants that a decision on their funding application will be delayed as such.

58. PROPOSALS AND REQUIRED BUDGETS FOR 2025/2026 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: ALLOTMENTS, BOGNOR REGIS IN BLOOM, PUBLICITY AND PROMOTION, AND YOUTH PROVISION

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

58.1 The Committee Clerk reported to Members that at the Allotments Sub-Committee Meeting, held immediately prior to the Environmental and Leisure Committee Meeting, it had been agreed that Allotments winners would no longer be invited to attend the In Bloom Awards Evening and that their trophies would revert to being presented at the Allotments AGM. Members **AGREED** to **RECOMMEND** a budget of £150 for the 2025/2026 Allotments Competition Budget.

58.2 Members **AGREED** to **RECOMMEND** that the Bognor Regis In Bloom Budget for 2025/2026 remain at £2,450 but that the Environmental Projects be reduced to £1,000 and £500 be vired to the Competition Expenses Budget, thereby increasing this to £1,450.

58.3 Members **AGREED** their **RECOMMENDATION** for the 2025/2026 Publicity and Promotion Budget be held at £7,000.

Additionally, to utilise the £2,000 from this year's budget, allocated for general promotion, for poster provision for the remainder of 2024/2025 and for posters to promote the 2025 events season.

58.4 Members **AGREED** to **RECOMMEND** an increase in the 2025/2026 Youth & Young Person's Budget to £15,000, due to inflationary pressures, and to further enhance youth and young person's activities within the town.

59. CORRESPONDENCE

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

60. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTURAL)

The Committee unanimously **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 61 (contractual).

61. CHRISTMAS ILLUMINATIONS CONTRACT 2025-27

61.1 To receive a presentation from the Committee Clerk of the tender analysis carried out, for information and context

Members received a short summary of the tender analysis that had been presented to Members of the Christmas Lights Working Party, on which their recommendation to the Environmental and Leisure Committee had been based.

61.2 To receive the confidential Notes, previously copied to Committee Members, and consider the recommendations from the Christmas Lights Working Group Meeting held on 21st October, following presentations delivered to Members on 7th October 2024 - Min. 40 refers

Members **NOTED** the confidential Notes of the Christmas Lights Working Group Meeting held on 21st October, following presentations delivered to Members on 7th October 2024.

61.3 To make recommendation to the Policy and Resources Committee Meeting, to be held on 9th December 2024, for the required accompanying budget

Members **RESOLVED** to **AGREE** the **RECOMMENDATION** of the Christmas Lights Working Group for the Policy and Resources Committee Meeting, in relation to their chosen Tenderer for the Christmas Lights Contract 2025-27, and the required budget, as detailed in the confidential Appendix (appended to the File Minutes).

The Meeting closed at 8.02pm



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MINUTES OF THE EXTRAORDINARY ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON MONDAY 2nd DECEMBER 2024

PRESENT:

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

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
1 Member seated in the public gallery

The Meeting opened at 6.33pm

62. 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.

Members, in the absence of the Vice-Chair, agreed the Chair administer the meeting without the Vice-Chair present.

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

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

No apologies for absence were received from Cllrs. J. Barrett, P. Ralph and M. Stanley. These could not, therefore, be approved.

64. DECLARATIONS OF INTEREST

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

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

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

There were no declarations of Interest

65. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

The Chair invited those seated in the public gallery to raise any questions or statements they wished to make.

No questions or statements were formally raised.

The Chair reconvened the Meeting at 6.36pm

66. CONSIDERATION OF YOUTH & YOUNG PERSONS BUDGET 2024/2025 APPLICATIONS, DEFERRED FROM LAST MEETING – MIN. 57 REFERS

The Committee Clerk's report, including the appendices detailing the Town Council's Funding Policy and application form for the budget, was **NOTED**.

Members considered the applications received, requesting funding from the £14,900 Youth & Young Persons Budget available for 2024/2025.

66.1 Blueprint Youth UK Ltd - £2,000 funding requested

In considering the application, Members felt that the proposal was ill-defined and, most importantly, that the focus of the applicant's youth support was predominantly in areas from Worthing to Brighton, rather than Bognor Regis. Additionally, only eight youths in Bognor Regis had allegedly

been supported during 2023, down from fourteen in 2022. Members felt that further information, such as who was being targeted and a more detailed explanation as to what would be offered, would have been helpful.

Members, therefore, **DISAGREED** to the funding application request received from Blueprint Youth UK Ltd on this occasion.

66.2 Bognorphenia CIC Music Project - £2,500 funding requested

Following a brief discussion about the merits of the Bognorphenia event, which is well supported each year, Members **RESOLVED** to **AGREE** to award the full amount applied for of £2,500 to Bognorphenia CIC Music Project.

66.3 Bognor Regis Youth & Community Centre - £3,000 funding requested

Cllr. P. Wells declared an Ordinary Interest, as the Town Council appointed Representative to the Bognor Regis Youth & Community Centre

With there being little doubt as to the soundness of the youth services provided by the applicant, Members **RESOLVED** to **AGREE** to award the full amount of £3,000, as applied for, to the Bognor Regis Youth & Community Centre.

66.4 Making Theatre Gaining Skills CIC - £6,000 funding requested

Comment was made about how well-established Making Theatre Gaining Skills were in the Town, and of the exciting opportunity to work with Aardman Animations and the accolade that this could bring.

Concern was expressed over ticket prices for the Puppet Show being unaffordable for some residents, therefore, it was suggested that in receiving funding from the Town Council that a number of free tickets for the show be offered to those living in the more deprived wards of Bognor Regis, such as Orchard and Pevensey.

Members **RESOLVED** to **AGREE** to award £5,000 to Making Theatre Gaining Skills.

66.5 South Coast Skate Club CIC - £2,765 funding requested

The benefits of the recreation and sport on offer were briefly discussed and Members **RESOLVED** to **AGREE** to award £2,765, as applied for, to South Coast Skate Club CIC.

66.6 In agreeing the amounts to be awarded to each applicant to the Youth & Young Persons Budget 2024/2025, Members were keen to stress that applicants should not come to expect future funding from the Town Council

and that every effort should be made for groups to become self-sufficient or at least look at match-funding, over full funding. Recipients of the funding agreed were also to be reminded that the Bognor Regis Town Council logo is to feature on any promotional material to demonstrate the support of the Council.

