



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 10th MARCH 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 10th March from members of the public not able to attend the Meeting in person will be read by the Chair during this adjournment.

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

Prior to the meeting a minute's silence will be observed as a mark of respect following the recent death of serving Town Councillor, Jim Brooks

DATED THIS 3rd DAY OF MARCH 2025

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 (Precept) held on 6th January 2025
5. Reports from WSCC County and ADC District Councillors (if available) (excluding any updates on regeneration which will be covered under a later agenda item)
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 Extraordinary Committee Meeting of 13th January and the Meeting of 27th January 2025** with resolutions, recommendations and reports including: -
 - Recommendation to approve the 2025/26 Annual Audit Plan - Min. 121 refers
 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025 - Min. 122 refers
 - Recommendation to adopt the Constitution, as proposed, without any further suggested changes - Min. 130 refers
 - To note the adoption of the updated Local Government Pensions Scheme (LGPS) Employer's Discretion Policy - Min. 136.1
- 9.2 **Planning and Licensing Committee Meetings of 14th January, 4th and 25th February 2025** with resolutions, recommendations and reports
- 9.3 **Environmental and Leisure Committee Meeting of 3rd February 2025** with resolutions, recommendations and reports
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in [December](#) 2024 and [January](#) 2025 and to note the [balances, bank reconciliations and financial reports](#) (February not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To note the death of serving Town Councillor, Jim Brooks, and to ratify a donation of £100 to St Wilfrid's Hospice in his memory
13. To note a retraction of the point raised in the associated correspondence relating to the External Auditor's Certificate and Report Year Ending 31st March 2024 Accounts - Min. 100 refers
14. Annual Review of the Council's Internal Control Procedures and Practices
15. To consider nominations for Deputy Mayor 2025/26 and make recommendation to the Annual Town Council Meeting 2025
16. To receive any updates on Regeneration in the Town (if available)
17. To receive the Notes of the Arun District Association of Local Councils Meeting held on 28th January 2025

18. To note that a Members Briefing will be held on 12th March at 6pm to discuss the following: -
- Any response by the Town Council to the government's consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton
 - The Town Council's Vision
 - ADC services and assets for which the Town Council may wish to submit an Expression of Interest as part of future consultations around devolution
19. Notice of Motion (S.O. 9.0) proposed by Cllr. S. Goodheart, seconded by Cllr. D. Dawes (deferred from the previous meeting - Min. 133 refers) - Future of Bognor Regis Town Hall
- "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."***
20. To receive an invitation from Arun District Council to the Arun Flood Forum Meeting in April, and to agree the Town Council representative
21. To receive any feedback from the Online Community Open Forum held on 30th January 2025 and consideration of dates for future Online Community Open Forums and Councillor Drop-In Surgeries
22. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
23. Mayor's Report and duties undertaken
24. Town Crier's Report and duties undertaken

25. Reports from Representatives to other organisations
26. To note the written report from The Blake Cottage Trust (circulated to Councillors) and to consider inviting a representative from the Trust to give a presentation to Members, prior to the start of a future Council Meeting
27. To receive Correspondence
28. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - AGM of The Bognor Pier Company Ltd. – to adopt the accounts Year Ended 31st December 2024 and to note the Director's report
29. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
30. Picturedrome Site update - Confidential Business

Agenda item **30** will contain confidential items and require a resolution to exclude public & press.

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



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th JANUARY 2025

PRESENT:

Cllrs: J. Barrett, K. Batley, D. Dawes, S. Goodheart, R. Nash, F. Oppler, N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Mrs. R. Verveckken (Civic & Office Manager)

The Meeting opened at 6.32pm

117. WELCOME BY MAYOR

In the absence of the Mayor, the Deputy Mayor, Cllr. Mrs. Yeates took the Chair and welcomed all those present. With there being no nominations for a Vice-Chair, Members **AGREED** not to elect one for this Meeting. 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.

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

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

119. 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. Stanley declared an Ordinary Interest in Agenda item 14 as an Arun District Councillor and in Agenda item 16 as the former Chair and Director of the Bognor Regis Regeneration Board. He stated that he would leave the room should there be any discussion relating to the Board

Cllrs. Batley, Goodheart, Nash, Oppler, Mrs. Warr and Mrs. Yeates all declared an Ordinary Interest in Agenda item 14 as Arun District Councillors

Cllr. Wells declared an Ordinary Interest in any discussion relating to the Bognor Pier Trust, as well as the Bognor Regis Regeneration Board as a member in his own right

120. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 28th OCTOBER 2024

The Minutes of the Council Meeting held on 28th October 2024 were **APPROVED** by the Council as a correct record and were signed by the Chair.

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

The Town Clerk had received apologies from Cllr. McDougall, an Arun District Councillor, who could not attend due to another meeting, but had no updates to report. He hoped that other Town Councillors, who were also District Councillors, could report any significant updates, if relevant.

Cllr. Nash, as Chair of the ADC Economy Committee, referenced the recent announcement of a White Paper concerning devolution and local government arrangements across England, and which sets out plans to reform how combined authorities take key decisions.

For information on what this means more locally, a dual-hatted Councillor shared that his understanding was that a strategic authority of a 1.5 million population would be created, encompassing the whole of Sussex and Brighton and Hove, with a strategic Mayor elected to represent the area. Sussex would be split into 3 unitary councils, meaning that all district and borough Councils would be abolished under the plans. Sussex and Brighton and Hove would therefore vote on the same proposal, deciding the path to be taken by all who reside in these areas.

It was understood that West Sussex County Council had met earlier today to discuss whether they wanted to be considered for fast-tracking.

Many Councillors spoke of their concerns over the proposed reorganisation of local government, citing a severe lack of consultation with elected local representatives as well as members of the wider community. Members hoped that West Sussex County Council would reconsider their stance in wanting to proceed so quickly, with no conversations having taken place with any of the councils who would be no more, and with such little information seemingly being available. With District Councils such as Arun being abolished under this programme, it was emphasised that a lot of local Councillors, who have done great work for their areas will be 'wiped out', whilst isolated groups of people, who are not local to Bognor Regis, would be the ones potentially making important decisions for our Town. It was felt this would only create a larger disconnect between the public and local authority.

122. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

123. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members seated in the public gallery, the Chair did not therefore, adjourn the meeting.

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

There were no written dispensation requests received from Town Councillors.

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

126. Policy and Resources Committee Meeting of 18th November 2024

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

126.1 Min. 81 refers - Recommendation of the Adoption of the revised Dignity at Work Policy, to be retitled as the Anti-Harassment Policy, without any amendments to the document proposed

Members unanimously **RESOLVED** to **APPROVE** the Adoption of the revised Dignity at Work Policy, to be retitled as the Anti-Harassment Policy, without any amendments to the document proposed.

126.2 Min. 87 refers - Recommendation of approval of the Internal Audit Report 2024 - 2025 (First Interim)

Members unanimously **RESOLVED** to **APPROVE** the Internal Audit Report 2024 – 2025 (First Interim), noting no actions were required.

127. Planning and Licensing Committee Meetings of 29th October, 19th November, 10th December and 23rd December 2024

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

128. Environmental and Leisure Committee Meeting of 4th November and the Extraordinary Meeting of 2nd December 2024

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

129. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 9th DECEMBER 2024

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

129.1 Min. 103.3 refers - 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

The Town Clerk advised that whilst final figures and a full report for the trial period of providing an additional warden through the month of December 2024 had not yet been received, she had been informed that stock recovery during the month had been two-thirds higher than usual. Whilst it was acknowledged that this could be due to higher levels of shoplifting in the run-up to Christmas, Members were pleased to hear that the initial feedback was positive. This was reiterated by Members of the Council who work in the Town Centre, who recalled countless occasions through December where the additional warden was 'a real asset' with great feedback having been received firsthand from businesses, also adding to the feeling of safety for shoppers and retailers alike. Other Members called the benefits of having a second warden 'invaluable'.

The importance of waiting for a full report before moving forward was understood by all, with the provision of a 7-day warden service being a 'substantial outlay' for the Council. All present concurred that the Town Council needed to obtain full control of the proposed additional warden, including the areas they would cover, whilst understanding the need to work in partnership with the Bognor BID and the warden managed by them, to ensure maximum 'bang for buck' and benefit. Comment was also made about the positive impact the new radios would have, allowing two wardens to communicate with each other and retailers better.

Following a query regarding logistics and available resource for managing the additional warden daily, the Town Clerk confirmed that these would be considerations for a future Policy and Resources Committee Meeting, should the proposal be agreed. It was suggested that Officers contact Haywards Heath Town Council, who operate a similar warden scheme, for advice and information on the logistics.

Commenting about recent changes made by the Bognor Regis BID, the dissolution of the Bognor Regis Regeneration Board, and the proposed devolution mentioned earlier in the meeting, a Member stressed the importance of the Town Council supporting and being actively involved in discussions surrounding investment and regeneration, which had seen much movement in recent times and was key to ensuring a 'flourishing' Town Centre.

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

129.2 Min. 103.5 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

A Councillor commented that this, and the previous, recommendation was as a result of the Town Council attempting to 'plug gaps' left by cuts in funding from the Police and West Sussex County Council. Members were proud of the good work being undertaken by the Town Council in relation to youth services.

It was therefore unanimously **RESOLVED** 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.

129.3 To consider the Bognor Regis Town Council Budget for 2025/2026

Having noted that the decisions taken in reference to budgets required for an additional warden and youth provision would not impact the Income and Expenditure Budget recommended, Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2025/2026.

Cllr. Waterhouse, as Chair of the Policy and Resources Committee, was thanked for his work and input in formulating the 2025/2026 Budget.

130. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2025/2026

The Town Clerk's report, including the Budget Summary attached as an appendix, was **NOTED**. Members unanimously **RESOLVED** to **APPROVE** the Precept amount for 2025/2026 of £1,054,043.

131. 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'.

132. 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

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

133. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. S. GOODHEART, SECONDED BY CLLR. D. DAWES

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

“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.”

Cllr. Goodheart spoke on his Motion, which was seconded by Cllr. Dawes, briefly summarising his proposal.

As the Chair did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Council Meeting, in accordance with S.O. 9a.

134. TO RECEIVE ANY FEEDBACK FROM THE ONLINE COMMUNITY OPEN FORUM HELD ON 29th OCTOBER 2024

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

Members discussed possible reasons for the lack of engagement from the public with this Forum, with one indicating that the problem may have been the time of evening and because the date fell within the half term holidays. Comment was made that unless there was a substantial issue or topic of hot debate in the Town then people did not seem keen to engage, as was evidenced by the lack of members of the public seated in the public gallery.

The Town Council's social media presence was discussed, with some remarking that perhaps as a local authority, the Town Council are a little 'behind' with their use of social media platforms, which if used correctly, can be such a useful tool for promotion of events such as these. Members discussed the benefits of posting a few 'positive posts' a day, which may help gain traction to these platforms. Whilst it was agreed that public information such as disruptions to trains and road closure notices were useful to share, they were not necessarily as eye-catching and interesting as other stories/posts, that the Town Council could look to post more frequently.

Talking more directly again about the Online Community Open Forums and the Town Council's engagement with the public, Members were broadly in agreement that these opportunities should continue, with some suggesting perhaps rather than ending the session if there was no interaction forthcoming, that Members should continue to be 'live' on Facebook, for the hour duration of the scheduled Forum. Other ideas included contacting University of Chichester students, who may be able to offer some useful advice on making the best use of the Town Council's online platforms. It was **AGREED** this would be put on a future Council agenda, for consideration.

Furthermore, it was **AGREED** that, to aid in having a 'starting point' for the next Online Community Open Forum taking place at 6.30pm on Thursday 30th January, Members of the public should be asked to send in any questions in advance of the Forum, for Town Councillors to answer as part of the live session.

135. 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)

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

Cllr. Stanley redeclared his Ordinary Interest as the former Chair and Director of the Bognor Regis Regeneration Board

With the Bognor Regis Regeneration Board now disbanded, the Town Clerk advised that it was unlikely that the Minutes of the AGM held on 17th October

2024, would be received. This was **NOTED**.

Some Members expressed regret over the disbandment of the Board, with all being in agreement that with much regeneration going on in the Town, it was an important time to ensure that regeneration as a whole is still discussed and moved forward, with many keen for the Town Council to take a lead role in this. A Councillor asked those present, who were also Members of Arun District Council, to lobby ADC into forming a 'body' that could steer any such discussions with relevant partners, including the Town Council. This idea was favorable, with a dual-hatted Councillor also stating that ADC should also be more proactive in compulsory purchases of any building in the Town that are derelict, ensuring the general upkeep of the Town and so as not to dampen any of the positive effects of the regeneration projects taking place.

It was **AGREED** that, with the Bognor Regis Regeneration Board now disbanded, consideration of how regeneration is moved forward in the Town should be **REFERRED** to the next Policy and Resources Committee Meeting, as an agenda item. It was further **AGREED** that an agenda item to discuss and provide any important updates on regeneration, should remain on future Council agendas, with it being suggested that a more structured report could be provided by a dual-hatted Councillor.

136. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The Civic & Office Manager's report on the Mayor's activities was **NOTED**.

The Deputy Mayor spoke of her busy schedule of Mayoral events, and how much she had enjoyed those attended so far.

137. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The Civic & Office Manager's report on the Town Crier's activities was **NOTED**.

138. 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.

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

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

Verbal Reports:

138.3 Cllr. P. Wells - Having missed the last meeting of the Bognor Regis Youth and Community Centre, Cllr. Wells advised that a copy of the Minutes would shortly be made available to him, to pass to the Town Clerk for Members to view at the Council offices, if required.

139. 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**.

Whilst grateful for the update, a Member was keen to understand what resolutions Sussex Police were finding to address the persistent shoplifting and anti-social behaviour in the Town.

140. TO RECEIVE CORRESPONDENCE

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

141. 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

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

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

141.2 To note receipt of £15,000 Management fee from The Bognor Pier Company Ltd – First payment 2024

Members **NOTED** receipt of £15,000 Management fee from The Bognor Pier Company Ltd. (first payment for 2024).

141.3 Many Members expressed their frustration with the current state of the Picturedrome Cinema, noting that the ongoing works were taking substantially longer than were promised by the Tenant, with much of the signage outside of the building continuing to be well-outdated, despite promises that this, along with other parts of the façade, would be rectified. Members spoke of their waning patience with the project, with negative social media posts also commenting on the untidiness of the building as well as its disused appearance. The need for weeding of the outside area and replacement of cracked windows were also identified by Members. The Town Clerk confirmed that the outside of the building was the responsibility of The Bognor Pier Company Ltd., and that Town Force had already painted some of the stone around the entrance door, but that the weather needed to be warmer for further painting to take place.