66.7 Members unanimously **RESOLVED** to **AGREE** that the underspend of £1,635 be earmarked, and carried forward to the Youth & Young Persons Budget 2025/2026.

The Meeting closed at 6.57pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 9th DECEMBER 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Mr. D. Kemp - DCK. Accounting Solutions Ltd
Cllrs: J. Barrett, D. Dawes, R. Nash and M. Stanley in the public gallery

The Meeting opened at 6.31pm

97. 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.

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

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

99. 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.

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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

100. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th NOVEMBER 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 18th November 2024 and these were signed by the Chair.

101. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

102. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2025/2026

The Chair adjourned the Meeting at 6.34pm

The Chair invited non-Committee Members, seated in the public gallery, to make comments and ask questions.

Cllr. Nash, who did not serve on the Policy and Resources Committee, spoke to his proposal under Agenda item 7 in relation to increasing the Youth Budget by an additional £20,000, drawn from Reserves, from which between £10,000 and £20,000 be allocated as a one-off support payment to Bognor Regis Town FC for the installation of an all-weather pitch.

Whilst noting that Cllr. Wells had also proposed that an extra £20,000 be allocated, from the Economic Development Fund, for young people in the Town, Cllr. Nash believed that a further £20,000 should be allowed for as he was keen for the Town Council to support the plans of the club. He explained that the improvement works would benefit a large number of teams and groups by providing a facility that was lacking in the local area. The football club would be seeking a grant of £700,000 from the Premier League Stadium Fund, with a further £300,000 needing to be raised from other funding streams.

Other non-Committee Members spoke of the positive proposals within the draft Budget which were described as being testament to the Town Council's work over the last twelve months. Reference was made to the proposal of grant funding for the football club which, whilst supportive of, it was felt should go through the usual application processes along with other organisations, rather than being singled out. Other comments related to the responsibilities of the proposed Town Centre Officer role, which it was hoped would include bidding for funding; the rationale for improvements to the current Town Force Lock-up, if alternative premises were a consideration; and a desire to see youth funding not only aimed at service providers but to families with young children with some of the funding proposed being redirected to community groups that supported them.

The Chair reconvened the Meeting at 6.47pm

103. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2025/2026 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES; ANY REQUESTS FROM INDIVIDUAL COUNCILLORS; TO AGREE TO RECOMMEND TO COUNCIL THE DRAFT BUDGET PROPOSALS FOR 2025/2026 NOTING THE REQUIRED PRECEPT TO FUND THE AGREED BUDGET

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

All Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2026.

These were prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. In addition to the Committee recommendations, provision had been made within the draft Budget proposals for various other changes for consideration. A list of these proposals was provided to Members under separate cover. An updated Budget Summary following receipt of the Tax Base from ADC for 2025-26 was subsequently provided to all Members at the meeting.

The Chair presented the Budget proposal highlights for 2025/2026, some of which required a decision whilst others were just for noting.

At the Chair's discretion, non-Committee Members seated in the public gallery were invited to speak, as and when, without the Meeting being adjourned

103.1 Regarding the election fees, a Councillor commented, and many concurred, that the increase in the bill was 'outrageous'. The Clerk confirmed that prior to previous discussions on this matter, she had received a breakdown of the costings, which had been forwarded to both the Chair and Vice-Chair of the Policy and Resources Committee, who following their review had given her the go ahead to make the payment. It was confirmed that £20,000 had been budgeted for 2025/2026, with a further £20,000 budgeted for 2026/2027, to recover the backlog and to ensure that there was enough provision for the 2027 elections. After this, the budget for election costs could possibly be levelled off at £10,000 per year.

A dual-hatted Councillor advised those present that he would be challenging the amount billed by the District Council on this occasion and would report back to Members.

103.2 Members spoke favorably on the new proposed position of a Town Centre Officer, which it was felt would be hugely beneficial to help create a greater footfall in the Town Centre. Whilst a proposed job description for the role was yet to be considered by the Joint Consultative Sub-Committee (Staffing), it would focus on the delivery of events and activities, such as markets, in the Town Centre.

103.3 There was much support expressed for increasing warden provision in the Town Centre, with the Policy and Resources Committee recently agreeing to provide an extra warden, to work alongside the current warden, to cover the busy December period. Members discussed current problems with antisocial behaviour, including theft, which is mostly experienced by retailers in London Road, and the benefits an additional warden could bring to ensure shoppers and retailers felt safe and welcome in our Town Centre and the surrounding shopping districts.

Costs relating to the provision for an additional warden, either 5, 6 or 7 days a week for the months of August and December 2025, ranging between £7,300 and £10,500, were noted.

It was felt by all that, before committing to funding an additional warden for 2025 and deciding which days of the week or time of year this should be implemented, feedback from the current 'trial' scheme needed to be assessed in detail, with relevant input from partners including Sussex Police, ADC and the Bognor Regis BID regarding the area to be covered.

It was noted that the next Council Meeting, at which this could be decided upon, was on Monday 6th January, which did not leave much time for an overall assessment of the month-long trial. However, Members **AGREED** the Town Clerk should contact Bognor Regis BID to impress the importance of timely feedback, to allow Members to make a decision on how to proceed at the meeting on 6th January 2025.

Following a query about flexibility within the proposed Budget to provide a second warden for the whole year, or just at specific times, Mr. Kemp informed Members that this was a Revenue Budget item, and that Reserves should only be used for non-recurring items. Members would, therefore, need to think about how this was built into the Budget with Mr. Kemp recommending that this provision be added to the Revenue Budget and the amount going into Reserves be adjusted, rather than taking out of Reserves as a non-recurring cost. In doing so, the bottom line would remain the same and it would simply appear differently in the Budget.

Taking into account the possibility that feedback about the additional warden provision in December may not be forthcoming, the Chair proposed that provision be made in the draft Budget for a 7-day service, allowing for Full Council or the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial had been received.

Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that provision for a 7-day warden service be included in the 2025/2026 Budget, to provide additional presence in the Town Centre with the period of cover defined following receipt of the feedback from the trial. These costs to be offset against Revenue with the amount going into Reserves adjusted accordingly.