More positively, but whilst agreeing with the comments above, some Councillors expressed their appreciation of having an independent cinema, the size of the Picturedrome, in our Town, something that many larger Towns do not possess.

The Town Clerk advised that she had an upcoming meeting with the Tenant, at which all points discussed could be raised.

Should the Tenant be unable to commit to minor outside remedial works such as weeding, Town Force could complete this work, although this would of course be charged to the Tenant.

Cllr. Oppler left the Meeting

It was **AGREED** that an update from the Town Clerk's meeting with the Tenant would be shared with Members at the next Council Meeting.

The Meeting closed at 8.01pm



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON MONDAY 13th JANUARY 2025

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

IN ATTENDANCE: Mrs. R. Vervecken (Civic & Office Manager)
1 Member seated in the public gallery
3 members of the public

The Meeting opened at 6.31pm

104. 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.

105. 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 therefore **APPROVED** unanimously by Members.

No apologies had been received from Cllr. Mrs. Warr.

106. DECLARATIONS OF INTEREST

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

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

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

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

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

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

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

Cllr. Wells declared an Ordinary Interest in Agenda item 6 in relation to the Bognor Pier Trust C.I.C., and stated that as a member of the Trust, he would not vote when their application was discussed. He also declared an Ordinary Interest in any discussion relating to the Bognor Regis Armed Forces Day application, stating that his business is sponsoring the event

107. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.33pm

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

Representatives of the Bognor Regis Armed Forces Day Committee spoke of the significance of this year's event, which will serve as an opportunity to thank and celebrate the Armed Forces past, present and future, particularly with 2025 marking the 80th Anniversary of VE Day. The event in Bognor Regis this year hopes to build on the success of aspects such as the flying display enjoyed in 2024, with an extended parade planned for this year's event on Saturday 21st June 2025. A 'poppy wall' is being planned as a tribute to the 216 men and women who lost their lives during the War, with the community being encouraged to knit and crochet poppies to help form this special tribute. It was emphasised that many elements of the event depended on the level of funding awarded by Bognor Regis Town Council, whom the representatives hoped would want to support this event in 2025, particularly given the significance of the VE Day Anniversary.

The Chair of the Bognor Regis Carnival Association informed Members that this year marked the 10th Anniversary of the Carnival. With last year's event being 'bigger and better' than ever, the plan, funding dependent, is to continue to expand to bring even larger crowds to Bognor Regis, for this already inclusive and well-loved event.

A representative of 60 Minutes of Classical Music spoke of the 16th birthday of the organisation taking place in February 2025. With 50 concerts a year, all provided at a reasonable rate, the applicant went on to describe the atmosphere created at the concerts, describing it as 'different from any other'. With the concerts providing local people with an opportunity to access the arts, it is hoped that with further funding from the Town Council, this can be built upon again this year. Recent interviews with BBC Radio 4 were cited as particular successes, with the two main concerts for 2025 also detailed.

The Chair reconvened the Meeting at 6.42pm

108. CONSIDERATION OF PARTNERSHIP FUNDING APPLICATIONS

Cllr. Goodheart declared an Ordinary Interest in any discussion relating to Rox Music and Arts Organisation owing to his involvement with them. He also declared an Ordinary Interest in Bognor Pier Trust C.I.C. as a member and the Bognor Regis Twinning Association as the Town Council's representative

Cllr. Wells redeclared his Ordinary Interest in relation to the Bognor Pier Trust C.I.C., stating that he would not take part in the discussions nor the vote for Partnership Funding

Cllr. Woodall declared an Ordinary Interest in discussion relating to the Bognor Regis Carnival Association, as the Town Council's representative

The Committee Clerk detailed the applications identified for consideration under Partnership Funding, along with the amount of funding available to be awarded.

Members discussed the Chair's recommendations for consideration of Partnership Funding, which had been identified from the Grant Aid applications received for 2025. These were Bognor Pier Trust C.I.C., Bognor Regis Carnival Association and Bognor Regis Seafront Lights (Illuminate event). Members supported these recommendations, agreeing that they best fitted the partnership criteria agreed by Members of the Policy and Resources Committee, at their meeting held on 3rd June 2024 (Min. 17 refers).

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be

attained.

Following the discussion, Members **RESOLVED** to **AGREE** to enter into a three-year Partnership Funding Agreement with Bognor Pier Trust C.I.C., Bognor Regis Carnival Association and Bognor Regis Seafront Lights (Illuminate event), thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. Final ratification of the level of funding to be awarded will be conducted by the Policy and Resources Committee at the next meeting.

Cllrs. Goodheart and Wells abstained from the vote.

109. **CONSIDERATION OF GRANT AID FUNDING FOR 2025**

Cllr. Mrs. Yeates declared an Ordinary Interest in any discussion relating to My Sister's House, having received hospitality from them at an event attended as Deputy Mayor, for which a hospitality form had been completed through the office. She stated she would not vote on this application

The Chair reported that over £69,000 had been requested from the 25 applications received for Grant Aid 2025, with the budget having once again been set at £15,000.

A Member spoke of the large number of youth applications submitted under the Grant Aid process and queried whether there was a more appropriate pot of funding for these to be directed toward. The Civic & Office Manager confirmed that many of these youth organisations, upon contact with the office, had been advised of the Youth & Young Persons Budget, which is a budget allocated by the Environmental and Leisure Committee. It was reported that some of the youth applications had also expressed plans to submit applications through the Youth & Young Persons Budget, when the new round of funding becomes available for this. Members acknowledged that it was up to the applicants to decide which funding stream to apply under, with final decisions then on how to allocate appropriate funding down to the individual Committees.

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

Following an initial review of all the Grant Aid 2025 applications, including the Chair's recommendations for each, Members revisited each application and reaffirmed their decisions.

Members **RESOLVED** to **APPROVE** the Grant Aid 2025 awards, as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**.

Cllr. Wells abstained from voting on Bognor Regis Armed Forces Day application, due to his Ordinary Interest

The Meeting closed at 7.12pm

Applicant		Amount Requested Grant Aid 2025	P&R Decision for Grant Aid 2025	Comments
1	4 Sight Vision Support	£10,270.00	£1,000.00	
2	60 Minutes of Classical Music	£3,530.00	£1,000.00	
3	Arun Community Transport	£500.00	£250.00	
4	Arun Counselling Centre	£1,500.00	£500.00	
5	Bognor Coastal Art Trail	£2,000.00	£1,000.00	
6	Bognor Pier Trust CIC	£3,919.15	N/A	Partnership Funding
7	Bognor Regis Armed Forces Day Committee	£3,000.00	£2,120.00	
8	Bognor Regis Carnival Association	£4,500.00	N/A	Partnership Funding
9	Bognor Regis Foodbank	£4,402.26	£500.00	
10	Bognor Regis Shopmobility	£1,000.00	£500.00	
11	Bognor Regis Twinning Association (App. 1)	£500.00	£400.00	
12	Bognor Regis Twinning Association (App. 2)	£900.00	£500.00	
13	Bognor Regis Seafront Lights (Illuminate 2025 event)	£5,000.00	N/A	Partnership Funding
14	Family Support Work (FSW)	£1,000.00	£500.00	
15	Girlguiding Bognor Regis Division	£500.00	£500.00	
16	Girlguiding Bognor Regis South	£200.00	£200.00	
17	My Sisters' House CIO	£500.00	£500.00	
18	Resourceful Community Scrapstore CIC	£480.00	£480.00	
19	Rotary Club of Chichester Harbour	£5,000.00	£0.00	
20	Rox Music & Arts Organisation	£3,000.00	£1,000.00	
21	South Coast Sports Coastal CIC (App. 1)	£10,775.00	£1,800.00	
22	South Coast Sports Coastal CIC (App. 2)	£2,920.00	£0.00	
23	The Aldingbourne Trust	£2,992.00	£1,500.00	
24	West Sussex Guitar Club	£500.00	£250.00	
25	Youth of Bognor (YOB Camp)	£1,000.00	£500.00	
Total Amount Awarded			£15,000	
			£0	Unallocated



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th JANUARY 2025

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
1 Member seated in the public gallery
1 member of the public

Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks

The Meeting opened at 6.33pm

110. 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.

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

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

112. 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

113. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2024 AND THE EXTRAORDINARY MEETING HELD ON 13th JANUARY 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9th December 2024 and the Extraordinary Meeting held on 13th January 2025 and these were signed by the Chair.

114. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

A member of the public expressed sadness at the passing of Town Councillor Jim Brooks who, they said, would be missed immensely. It was proposed that a plaque be erected, or a street named, in Jim's memory.

A Member seated in the public gallery asked if the Town Council would consider taking on the management of the current Town Centre Business Warden, when the contract with the Bognor Regis BID comes to an end.

The Chair reconvened the Meeting at 6.37pm

115. CLERK'S REPORT FROM PREVIOUS MINUTES

115.1 18th November 2024 - Min. 88 Town Force Hours for Outside Event Organisers

Members had previously discussed the additional Town Force hours received by some event organisers over and above those that the Committee had previously allocated. As a result of the debate, it had been agreed that on this occasion the charges would be held in abeyance, but the event organisers identified should be written to and advised that if they go beyond their allocated hours in the future, then they will be charged. The following responses had been received from two of the event organisers: -

Bognor Prom 10k Road Race

"I've received a letter from Glenna Frost, sent to my predecessor Mr Stevenson-Gill concerning an overrun of allocated manhours for the 2024 race.

I appreciate the comments and hopefully we will keep the time the TF guys spend with us under those allocated.

The 2025 Race is being held on the 18th May and due to moving the race village to the South of West Park we will be requiring more barriers. I think the delivery, positioning and retrieval of the barriers was the main reason for the overrun. Would it be possible to collect the barriers on Friday the 16th from your depot, position them ourselves and return them on the Monday 19th?

We appreciate your assistance with the race and your guys do a superb job."

Bognor Regis Armed Forces Day

"Thank you for your letter regarding Town Force Hours used for the Bognor Regis Armed Forces Day event this year which were exceeded by 10 Hours.

Please will you sincerely thank the Policy and Resources Committee on behalf of the Bognor Regis Armed Forces Day Committee for not charging us for these extra hours and that they can be rest assured we will take every step possible not to let this happen again in the future.

Our sincere thanks."

115.2 23rd September 2024 - Mins. 57.11 and 57.13 Update to Event Dates for 2025

Members were informed that Wednesday 29th October 2025 is the date that has been set by the Events Officer to hold a Halloween event during the

week of half term in Hotham Park. Further details regarding the content of the event will be reported to Members at a future meeting.

Saturday 6th December 2025 has provisionally been booked as the date for the Carols in the Park event. This follows on from the Switch-On event the previous Saturday and enables the Rotary Club to provide assistance, which would not be possible if the event were to be held any later in the month owing to their other commitments during December.

115.3 23rd September and 18th November 2024 - Mins. 61 and 77.2 High Street Bench Relocation

Members noted that the relocation of the High Street bench to York Road finally took place in the middle of January following the delay owing to the erection of scaffolding in the location of the bench towards the end of last year, which prohibited its removal at that time.

115.4 3rd June 2024 - Min. 7.3 UKSPF Bike Repair Stations Project

Members were previously advised that everything was in place in relation to the UKSPF Bike Repair Stations project except the legal documentation with regards to the leases to allow for these to be installed on ADC land. Leases for Hothamton Car Park, land adjacent to Rock Gardens and land adjacent to Gloucester Road had now finally been completed and signed off. The draft lease for Hotham Park Car Park has been approved as drafted with the final document awaited from the District Council's Legal Department. Once this is received it will be signed off by the Clerk and returned to ADC for countersigning and completion. Town Force can then proceed with the installation over the next couple of weeks and the project will be promoted to the public. In view of the length of time and work involved in reviewing the documentation, an interim invoice to cover the work undertaken thus far has been received from the Council's Solicitor, which has been paid.

115.5 25th March 2024 Min. 150 Councillors' Allowances

Following a review by the District Independent Remuneration Panel (IRP) in early 2024, it was recommended that the District Council's Basic Allowance be increased to £6,638 with effect from 1st April 2024. This was subsequently approved by ADC Full Council on 13th March 2024. The Parish Basic Allowance is linked to the District Basic Allowance and is also subject to being inflated in line with officer pay. The Local Authorities (Members' Allowances) (England) Regulations 2003, therefore allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

At the March Policy and Resources Committee Meeting, Members approved an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line

with the recommendation payable from 1st April 2024. This resulted in a budget overspend in 2024-25 with the budget amended to reflect this increase for the 2025-26 financial year.

Notification has now been received from ADC regarding the 2024 Staff Pay Award and following a number of meetings with various departments at ADC including the newly appointed Independent Remuneration Panel, it is confirmed that a percentage of 3.70% will be added to the Basic Allowance. This has resulted in the District Basic Allowance increasing from £6,638 to £6,884 per annum with effect from April 2024.

Members will now need to consider whether they wish to increase the Councillors' Allowance once again from the current annual figure of £663.80 to £688.40 (equivalent to an increase of £24.60 per annum) and whether this should be backdated. Therefore, an item will be placed on the next agenda for Members consideration.

115.6 8th January 2024 Min. 106.2 Southdowns Music Festival Partnership Funding

Following agreement by Members last year, to support the Southdowns Music Festival by entering into a three-year Funding Agreement, Members noted that a certified copy of their Financial Statement for the 2024 event as a condition of their Funding Agreement has been received.

115.7 NALC Sector Standards survey

On the 8th of January 2025, the Deputy Clerk emailed all Members informing them that the Ministry of Housing, Communities & Local Government had recently issued a local government standards consultation. Views are being sought on introducing a mandatory minimum code of conduct for local authorities in England, and measures to strengthen the standards and conduct regime to ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension. A link to the consultation, and one being simultaneously run by NALC, was provided in the email, along with an explanation that whilst there was the option to respond as an elected Member, Council Officer or Corporate Body, some of the latter questions in both surveys were based on individual experiences. Therefore, Members were advised that should they wish to take part in either survey, then they should do so individually, by the deadline date of 26th February 2025.

116. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2025 – REPORT BY EVENTS OFFICER

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

Reference was made to those organisations who had exceeded the hours allocated to their 2024 events, for which the Committee had decided not to subsequently charge for. The question was asked as to why it was recommended in the report that those same organisations be awarded a greater number of hours in 2025 than those given in 2024. Other Members understood this to be as a result of lessons being learnt and felt that the Town Council should continue to support these external events. There was the risk that by under-allocating hours, the Town Force team could be asked to unexpectedly work longer than had been agreed and that increasing the hours allocated could avoid this from happening.

A Member noted that there was no recommendation for Town Force hours to be allocated to the Council's new Town Centre Officer, anticipated to be in place from April 2025. The Chair stated that if there were to be new events, requiring Town Force hours, then a budget would be needed.

Members unanimously **AGREED** the recommended Town Force hours for 2025 external town events.

117. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**, including reference to the Town Force Vehicle Maintenance Budget being overspent in the current financial year owing to unforeseen expenditure.

Following a query around whether alternative, larger accommodation for Town Force had been identified, the Town Clerk advised that, to date, no alternative had been found but that there was a watching brief being kept whilst the lease for the current accommodation ran its course.

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

The Deputy Clerk's report, including the Bognor Regis BID Team December Update attached, was **NOTED**.

A Member was of the understanding that the Bognor Regis BID was no longer operating. However, as explained by the Chair, this was not the case but the full-time role of the BID COO had been replaced by the part-time role of the BID Facilitator.

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

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

Having considered the responses received from both Arun District Council (ADC) and West Sussex County Council (WSCC) relating to any available

space they might have that could be used to store equipment for community groups, the suggestion of vacant land on which storage containers could be placed was proposed.

The potential consequences of the English Devolution White Paper on the future of both the district and county council were raised with concern about what might happen to the assets currently under the control of both authorities and the suggestion that the Town Council should express an interest in securing such assets.

There was a proposal that Officers should write again to ADC and WSCC to enquire about available land they might have on their estate portfolio, whilst also looking into the cost of storage containers to be placed on such land.

It was further proposed that whilst writing to ADC, both the Leader of the Council and Director of Growth be included and that the pathway for the Town Council to secure assets of the district council be explored ahead of any Devolution.

It was unanimously **AGREED** that, prior to letters being written to ADC and WSCC, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence.

120. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR NOVEMBER AND DECEMBER 2024

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for November and December 2024, was **NOTED**.

121. INTERNAL AUDIT INCLUDING: - TO REVIEW THE 2025/26 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2025/26 to the Town Council.

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

The Deputy Clerk's report, including the Overall Summary and Action Plan attached, was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

123. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 17th MARCH 2025

The Deputy Clerk's report, including the agenda for the Electors Meeting held in 2024 that was attached, was **NOTED**.

Given that there was no cost to the Council and based on the historic low number of attendees at the meeting, it was proposed that the Annual Town Meeting of Electors for 2025 be held in the Council Chamber at the Town Hall. There was some discussion about the seating arrangements, with a reminder that this was a meeting for electors, not a meeting of the council, and that seating should reflect this with elected Members seated amongst members of the public.

Members proposed that items on the agenda to stimulate the debate could include the level of crime in Bognor Regis and policing on the street, as well as Devolution. It was acknowledged that if both topics were discussed then there could be a tight timeframe. With 30 minutes allotted to the invited speakers for each topic proposed, it was suggested that those wishing to speak in the audience be allowed 2 minutes to do so and that this be communicated at the start of the meeting.

Members **RESOLVED** to **AGREE** that the Sussex Police and Crime Commissioner, Katy Bourne, and Chief Constable Jo Shiner, be invited to take questions around policing, and that the CEO of Arun District Council, Dawn Hudd, be invited to talk about Devolution. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 17th March 2025, whereby doors will open at 6.30pm with the meeting commencing at 7pm.

124. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 10th DECEMBER 2024 AND AGREE ANY NEXT STEPS – MIN. 90 REFERS

The Deputy Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 10th December 2024 previously circulated to Councillors, was **NOTED**.

As detailed in the report, the Town Council had been asked at the Liaison Meeting to provide an update to ADC on whether there is an intention to take forward the draft Vision that had been worked on previously. In light of ADC's current deliberations around the Bognor Regis Masterplan, it is important that the Town Council's Vision informs this piece of work.

In response, a Member wanted to know how progressed ADC's Masterplan for Bognor Regis was, whether there was a Working Group, whether this piece of work was delegated to ADC Officers or Councillors, and what impact the announcement for Devolution might have on progressing the Masterplan. Officers will seek answers to these questions at the next Liaison Meeting with ADC, and report back to the Committee at a future meeting. Another Member replied to say that in a recent newsletter circulated to all Town Councillors, the CEO of ADC had addressed the topic of Devolution and had stated that the business of the district council would continue as usual until further notice. It was therefore important, in their opinion, that the Town Council has a voice and should welcome the opportunity to feed into the Bognor Regis Masterplan.

It was **AGREED** that the Town Council's draft Vision be circulated to all Councillors, in its current form, asking that they ready themselves for considering the document at a future meeting whereby any new ideas could be put forward.

125. REGENERATION INCLUDING: - TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – COUNCIL MIN. 135 REFERS

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

It was proposed that the Town Council facilitates a meeting with ADC and WSCC where regeneration updates be given. Whilst the format would be different to that of the now dissolved Bognor Regis Regeneration Board, lines of communication would be kept open, where other groups could be invited including representatives from the University of Chichester Bognor Regis campus.

It was **AGREED** that ways in which the Town Council could facilitate Bognor Regis Regeneration Meetings would be investigated by the Town Clerk, in liaison with the Vice-Chair of the Committee.

126. TO FURTHER CONSIDER THE PROVISION OF COMMUNITY WARDEN COVER IN THE TOWN CENTRE FOR 2025-2026 – COUNCIL MIN. 129.1 REFERS

The Clerk suggested that, owing to the contractual nature around the provision, the item be moved to the end of the meeting and considered under Confidential Business.

127. It was **RESOLVED to vary the order of business and move Agenda item 17 to follow Agenda item 23 – S.O. 10(a)(vi).**

128. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR SATURDAY 30th NOVEMBER 2024 – MIN. 91 REFERS

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

Members **RATIFIED** expenditure of £160.32 excluding VAT for the additional Warden cover provided in the Town Centre at the Switch-On event held on 30th November 2024, to be funded from General Reserves.

129. TO CONSIDER AND RATIFY THE LEVEL OF FUNDING TO BE AWARDED TO THOSE ORGANISATIONS IDENTIFIED FOR PARTNERSHIP FUNDING - MIN. 108 OF THE EXTRAORDINARY MEETING OF 13th JANUARY 2025 REFERS

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

Cllr. Wells declared an Ordinary Interest as a member of the Bognor Pier Trust C.I.C. and confirmed that he would not take part in the discussion or vote

The Chair reconfirmed that his recommendations to the Extraordinary Meeting on 13th January 2025 had been to award the full amounts requested to the three organisations that had been identified for Partnership Funding in Year 1. Following further liaison with the Town Clerk, having identified the funds available for Years 2 and 3 in line with other Partnership Funding already committed and so as not to exceed the anticipated budgets available, it was being recommended that a reduction of £1,000 be applied per annum to the amounts awarded to each organisation in Years 2 and 3.