103.4 The Budget proposal highlights considered by the Committee at the meeting and **AGREED** or **NOTED** are detailed in **Appendix 1**, and reflect the items incorporated in the overall draft Budget provision to be recommended to the Council on 6th January 2025.

103.5 The Chair invited Cllr. Wells to speak in relation to the extra £20,000 that he proposed be budgeted for youth provision, on top of the amount agreed in the draft proposal for the Youth and Young Persons Budget 2025/2026. Cllr. Wells explained that the money could be funded from the Economic Development Fund, to support young people in Bognor Regis, and could either be allocated in full for 2025/2026 or split into two, with £10,000 allocated in 2025/2026 and the remaining £10,000 in 2026/2027. Mr. Kemp reminded Members that if the £20,000 was put into the 2025/2026 Budget but not spent in full, then any remaining funds could be earmarked and still be available the following year.

Following lengthy discussion, Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that an extra £20,000 be placed into

the Youth and Young Persons Budget, on top of the £15,000 previously agreed, for 2025/2026 and that the extra provision be funded from the Economic Development Fund.

103.6 Moving then to Cllr. Nash's proposal for funding of between £10,000 and £20,000 as a one-off support payment to Bognor Regis Town FC, discussion ensued regarding the merits of the project and the benefits that it would bring to the community with some regarding it as an exciting opportunity that the Town Council should not ignore. Although a business case from the club had been circulated by email to all Members prior to the meeting, some felt that a presentation from the football club could provide an opportunity for questions to be asked and more information gathered. It was **AGREED** that the Clerk would write to the club, asking when they could deliver a presentation to Members.

Whilst the majority of those present were supportive of the club's ambitious project, there was some discomfort at the idea of funding a further £10,000 - £20,000 for a one-off payment to be made directly to them. Mindful of tough decisions taken earlier in the year, in relation to Grant Aid funding, and the disappointment expressed amongst some organisations who did not secure the money they had hoped from the Council, caution was given as to the perceived fairness of apparently favouring the club. Comment was also made around the likelihood of the new facilities planned being used by people living outside the wards of Bognor Regis. It was suggested, therefore, that the football club should seek funding from neighbouring parishes, rather than the residents of Bognor Regis solely footing the bill through their Council Tax.

To ensure the Council was seen to be acting fairly when funding local groups and organisations, it was felt that Bognor Regis Town FC should follow the Town Council's standard application process for the funding that was being sought, with the decision delegated to the relevant committee. Furthermore, rather than budgeting another £10,000 - £20,000, it was felt that the club should apply for a share of the £35,000 in the Youth & Young Persons Budget that was being recommended to Council for 2025/2026.

The Chair queried whether, upon receipt of an application from the football club, more money could be accessed from the Economic Development Fund, for example, at a later date and if necessary. In response, Mr. Kemp advised that upon receipt of an application the Council, or committee, can decide whether to meet the funding request at any time. Whether this results in an approved overspend of an existing budget, and/or where that funding is to come from, was not a decision that needed to be made at this moment in time. However, Mr. Kemp recommended that a continuing revenue adjustment to a budget be funded by the Precept, whereas an addition to a budget that is non-recurring could be funded from Reserves.

Following the debate, it was unanimously **AGREED** that the Town Council would express support for Bognor Regis Town FC's plans to install an all-weather pitch, whilst noting that doing so did not prejudice the due process of the corresponding planning application (BR/236/24/PL).

In view of the advice given by Mr. Kemp regarding the timing of any decision, it was further **AGREED** that funding of up to £20,000 would be considered, towards the cost of installing the pitch, provided that the club submitted an application to the Environmental and Leisure Committee. It would be for the committee to decide whether any approved funding would come from the Youth & Young Persons Budget, or that a recommendation be made to the Policy and Resources Committee to identify a suitable alternative.

103.7 Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget and set a Precept for 2025/2026 of £1,054,043, equivalent to a 2.50% increase on a Band D Equivalent property of £3.40 per annum (6.52pence/week).

The Meeting closed at 8.07pm

BUDGET PROPOSAL HIGHLIGHTS 2025-2026 **DECISIONS FOLLOWING COMMITTEE CONSIDERATION**

In addition to the various Committee recommendations made to the Policy and Resources Committee, other budget proposals identified were considered by the Committee as detailed below.

Provision has been made within the draft budget proposals to allow for the following: -

- An estimated 5% cost of living rise increase for salaries in 2025-2026
- An increase in Employers NI Contributions following changes in the Government Budget
- Provision for Annual SCP Scale Point increases for eligible staff
- Changes in salary for two members of staff due to a regrading and a promotion
- 2.5% increase in the Precept has been applied.

This was **NOTED**.

CIVIC ACTIVITIES

4065 - 102 Election Fees increased from £7,500 allocated last year to **£20,000** to cover estimated increased costs in 2027 - **AGREED**.

4203 - 102 Civic Fund increased from £2,000 to **£3,500** increase funded instead of Town Crier Honorarium - **AGREED**.

4204 - 102 Cllr. Allowances increased from £8,800 to **£10,621** following agreement to increase the Members Allowance from 1st April 2024 at P&R on 25.3.24 - **NOTED**.

4207 - 102 Town Crier Costs increased from £2,000 to **£2,500** to assist with competition expenses. Increase funded instead of Town Crier Honorarium - **AGREED**.

4326 - 102 Community Improvement Fund new budget item of **£500** to cover things like bench movement in the High Street, repairs to Gloucester Road Wall - **AGREED**.

PROJECTS AND EVENTS

4402 - 104 Tourism Events Support increased from £1,000 to **£1,450** to allow for replacement Events Uniforms following staff request - **AGREED**.

5120 - 104 New position Town Centre Officer 2-Year Fixed Term contract salary and on-costs for Year 1 funded from Economic Development Fund. SCP range of 13-17 - **AGREED**.

4409 - 104 Working Budget for above position - £10,000 funded from the £6,000 Town Centre Events budget created in 2024 plus an additional £4,000 new budget - **AGREED**.

TOWN FORCE

4036 - 105 Property Maintenance increased from £1,000 to **£2,000** to allow for cover at compound at back of Town Force Lock-up subject to Landlord's permission – **AGREED** subject to final decision being taken regarding availability of alternative freehold accommodation first.

GRANT AID

4762 - 107 Grant Bognor Regis Regeneration Board - £4,500 removed from budget for next year as no longer required following closure - **NOTED**.

4765 - 107 BOOM Bank no additional provision made for next year to cover any shortfall as currently none identified - **NOTED**.

P&R PARTNERSHIP FUNDING

4702 - 108 Warden provision in the Town Centre - £16,683 contribution to BR BID for provision in line with 2024/25 - **NOTED**.

4702 - 108 Additional Warden provision in the Town Centre - for the relating discussion and decision regarding this item please refer to the Minutes.

4708 - 108 Partnership Funding provision of £21,000 made in line with 2024/25 - **NOTED**.

BRTC ASSET MANAGEMENT

4150 - 112 Asset Management new budget **£1,000** provision made - **AGREED**.

HORTICULTURAL

4319 - 113 A29 Verge Upkeep new budget **£1,000** provision made for 5 cuts annually - **AGREED**.

E&L PARTNERSHIP PROJECTS - 208 E&L RECOMMENDATIONS

4032 - 208 Publicity/Promotion budget £7,000 - It was **AGREED** that this budget should remain unchanged.

4401 - 208 Youth and Young Persons increase from £14,000 to **£15,000** - **AGREED**.

IN BLOOM – 204 E&L RECOMMENDATIONS

4311 - 204 In Bloom Competition Expenses increase from £950 to **£1,450**.

4321 - 204 In Bloom Environmental Projects decrease from £1,500 to **£1,000** (moved to Competition Expenses Budget (Budget neutral)).

4034 - 402 Allotments Competition Expenses increase from £100 to **£150**.

4042 - 207 Christmas Lights for New Contract decrease from £55,000 to **£40,000**.

All of the above recommendations from the Environmental and Leisure Committee were **AGREED**.

EVENTS - 301 P&R COMMITTEE EVENT OFFICER'S RECOMMENDATIONS

4745 - 301 Book Day Event £5,000.

4736 - 301 Proms in the Park £3,000.

4746 - 301 Drive Through Time £5,000.

4737 - 301 Funshine Days £5,000.

4000 - 306 Christmas Switch-On £6,000.

It was **AGREED** that all of the above budgets should remain unchanged.

4211 - 301 80th Anniversary of VE Day Beacon Lighting Event - £2,000 this is a reduction on DD Event budget by £3,000.

4742 - 301 Clowns International 75th Anniversary Funday - £800 for new event working in collaboration with Clowns International.

4406 - 301 Hampshire Avenue Fun Week (Playdays) increase from £3,500 to **£5,000**.

4749 - 301 Sunday Afternoon Concerts increase from £1,500 to **£3,000** (as extra £1.5k funded from Publicity and Promotions budget last year).

4748 - 301 Carols in the Park - £2,500 for revived event working in collaboration with other organisations.

All of the above Event Officer's recommendations from the Policy and Resources Committee were **AGREED**.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 6th JANUARY 2025

AGENDA ITEM 10 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 9th DECEMBER 2024 INCLUDING: -

- RECOMMENDATION THAT PROVISION FOR A 7-DAY WARDEN SERVICE BE INCLUDED IN THE 2025/2026 BUDGET, TO PROVIDE ADDITIONAL PRESENCE IN THE TOWN CENTRE WITH THE PERIOD OF COVER DEFINED FOLLOWING RECEIPT OF THE FEEDBACK FROM THE TRIAL. THESE COSTS TO BE OFFSET AGAINST REVENUE WITH THE AMOUNT GOING INTO RESERVES ADJUSTED ACCORDINGLY - MIN. 103.3 REFERS
- RECOMMENDATION THAT AN EXTRA £20,000 BE PLACED INTO THE YOUTH AND YOUNG PERSONS BUDGET, ON TOP OF THE £15,000 PREVIOUSLY AGREED, FOR 2025/2026 AND THAT THE EXTRA PROVISION BE FUNDED FROM THE ECONOMIC DEVELOPMENT FUND - MIN. 103.5 REFERS
- TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2025/26

AGENDA ITEM 11 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2025/26

REPORT BY TOWN CLERK

FOR DECISION

Item 10

Whilst considering the Budget for 2025/26, discussion included increased warden provision in the Town Centre with costs to deliver this, for either 5, 6 or 7 days a week for the months of August and December 2025, ranging between £7,300 and £10,500. It was felt by all that, before committing to funding an additional warden for 2025 and deciding which days of the week or time of year this should be implemented, feedback from the current 'trial' scheme needed to be assessed in detail.

Taking into account the possibility that feedback about the additional warden provision in December 2024 may not be forthcoming, the Chair proposed that provision be made in the draft Budget for a 7-day service, allowing for Full Council or the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial had been received.

Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that provision for a 7-day warden service be included in the 2025/2026 Budget, to provide additional presence in the Town Centre with the period of cover defined following receipt of the feedback from the trial. These costs to be offset against Revenue with the amount going into Reserves adjusted accordingly (Min. 103.3 refers).

AGENDA ITEMS 10 & 11

In discussing funding for youth provision, Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that an extra £20,000 be placed into the Youth and Young Persons Budget, on top of the £15,000 previously agreed, for 2025/2026 and that the extra provision be funded from the Economic Development Fund (Min. 103.5 refers).

Please find below an excerpt from the Minutes of the Policy and Resources Committee Meeting of 9th December 2024 (Min. 103.7 refers), with the following recommendation to Council:

*Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget and set a Precept for 2025/2026 of £1,054,043, equivalent to a 2.50% increase on a Band D Equivalent property of £3.40 per annum (6.52pence/week).*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2025/26, a copy of which was circulated to Members prior to the meeting.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2025/26.

Item 11 - To decide the amount for the Precept to be issued for 2025/26

As noted above Members of the Policy and Resources Committee have recommended for the year 2025/26 the Precept amount of £1,054,043. (Budget Summary attached as **APPENDIX 1**).

DECISIONS

To **RESOLVE** to **APPROVE** that provision for a 7-day warden service be included in the 2025/2026 Budget, allowing for Full Council or the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial has been received, with these costs to be offset against Revenue with the amount going into Reserves adjusted accordingly.