Members **RATIFIED** the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1st April 2025, as follows: -

Bognor Pier Trust C.I.C. -	Year 1: £3,919.15
	Year 2: £2,919.15
	Year 3: £1,919.15
Bognor Regis Carnival Association -	Year 1: £4,500
	Year 2: £3,500
	Year 3: £2,500
Bognor Regis Seafront Lights (Illuminate event) -	Year 1: £5,000
	Year 2: £4,000
	Year 3: £3,000

130. CHANGES TO THE CONSTITUTION FOLLOWING UPDATES AND MINOR AMENDMENTS

The Deputy Clerk's report, and the draft Constitution with proposed updates and minor amendments attached, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council the **ADOPTION** of the Constitution, as proposed, without any further suggested changes.

131. FINANCIAL REPORTS INCLUDING: -

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

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

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

131.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 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**.

131.3 To ratify the use of two BACS payments to cover expenditure for the Christmas Switch-On event 2024

Members **RATIFIED** the use of two BACS payments as detailed.

132. CORRESPONDENCE

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

133. 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 17, 24 and 25 (contractual).

134. TO FURTHER CONSIDER THE PROVISION OF COMMUNITY WARDEN COVER IN THE TOWN CENTRE FOR 2025-2026 – COUNCIL MIN. 129.1 REFERS (DEFERRED EARLIER IN THE MEETING – MIN. 126 REFERS)

The Deputy Clerk's report, and the BID's Community Warden report for December 2024 attached, was **NOTED**.

The Town Clerk reminded Members that it had been resolved that provision for a 7-day Warden service be included in the 2025/2026 Budget, to be offset against Revenue with the amount going into Reserves adjusted accordingly. It was further agreed that allowance would be made for the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial of the additional Warden in December 2024 had been received (Min. 129.1 refers).

It had been hoped that the data for the additional Warden would have been recorded separately to the usual monthly Warden report, however this had not happened. Nonetheless, whilst interactions with businesses were lower than usual, more "direct interventions" with individuals were undertaken by the Wardens with the stock recovery level significantly higher in December than the previous months.

Members were reminded that the level of Warden cover agreed, and the contractual costs associated with this service, would determine the procurement process that the Town Council would need to adhere to. The Town Clerk detailed the estimated costs associated with the varying levels of cover proposed. In accordance with Financial Regulations, for contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts (F.R. 5.7). Alternatively, the procurement for an additional Warden could come under the Bognor Regis BID, as was the case for the current Warden contract.

The Town Clerk advised that she had spoken, as requested by Members, with Haywards Heath Town Council about their experience of providing Community Wardens. They had been making this provision for almost 10 years, for which they had full control, and explained that whilst their Wardens were centered around the Town Centre, they also did outreach work at the allotments and cemetery, for instance, for which they had access to a van.

Following comments around the decision being based on the needs of the Town, over the cost associated with the level of provision, and having fully understood the cost implications of what was being agreed, Members unanimously **RESOLVED** to **AGREE** that provision of a 7-day Warden service should be in place for 12-months for which the costs will be offset against Revenue and the amount going into Reserves adjusted accordingly.

It was further **AGREED** that the management arrangements for this provision would fall to the Town Council, and that Members would suggest to the Town Clerk what requirements of the role should be included in the specification to be used for the tendering process.

135. 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.

136. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 13th JANUARY 2025

The Chair gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing), and the Committee **NOTED** the Deputy Clerk's report (confidential).

The Committee unanimously **AGREED** to **RATIFY** the following recommendations: -

136.1 The recommendation that the updated Local Government Pensions Scheme (LGPS) Employer's Discretion Policy be adopted and that it be referred to Council for noting.

136.2 In order to meet the business needs of the Town Council, there be a restructuring of staff with a new post, remunerated on SCP 5-11 (pro rata), effective 1st May 2025.

136.3 The job description for the new Town Market Officer role that is due to come into effect from 1st April 2025.

The Meeting closed at 8.19pm



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 14th JANUARY 2025

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph
(during Min. 150.2), B. Waterhouse, P. Woodall and
Mrs. G. Yeates (during Min. 152)

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

The Meeting opened at 4.02pm

144. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Mrs. Warr, the Vice-Chair, Cllr. Barrett, took the 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.

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

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

146. 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

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

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

148. 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.

149. CLERK'S REPORT FROM PREVIOUS MINUTES

149.1 19th November 2024 – Min. 120 To consider inviting a representative from WSCC Highways to a future meeting

Members were reminded that the new Area Highway Manager for the Western Area Highways Team, Mark Jacobs, would be joining the Committee when they next meet on Tuesday 4th February 2025. It was also possible that Steve Hill, WSCC Parish Council & Community Engagement, would also be in attendance. Topics for discussion include the 20mph TRO on The Esplanade, some road safety concerns outside of Edward Bryant School in London Road, and a zebra crossing also on London Road, on the corner with Lyon Street. Members were asked to send any further questions to the Deputy Clerk by no later than Friday 17th January, to enable the Area Highway Manager to seek answers in time for the meeting.

150. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20th, 27th DECEMBER 2024 AND 3rd JANUARY 2025

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

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

Cllr. Ralph arrived at the Meeting after consideration of Planning Application BR/245/24/HH

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

151. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7a) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING AMENDED PLANS TO PLANNING APPLICATION BR/232/24/HH – 11 CHICHESTER ROAD, BOGNOR REGIS, PO21 2XG (MIN. 140.3 OF 23rd DECEMBER 2024 REFERS)

151.1 Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update, received from Arun District Council, in relation to Planning Application BR/232/24/HH to which the Town Council had objected (Min. 140.3 refers).

151.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

152. TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/232/24/HH - 11 CHICHESTER ROAD, BOGNOR REGIS, PO21 2XG (MIN. 140.3 OF 23rd DECEMBER 2024 REFERS)

Members were informed that Arun District Council had been in touch to advise that having reviewed Planning Application BR/232/24/HH, and in consultation with the applicant, the development would be considered acceptable by the Local Planning Authority with the removal of the proposed rear dormers. The Town Council were subsequently invited to make any further comments and were asked to confirm whether the amendments would be sufficient to overcome their previous objection to the application.

Having considered the information provided in the update, Members **AGREED** to raise **NO OBJECTION** to Planning Application BR/232/24/HH on the grounds that the proposed rear dormers be removed from the development.

Cllr. Mrs. Yeates arrived at the Meeting

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

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

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

- Licence Application Number: 120589 - Coastal Coffee Bognor Ltd. Café, Pier Point House, 1, Waterloo Square, Bognor Regis, West Sussex, PO21 1TA.

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 120589.

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. 120589) for Coastal Coffee Bognor Ltd. Café being granted.

155. CORRESPONDENCE

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

The Meeting closed at 4.35pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 14th JANUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 20th, 27th DECEMBER 2024 AND 3rd JANUARY
2025)**

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

<p><u>BR/244/24/A</u> <u>22 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. internally illuminated fascia sign and 1 No. internally illuminated projection sign.</p>	<p>NO OBJECTION</p>
<p><u>BR/245/24/HH</u> <u>9 Lyon Street</u> Bognor Regis PO21 1BW</p>	<p>Two storey side extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/243/24/HH</u> <u>2 Glenwood Avenue</u> Bognor Regis PO22 8BS</p>	<p>Single storey rear extension and installation of 2 x side windows.</p>	<p>NO OBJECTION</p>
<p><u>BR/248/24/T</u> <u>Servite House</u> Servite Close Bognor Regis PO21 2DF</p>	<p>1 No. Macrocarpa (T1) crown reduction to leave a height of 10m and spread of 8m. 1 No. Sycamore (T2) removal of lower branch.</p>	<p>NO OBJECTION subject to the approval of ADC Tree Warden</p>
<p><u>BR/225/24/HH</u> <u>27 Hook Lane</u> Bognor Regis PO22 8AU</p>	<p>Conversion of loft to habitable use, including raising ridge line and installation of 2 x front and 1 x rear dormers with rear Juliet balcony. Extend existing crossover.</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 TUESDAY 4th FEBRUARY 2025

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, P. Ralph (until Min. 161), B. Waterhouse, P. Woodall and Mrs. G. Yeates (during Min. 160 and until Min. 162)

IN ATTENDANCE: Mrs. J. Davis (Deputy Clerk)
Mr. Mark Jacobs (WSCC Western Area Highways Manager)
1 member of the public

The Meeting opened at 4.01pm

156. 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.