To **RESOLVE** to **APPROVE** that an extra £20,000 be placed into the Youth and Young Persons Budget, on top of the £15,000 previously agreed, for 2025/2026 and that the extra provision be funded from the Economic Development Fund.

Whilst noting that any decision in reference to budgets required for an additional warden and youth provision will not impact the Income and Expenditure Budget recommended, Members are invited to **RESOLVE** to **APPROVE** formal adoption of the recommended Income and Expenditure Budget for 2025/26.

To **RESOLVE** to **APPROVE** the Precept amount for 2025/26 of £1,054,043.

Bognor Regis Town Council

(Updated 19/12/2024)

Proposed Budget - Precept Increase limited to 2.5% (inflation) - Balanced Budget

Budget Summary

Year Ended 31st March 2026

	2024/25		2025/26	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Policy & Resources	827768	830689	890833	60144	
Environment & Leisure	98684	98293	84293	-14000	
Planning	7253	7253	7253	0	
	<u>933705</u>	<u>936235</u>	<u>982379</u>	<u>46144</u>	
INCOME					
Policy & Resources	96021	76200	79260	3060	
Environment & Leisure	2742	2400	2500	100	
Planning	0	0	0	0	
	<u>98763</u>	<u>78600</u>	<u>81760</u>	<u>3160</u>	
NET REVENUE EXPENDITURE	<u>834942</u>	<u>857635</u>	<u>900619</u>	<u>42984</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-40000	-58000	-40000	18000	
Economic Development Fund	81000	81000	74000		
Capital Funding Provision	30000	30000	30000	0	
Capital Funding Provision Prior Year adjustment	0	0	0	0	
Policy & Resources	0	0	0	0	
Env & Leisure	0	0	0	0	
Earmarked Reserves released to General	0	0	0	0	
	<u>160013</u>	<u>142013</u>	<u>153013</u>	<u>18000</u>	
TOTAL NET EXPENDITURE	<u>994955</u>	<u>999648</u>	<u>1053632</u>	<u>60984</u>	5.40%
Financed as follows					
Reserves at 1st April	497484	481073	502033		
Reserves at 31st March	502033	480929	502444	**	Reserves Surplus 277289
Used to Fund Expenditure	-4549	144	-411		-0.04% (of Precept)
Precept Required	999504	999504	1054043	54539	5.46%
TOTAL TAXATION FUNDING REQUIRED	<u>999504</u>	<u>999504</u>	<u>1054043</u>	<u>54539</u>	5.46%
	<u>994955</u>	<u>999648</u>	<u>1053632</u>	<u>54539</u>	

ADJUSTED BASIS

		Advised		
Band D Equivalents	7352	7564	212	2.88%
Precept per Band D Equivalent (£/annum)	£ 135.95	£139.35	£3.40	2.50%
Precept per Band D Equivalent (p/week)	260.73	267.25	£0.0652	2.50%

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	208736	214409	225155
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Earmarked Reserves	31/03/2023 (Actual)	31/03/2024 (Projected)	31/03/2025 (Available)
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>569156</u>

Budget Summary

Year Ended 31st March 2026

Revenue Expenditure

		<u>2024/25</u>		<u>2025/26</u>	<i>Budget</i>
		<i>Projected</i>	<i>Budgeted</i>	<i>Proposed</i>	<i>Incr/Decr</i>
		<i>(Revised)</i>			
<u>Operating Budgets (Net)</u>					
Administration	101	305010	302849	308879	6030
Civic	102	15765	35266	48437	13171
Mayor's Charity Activities	103	335	0	0	
Projects and Events	104	182925	183690	211455	27765
Town Force	105	119221	114678	132406	17728
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	23541	21391	23541	2150
BRTC Asset Management	112	1108	100	1000	900
Horticultural	113	54556	54543	56543	2000
Meteorological	202	8483	8481	8481	0
In Bloom	204	2887	2650	2450	-200
Roads & Streetlights	401	7253	7253	7253	0
Allotments	402	4328	4592	4342	-250
Planning (General)	403	0	0	0	0
		<u>725412</u>	<u>735493</u>	<u>804787</u>	<u>69294</u>
<u>Discretionary Spending</u>					
Grant Aid	107	20005	21500	17000	-4500
P & R Partnership	108	44348	42408	40008	-2400
Christmas Activities	207	58965	58965	43965	-15000
E & L Projects	208	24021	23605	25055	1450
Events	301-5	60954	54264	51564	-2700
		<u>208293</u>	<u>200742</u>	<u>177592</u>	<u>-23150</u>
<u>Revenue Expenditure</u>					
		<u>933705</u>	<u>936235</u>	<u>982379</u>	<u>46144</u>

Budget Summary**Year Ended 31st March 2026****Revenue Income**

		2024/25		2025/26	Budget
		Projected	Budgeted	Proposed	Incr/Decr
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	50000	40000	40000	0
Civic	102	300	300	300	0
Mayor's Charity Activities	103	335	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20660	20100	20660	560
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	7035	2500	5000	2500
Horticultural	113	13491	13300	13300	0
In Bloom	204	237	0	0	0
Roads & Streetlights	401	0	0	0	0
Allotments	402	2505	2400	2500	100
Planning (General)	403	0	0	0	0
		<u>94563</u>	<u>78600</u>	<u>81760</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	4200	0	0	0
		<u>4200</u>	<u>0</u>	<u>0</u>	
<u>Revenue Income</u>		<u>98763</u>	<u>78600</u>	<u>81760</u>	<u>3160</u>

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025

AGENDA ITEM 14 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. S. GOODHEART - BOGNOR REGIS TOWN HALL

REPORT BY THE TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. S. Goodheart and is seconded by Cllr. Dawes: -

Bognor Regis Town Hall - Cllr. Dawes and I are presenting this Motion to the Council because we believe that at some date in the future, BRTC will have the opportunity to acquire the Town Hall when ADC decides to relinquish its responsibilities and put it on the market. This Motion is to make sure the Town Council is ready for this scenario and is in a good position to engage with ADC and negotiate a favourable deal, as the building is Listed and is a community asset which should be gifted to BRTC.

Hopefully, you will support this Motion, in principle, and we can all participate in the discussion that will follow. In preparation for this, I believe we should explore the many different opportunities for which we could use the building both now and in the future. Setting up a Members/Officers Working Party might be the best vehicle to build up a programme of ideas and uses for the building.

- *A small budget will be needed to cover the cost of pulling a team together*
- *Working Party to work out the items to be on the agenda and to create a working schedule*
- *Engage a professional grant finder/writer to apply for lottery funding etc.*
- *Engage a structural engineer to enable us to understand what the building needs, to make it fit for purpose – cost implications*
- *Engage an architect/designer*
- *There are many trusts that can be approached which support Listed buildings*
- *Consider incorporating new works to transform the building into a multi-functioning building*
- *Need to be able to earn an income from the building*

This Motion will give every Member the chance to show support for BRTC to acquire an incredible asset for the Town's future - The Town Hall.

Officer Comment

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

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

**AGENDA ITEM 15 - TO RECEIVE ANY FEEDBACK FROM THE ONLINE
COMMUNITY OPEN FORUM HELD ON 29th OCTOBER 2024**

REPORT BY THE TOWN CLERK

FOR INFORMATION

At the Online Community Open Forum held on 29th October 2024, held via Zoom and streamed live to Facebook at 6.30pm, the following were 'in attendance':

BRTC Councillors: J. Brooks, S. Goodheart, Miss. C. Needs, Mrs. J. Warr, B. Waterhouse, P. Woodall and Mrs. G Yeates

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

The Assistant Clerk welcomed any members of the public watching and explained the purpose of the Forum. She advised that any questions or topics for debate should be written into the 'comments' section of the live video, and Town Councillors and staff waited patiently for engagement.

Unfortunately, despite being 'live' from 6.30pm, at 6.45pm, there were no comments or questions from members of the public and it was agreed to close the Forum and cease the live stream.

The next Online Community Open Forum will be held on Thursday 30th January between 6.30pm – 7.30pm, via Zoom and will be streamed live on Facebook.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

AGENDA ITEM 16 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 17th OCTOBER 2024 (IF AVAILABLE) (DEFERRED FROM THE LAST MEETING - MIN. 107 REFERS)

REPORT BY THE TOWN CLERK

FOR NOTING

It was noted at the previous meeting that the Minutes from the Bognor Regis Regeneration Board AGM held on 17th October 2024 had not been released but, as soon as these were available, a link to the Bognor Regis Regeneration Board website would be circulated to Members and the Minutes would be noted at the next meeting (Min. 107 refers).

However, the Town Clerk went on to advise that a press release had been received from the Bognor Regis Regeneration Board, just prior to the commencement of the Council Meeting. She verbally summarised the press release for Members, which confirmed that the Regeneration Board would be closing, due, in short, to financial pressures.

At the time of publishing this report, the Minutes from the meeting held on 17th October 2024 have not been released and, with the Regeneration Board's website featuring only the announcement of their closure, it is not anticipated that these Minutes will be received in the future.

DECISION

Members are asked to **NOTE** that the Minutes of the Bognor Regis Regeneration AGM held on 17th October 2024 have not been forthcoming and are unlikely to be received.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. MISS. CLAIRE NEEDS FROM 28th OCTOBER 2024 - 6th JANUARY 2025
REPORT BY CIVIC & OFFICE MANAGER FOR INFORMATION**

- Friday 01.11.24 : *Deputy Mayor attended: West Sussex Guitar Club Recital, Regis School of Music, Sudley Road, BR*
- Monday 04.11.24 : *Deputy Mayor attended: Presentation of School Council Badges, South Bersted C of E Primary School, Church Lane, South Bersted*
- Sunday 10.11.24 : BRTC Remembrance Sunday Service, War Memorial, Town Hall, Clarence Road, BR
- Monday 11.11.24 : BRTC Armistice Day Service, War Memorial Town Hall, Clarence Road, BR
- Sunday 17.11.24 : *Deputy Mayor attended: Aldingbourne Country Centre 'Cherry Tree Village' Opening, Aldingbourne Country Centre, Blackmill Lane, Norton, Chichester*
- Thursday 21.11.24 : 'Ice Skating in the Park' Official Opening, London Road Car Park, London Road, BR
- Friday 29.11.24 : *Deputy Mayor attended: Switch-On of Pam Evan's Christmas Lights (in aid of St. Wilfrid's Hospice), Mornington Crescent Felpham*
- Saturday 30.11.24 : BRTC Christmas Lights Switch-On, Town Centre, BR
- Sunday 01.12.24 : BRTC Civic Service, The Salvation Army Church & Community Centre, Canada Grove, BR
- Sunday 01.12.24 : *Deputy Mayor attended: Friends of Arundel Cathedral 'Pontifical Sung Vespers' Arundel Cathedral*
- Thursday 05.12.24 : *Deputy Mayor attended: Arun & Chichester Citizens Advice AGM, Shore Community Church, Victoria Drive, BR*

AGENDA ITEM 17

- Saturday 07.12.24 : *Deputy Mayor attended: BR Concert Band 'Christmas Concert', St. Mary's Centre, Felpham*
- Sunday 08.12.24 : *Deputy Mayor attended: Chair of Mid-Sussex' Civic Service, St. Edward's Church, Burgess Hill*
- Friday 20.12.24 : *Deputy Mayor attended: BR Samaritans 'Christmas Drop-In', 13 Argyle Road, BR*

Invites not Attended

University of Chichester's Christmas Carol Service

West Sussex Guitar Club Recital (7th December)

Mayor of Chichester's 'Christmas at Home'

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 28th OCTOBER 2024 - 6th JANUARY 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 08.11.24	:	Interview with V2 Radio re. BRTC upcoming Christmas events, Town Centre, BR
Sunday 10.11.24	:	BRTC Remembrance Sunday Service, War Memorial, Town Hall, Clarence Road, BR
Monday 11.11.24	:	BRTC Armistice Day Service, War Memorial Town Hall, Clarence Road, BR
Thursday 21.11.24	:	'Ice Skating in the Park' Official Opening, London Road Car Park, London Road, BR
Saturday 30.11.24	:	BRTC Christmas Lights Switch-On, Town Centre, BR
Sunday 01.12.24	:	BRTC Civic Service, The Salvation Army Church & Community Centre, Canada Grove, BR
Tuesday 17.12.24	:	Judging & Prizegiving for Businesses at Tradewinds Business Centre, Heath Place, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

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

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 29th October 2024

Both Cllr. Wells and the Assistant Clerk participated in the online meeting held on 29th October 2024, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings advised that the previously discussed changes to the call grading system were now live and that there had been some positive responses from businesses. Sergeant Molly O'Malley had taken on the Town Centre following the reposting of Sergeant Sam Fenner. Operational updates were given around initiatives to tackle problems with antisocial behaviour and shoplifting in the Arun and Chichester locality. There was a small cohort of new recruits who, accompanied by their coaches, would be on foot patrol in Bognor Regis Town Centre with a larger cohort coming in January 2025.