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

There had been no apologies for absence received from Cllr. Mrs. Yeates. This absence could not, therefore, be approved.

158. 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

159. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th JANUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 14th January 2025 as an accurate record of the proceedings and the Chair signed them.

160. TO WELCOME THE AREA HIGHWAY MANAGER (WESTERN AREA), FROM WEST SUSSEX COUNTY COUNCIL, TO DISCUSS LOCAL ISSUES (MIN. 149.1 REFERS) INCLUDING: - 20MPH TRAFFIC REGULATION ORDER ON THE ESPLANADE; ROAD SAFETY CONCERNS OUTSIDE OF EDWARD BRYANT SCHOOL IN LONDON ROAD; A ZEBRA CROSSING IN LONDON ROAD, ON THE CORNER WITH LYON STREET

The Chair welcomed Mr. Mark Jacobs, the Area Highway Manager (Western Area) from West Sussex County Council to the meeting and invited him to discuss and respond to the extensive list of questions put to him prior to the meeting.

Cllr. Mrs. Yeates arrived at the Meeting after question 1 on the list

Mr. Jacobs thanked the Committee for the invitation to attend and, whilst stating that he had only been in post for 4 months, apologised for being unable to answer all of the questions, in full, at this time. The questions and any responses given are attached to the Minutes as **Appendix 1**.

The answer to many of the questions raised involved a Community Highway Scheme (CHS) or Community Traffic Regulation Order (CTRO) being applied for.

It was, therefore, suggested that Members wishing to further explore highway schemes would email the Committee Clerk with full details of what was being proposed. These proposals would then be considered by the Committee and, with their approval, a Members Briefing would be arranged with the WSCC Area Highway Manager (Western Area) to discuss how best to progress the proposals.

In relation to the best way of raising queries with the Highways Team, those present were advised that the most effective way was online. All queries submitted in this way are logged, issued with a reference number, and responded to within 10 days.

Cllr. Ralph left the Meeting after question 14 on the list

161. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 4.45pm

The member of the public, seated in the public gallery, explained that they had been a resident in Linden Road, Bognor Regis, for 5 months. Since living there, they had witnessed and reported speeding traffic on a number of occasions but felt that they were being passed from pillar to post.

The possibility of a speed camera being installed at this location had been part of the earlier discussions with the WSCC Area Highways Manager, who had explained that speed cameras are a matter for the police. Other options suggested to address speeding traffic in Linden Road included a Community Highway Scheme application being submitted to WSCC Highways for additions such as speed cushions or signage. A Member also referred to the Speed Indicator Device deployed by Bersted Parish Council and reminded those present that such a project was identified on the Town Council's Community Infrastructure Levy Spending List.

Cllr. Mrs. Yeates left the Meeting

162. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

163. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th JANUARY 2025

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

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

163.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

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

There were no Premises Licence applications, including variations and any other licence applications, to be considered.

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

There were no Pavement Licence applications to be considered, nor representations to be ratified.

166. TO NOTE THE DETAILS OF THE TRANSPORT FOR THE SOUTH EAST PUBLIC CONSULTATION IN RELATION TO THEIR DRAFT TRANSPORT STRATEGY AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE

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

It was noted, with disappointment, that the Draft Transport Strategy did not mention the sustainability of Bognor Regis Railway Station which, Members believed, needed its hours of operation extending to facilitate journeys to Gatwick Airport or evening performances at London Theatres, for example.

Whist Members did not wish to respond to the prescribed consultation questions they did **AGREE** to email the comments raised, in response to the Transport for the South East public consultation in relation to their Draft Transport Strategy.

167. CORRESPONDENCE

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

The Meeting closed at 5.23pm

Appendix 1 - Questions put to WSCC Area Highway Manager (Western Area), Mr. Mark Jacobs, at Bognor Regis Town Council's Planning and Licensing Committee Meeting held on 4th February 2025 (responses are shown in italics).

1. 20mph TRO on The Esplanade. (Planning Committee)

"There is nothing presently in place beyond the proposed Traffic Regulation Order (TRO) for a 20 MPH speed limit on The Esplanade, from its junction with Lennox Street eastwards to its junction with Clarence, on which WSCC recently consulted. This TRO cannot be extended but either a [Community Traffic Regulation Order](#) (CTRO) or a [Community Highway Scheme](#) (CHS) can be applied for. Anyone can submit an application for these highway schemes and require the backing of the parish/town council, along with any further evidence of support, from the local MP for example.

For context, a CTRO seeks to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits. CHSs are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Improvement Programme, for example, traffic calming schemes.

Each year the demand for CTROs and CHSs is far greater than the available budget to deliver them, so the County Council uses an agreed Assessment Framework to prioritise applications. The framework focuses on alignment with the West Sussex Transport Plan and on project assurance."

2. Introduce a pedestrian area on The Esplanade - location the Pier and the southern end of Waterloo Square. (Cllr. Goodheart)

"There is unlikely to be support for such a proposal based on the need to reroute traffic into surroundings roads, such as Waterloo Square, which may not be deemed as suitable to manage such a diversion."

3. Road safety concerns outside of Edward Bryant School in London Road (Highways reference: 3262241). (Planning Committee)

"Enforcement of speed limits and road markings, such as zig-zag lines outside of schools indicating that vehicles should not stop, wait, or park in that area, is required but it is accepted that driver's behaviours change when they see someone in a hi-vis vest i.e. a traffic officer/police.

A discussion will be had with the Senior Highway Steward regarding some Pedestrian Guard Rail at the Edward Bryant School, and about the possibility of signage. It could also possibly be arranged for officers to host safety talks with the school's pupils, with them then conveying these safety messages to their parents/carers/guardians."

4. Zebra crossing also on London Road, on the corner with Lyon Street. (Planning Committee)

"This would require an application for a CTRO/CHS."

5. Roundabout at the northern end of Shripney has no lights or crossing marked. A number of near misses have been witnessed, involving cyclists and pedestrians almost being hit by cars when crossing both carriageways at the side of the roundabout adjacent to McDonald's. Is it possible to explore the installation of lights to enable people to safely cross? (Cllr. Waterhouse)

"Installation of lights is unlikely owing to the proximity of the roundabout. Spoken with a traffic officer who has advised that accident data is required and will look into a CHS for better signage."