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour, car theft, fly-tipping, and shoplifting.

The Assistant Clerk queried whether there was a timeline in place to measure the success of the plans agreed at a multi-agency meeting, held on 5th September 2024, at which initiatives to tackle the persistent reports of street drinking and antisocial behaviour at Station Square in Bognor Regis had been proposed. The BID Coordinator, who had been involved with the issue, confirmed that funding had been secured to install railings on the low-level planters outside of the station, to dissuade those causing problems from sitting upon them. It was now in the hands of Govia Thameslink Railway, as landowner, to agree permissions. Updated signage, informing that there was a Public Space Protection Order in place outside of the station, had been installed. Inspector Wickings, who had not been at the multi-agency meeting in September advised that he would liaise with Sergeant Fenner, who had attended, to establish any updates on behalf of Sussex Police.

Arun Parish (Sussex Police) Meeting due to be held on 28th November 2024

Owing to unforeseen circumstances, Inspector Ross Wickings cancelled to meeting.

Arun Parish (Sussex Police) Meeting held on 20th December 2024

Whilst the Assistant Clerk participated in the online meeting held on 20th December 2024, Cllr. Wells was unable to attend. Numbers in attendance were limited and, therefore, few updates were available.

Inspector Wickings advised that the changes to the call grading system had improved call handling and was making a difference in response times. Arun and Chichester Policing Teams will be trialling a mobile engagement pod/unit in Spring 2025, for 3-6 months. Each will have a workspace inside, with computer, and will provide the Police with somewhere to sit and engage with members of the public. The pod/unit will be in-situ for a morning/afternoon/day in various locations around the division and will be staffed throughout its presence. Towns and parishes will be able to bid for the pod/unit and these will be considered against current visibility of police in villages/towns, i.e. Bognor Regis and Littlehampton have Town teams so it is likely that more rural areas, for instance, will be chosen first. Inspector Wickings was keen to stress that the pod/unit would not be a replacement for police stations but a mobile engagement unit.

Updates and issues raised by representatives from the few Arun parishes centred around low-level antisocial behaviour, shoplifting and speeding cars.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. WSCC Cabinet held on 29 October 2024 unconfirmed minutes – Circulated to all Councillors 12.11.2024
2. VAAC November E-bulletin – Circulated to all Councillors 13.11.2024
3. Arun District Council Budget Consultation 2025-2026 – Circulated to all Councillors and on social media 14.11.2024
4. The Sussex Police & Crime Commissioner; Gang that stole nearly £200,000 of goods have been jailed – Circulated to all Councillors 14.11.2024
5. NALC Chief executive's bulletin – Circulated to all Councillors 14.11.2024
6. The Stonepillow Fashion Show – Forwarded to Cllrs. Miss Claire Needs and Barrett 14.11.2024
7. WSCC Residents' eNewsletter – Circulated to all Councillors 14.11.2024
8. BR BID Christmas 2024 & Date correction – Circulated to all Councillors 15.11.2024
9. Sussex Alerts; Local Risk Perception Survey – Circulated to all Councillors and on social media 15.11.2024
10. Arun Newsletter 15.11.2024
11. WSALC AGM & Conference 2024 reports and minutes forwarded to all Councillors including Council reps Cllrs Goodheart and Wells 15.11.2024
12. ADC LGBCE Briefing & separate invitation – Monday 16 December at 5pm – Circulated to all Councillors 19.11.2024
13. WSCC Town and Parish Council News budget consultation special – Circulated to all Councillors and on social media 20.11.2024
14. Response to queries and comments pertaining to BR BID Operations - P&R Meeting 18th November 2024 – Circulated to all Councillors 21.11.2024
15. Chief executive's bulletin – Circulated to all Councillors 21.11.2024
16. Local authority update November Issue 21 Newsletter 21.11.2024
17. St Wilfrid's Hospice news 21.11.2024
18. The Sussex Police & Crime Commissioner; Anti-social behaviour week – Circulated to all Councillors 22.11.2024
19. Sussex Alerts; Priority services register – Circulated to all Councillors and on social media 25.11.2024
20. Heather Perrott; next foreign film showing at Picturedrome – The Count of Montechristo – Circulated to all Councillors 24.11.2024
21. CCLA; changes in funds in relation to FCA sustainability requirements 25.11.2024
22. NALC Jobs newsletter 25.11.2024
23. WSCC Cabinet Agenda 03.12.2024 – Circulated to all Councillors 25.11.2024
24. Email from ADC re. Electoral Review – Request for Community Governance Review – Circulated to all Councillors 25.11.2024
25. NALC newsletter 26.11.2024
26. WSCC news release – Waste Prevention Community Grant Fund – Circulated to all Councillors 26.11.2024

AGENDA ITEM 21

- 27.** Govia Thameslink Railway – Advance notice about major engineering works affecting rail services over the festive period – Circulated to all Councillors and website and social media 26.11.2024
- 28.** VAAC e-bulletin 27.11.2024 – Circulated to all Councillors 27.11.2024
- 29.** NAL Chief Executive's Bulletin 28.11.2024 – Circulated to all Councillors 28.11.2024
- 30.** BR BID AGM reminder 28.11.2024
- 31.** Arun & Chichester Citizens Advice November newsletter – Circulated to all Councillors 28.11.2024
- 32.** WSCC news release – More help to support West Sussex smokers to quit for good – Circulated to all Councillors 28.11.2024
- 33.** The Sussex Police & Crime Commissioner; Outstanding police work celebrated – Circulated to all Councillors 29.11.2024
- 34.** Sussex Police Monthly Bulletin – Circulated to all Councillors 29.11.2024
- 35.** NAL job listings 02.12.2024
- 36.** VAAC Funding Focus December 2024 – Circulated to all Councillors 02.12.2024
- 37.** Sussex Alerts; December 2024 edition of Our News – Circulated to all Councillors and on social media 02.12.2024
- 38.** Sussex Alerts; Sussex Police launch winter crackdown on drink and drug drivers – Circulated to all Councillors and on social media 02.12.2024
- 39.** NALC Events Newsletter – Circulated to all Councillors 03.12.2024
- 40.** Sussex Alerts; Can you contribute to the business of policing? – Circulated to all Councillors and on social media 03.12.2024
- 41.** Sussex Alerts; Take part in our Cybercrime Survey – Circulated to all Councillors and on social media 04.12.2024
- 42.** WSCC news release; Last chance to have your say on our £2 billion budget – Circulated to all Councillors 04.12.2024
- 43.** NALC Chief Executive's bulletin – December 2024 – Circulated to all Councillors
- 44.** BR BID AGM reminder 05.12.2024
- 45.** NALC – Commons ESNZ Committee call for evidence into community energy 05.12.2024
- 46.** The Sussex Police & Crime Commissioner; Victims have the 'Right to Know' – Circulated to all Councillors 06.12.2024
- 47.** Stonepillow; Invisible struggles require visible support 06.12.2024
- 48.** NALC newsletter 09.12.2024
- 49.** NALC Events newsletter – Previously forwarded to all Councillors 10.12.2024
- 50.** St Wilfrid's Hospice newsletter – Circulated to all Councillors 11.12.2024
- 51.** NALC Chief executive's bulletin – Circulated to all Councillors 12.12.2024
- 52.** BRBID Reminder December 2024 AGM 12.12.2024
- 53.** VAAC E-bulletin – Circulated to all Councillors 12.12.2024
- 54.** WSCC Residents' e-newsletter – Circulated to all Councillors 12.12.2024
- 55.** BR BID update and plans for 2024-25 live on the BID website – Circulated to all Councillors 13.12.2024
- 56.** BR BID team update – Circulated to all Councillors 13.12.2024
- 57.** Arun December Newsletter 13.12.2024
- 58.** The Sussex Police & Crime Commissioner; Nearly 100 gang members caught for multi-million-pound thefts – Circulated to all Councillors 13.12.2024
- 59.** NALC Jobs newsletter – 16.12.2024
- 60.** Office for National Statistics update – 16.12.2024
- 61.** NALC Events newsletter – Circulated to all Councillors 17.12.2024

AGENDA ITEM 21

- 62.** LGBCE Briefing – All Member, Town and Parish Clerk Briefing – Circulated to all Councillors 17.12.2024
- 63.** English Devolution White Paper – What future Parish and Town Councils, is there one? – Circulated to all Councillors 18.12.2024
- 64.** Arun & Chichester Citizens Advice – Christmas message – Circulated to all Councillors 18.12.2024
- 65.** NALC Chief executive's bulletin – Circulated to all Councillors 19.12.2024
- 66.** December edition of ACCA News magazine – Circulated to all Councillors 19.12.2024
- 67.** West Sussex Road Safety Strategy Public Consultation – Circulated to all Councillors and on social media 19.12.2024
- 68.** The Regis News 20.12.2024
- 69.** West Sussex County Council – how to contact us over the holidays – Circulated to all Councillors and on social media 20.12.2024
- 70.** GTR Reminder about major engineering works and amended services over the festive period – Circulated to all Councillors and on social media 20.12.2024
- 71.** The Sussex Police and Crime Commissioner; Season's greetings – Circulated to all Councillors 20.12.2024
- 72.** Sussex Alerts; Season's greetings from Sussex Neighbourhood Watch – Circulated to all Councillors 23.12.2024

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2025**

AGENDA ITEM 22 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD - FIRST PAYMENT 2024**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Following the last report to Full Council on the 28th October 2024, Members are now advised of the progress in relation to the buildings insurance assessment, repair works following a report on the instability of basement timbers and progress relating to the general cinema refurbishment.

Buildings Insurance Assessment - An insurance risk management survey was undertaken at the cinema by our insurers on 19th November 2024.

Issues arising from the survey included requirements for

- Managed removal of smoke head covers required during refurbishment to avoid false alarms
- Recorded location for water cutoff valves
- Fire stopping to walls following remedial work to the basement ceiling

Recommendations were also made in relation to extending the intruder alarm system, and kitchen hood fire suppressing measures (when the kitchen becomes operational).

The Picturedrome managers responded very positively to the issues raised. Consequently, the insurers have accepted compliance with the 2 main issues, and these have been closed off. The fire stopping remains outstanding but will be completed following repair works to the cellar and the insurers have granted a period of 6 months for completion of the works.

Repair works to remedy instability of timbers within the cellar - Members had previously been made aware of an area of instability relating to the floor joists below Screen 1 currently being supported with acrow props. Following the visit by the structural engineer at the end of October, the contractor who was responsible for the cinema extension has been advised, that they are happy with the general principle of essentially restoring the original support to the cellar ceiling. The work to be undertaken by the contractor to rectify the problem will be undertaken as a gesture of goodwill and will hopefully be completed by the end of January 2025.

AGENDA ITEM 22

Cinema refurbishment - the tenant has confirmed that plans have been delayed due to illness. Nevertheless, he confirms his commitment to completing all works as soon as possible.

The Clerk has arranged to meet the Picturedrome management in the near future and Members will be advised of progress with the refurbishment when further information is available.

Lightning Conductor Retesting - the annual testing of the Lightning Conductor on the Cinema was due in early November and has now been carried out. The cost of the test was £200, which was paid by BPCL, and the compliance certificate has also been received with no issues reported.

External decoration – as soon as the weather allows arrangements will be made for Town Force to carry out some exterior painting at the cinema building to include the canopy, which will be funded by BPCL.

TO NOTE RECEIPT OF £15,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD - FIRST PAYMENT 2024

Members are advised that £15,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

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

DECISION

Members are asked to **NOTE** receipt of the £15,000 Management Fee received from The Bognor Pier Company Ltd. (first payment 2024).