6. Paving at east end of High Street, outside the Clock House Café - This has been repaired at least six times to my knowledge and has led to various people being hospitalised with a broken elbow, broken arm, fractured hip, many face plants with grazing and cuts and it cannot continue. I have spoken to a couple of representatives from WSCC when they last came to 'plan' the next temporary repair and was told that one of the problems was that *"they don't make those kerb stones any longer"*. So, as the repairs usually do not last any longer than a day or two, we decided to wait until the work had been done and then photograph it (please see '**Image 1**'). The metal floor grate around the tree at that point also stands proud of the pavement by at least 4" and has been the cause of many trips and injuries. (Cllr. Dawes)

"Agree that the quality of this work and the materials used is unsatisfactory and things like this shouldn't happen. A new contractor starts on 1st April 2025 and action will be taken at this location."

7. Speeding buses and cars etc along High Street, and straight through onto the west end of High Street, despite there being notices in place (see '**Image 2**') stating that 4.30pm - 11am is the ONLY loading time. Not only should there be no vehicles, except buses, but loading is taking place at all times of the day. This leads to large commercial vehicles travelling up the pedestrianised area of London Road which again raises significant risks to the public especially as there is limited space for these vehicles due to a café-style environment outside many establishments. I have spoken about this with the main PCSO in the town and the sentiment is that the signage is insufficient as bikes, cars, vans, lorries etc are traversing the pedestrianised area continually on a daily basis. (Cllr. Dawes)

"This comes down to enforcement by Arun District Council and the Police, and needs to be reported through [Operation Crackdown](#)."

8. Loading area opposite Grandads Front Room and Stonepillow - This area is signed on the floor in letters approx. 18" tall saying 'LOADING ONLY' so many

people park there to load and are then ticketed because the sign approx. 9" x 6", 12ft up a pole states, 'Commercial vehicles only' (please see '**Image 3**'). Again, I and many others feel that the signage is misleading and all it would take is to make it an area for loading in general which would help local business as hardly any commercial vehicles use it or write 'COMMERCIAL' on the road if it has to be for commercial. (Cllr. Dawes)

"This will be looked into."

9. Zig-Zags are ignored totally outside the Mobility and Comfort shop in the Queensway making it an unsafe place to cross, despite it being a designated safe place to cross. Can contact be made with the relevant authorities to make some headway here and also around the corner across from Iceland where the same happens continually on a daily basis again making a designated safe crossing place unsafe (see '**Images 4 and 5**'). (Cllr. Dawes)

"This needs to be reported though [Operation Crackdown](#)."

10. One-way system in & out of the town (Cllr. Goodheart)

"This would require a sizeable study to be carried out and consideration would need to be given as to what impact such a system would have elsewhere in the town."

11. Sleeping policemen London Rd (Cllr. Goodheart)

"A proposal for speed cushions can be made through a Community Highway Scheme (CHS)."

12. Reduce use of bus at eastern end of High Street and divert into Belmont Street, using York Road (Cllr. Goodheart)

"This is unlikely but we can talk to the bus companies."

13. Reduce speed limit on High Street and the use of the buses as a bus station (Cllr. Goodheart)

Not discussed.

14. Main entrance into town, junction railway station/cinema - Remove traffic lights and street furniture the whole junction area (Cllr. Goodheart)

"This would need to be done through a Community Highway Scheme (CHS) and would require a lot of funding and the support of the Police etc."

15. Renew all brown tourist signs (Cllr. Goodheart)

Not discussed.

16. Remove all the old, rusted signposts around the town (Cllr. Goodheart)

"These signs are routinely inspected annually but if reported to the hub, with location details and photos (if possible), then the Highway Steward can take a look. Work is carried out on a risk assessed basis."

17. Speeding traffic reported by a resident of Linden Road to Operation Crackdown to be advised that without a registration number, the report couldn't be progressed. The member of the public would like to see a speed camera installed at this location.

"Registration numbers are needed so that the driver can be traced. Drivers identified are written to, to say that they have been reported. This is then logged, along with any further reports, with the police taking further action for persistent offenders. Speed cameras are dealt with by the police and are usually installed at locations where there are a high number of accidents."

Image 1



Image 2



Image 3



Image 4



Image 5



**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 4th FEBRUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 10th, 17th AND 24th JANUARY 2025)**

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

<p><u>BR/214/24/HH</u> <u>41 Ash Grove</u> Bognor Regis PO22 9JT</p>	<p>Single storey rear extension, new front porch, removal of chimney, replace external cladding and associated works.</p>	<p>NO OBJECTION</p>
<p><u>BR/237/24/PL</u> <u>3-4 Albert Road</u> Bognor Regis PO21 1NL</p>	<p>Erection of outbuilding for office use to rear of existing HMO. This application affects the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/1/25/HH</u> <u>156 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump.</p>	<p>NO OBJECTION</p>
<p><u>BR/5/25/PL</u> <u>St Julianas Convent</u> Marian Way Bognor Regis PO21 1PA</p>	<p>Change of use from convent (Sui Generis) to residential use (C3) for adults with learning difficulties and autism with minor amendments to external appearance. This application may affect the setting of a listed building, may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (zero rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/2/25/PL</u> <u>20 Sudley Road</u> Bognor Regis PO21 1EU</p>	<p>Proposed rear extensions to form 2 No. flats with associated works, including external alterations to the existing building. This application is in CIL zone 4 (zero rated).</p>	<p>OBJECTION ADC's Parking Standards dictate 1 car parking space per 1-bed dwelling, as do the WSCC Car Parking Standards, which these proposals do not meet. The parking beat surveys were carried out in the early hours of the</p>

BR/2/25/PL (continued)
20 Sudley Road
Bognor Regis
PO21 1EU

morning and do not reflect the excessive demand for parking during the working day.

Insufficient external amenity space is provided for the occupants. The space is small and of a low quality resulting in unacceptable amenity for future occupiers. The development results in an intensification of use that adversely affects the character of the area which would affect public and neighbouring amenities, would result in the generation of excessive parking demands which would harm nearby public amenity and would fail to provide an adequate area of amenity space which would demonstrably harm the amenities of future occupants; contrary to Policies H SP4, QE SP1 and T SP1 of the Arun Local Plan.

Members are also interested in understanding how the applicant will overcome the concerns of the ADC Private Sector Housing and Public Health team in relation to proposed bedroom space and emergency escape routes.



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th FEBRUARY 2025

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

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

The Meeting opened at 4.01pm

168. 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.

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

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

170. 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.

Cllrs. Mrs. Warr and Yeates stated that as Members of Arun District Council, they will be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

171. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th FEBRUARY 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 4th February 2025 as an accurate record of the proceedings and the Chair signed them.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

173. CLERK'S REPORT FROM PREVIOUS MINUTES

173.1 19th November 2024 – Min. 119.2 Quarterly review of the Town Council's Community Infrastructure Levy (CIL) Spending List

The Town Council's CIL Spending List was last reviewed by the Planning and Licensing Committee at the meeting held on 19th November 2024, at which time no amendments to the list were made (Min. 119.2 refers). The next review was due to take place on 25th February 2025, however, this has been deferred until the meeting scheduled for 18th March 2025.

173.2 4th February 2025 – Min. 160 refers To welcome the WSCC Area Highway Manager (Western Area) to discuss local issues

The answer to many of the questions raised with the Area Highway Manager involved a Community Highway Scheme (CHS) or Community Traffic Regulation Order (CTRO) being applied for. It was, therefore, suggested that Members wishing to further explore highway schemes would email the Committee Clerk with full details of what was being

proposed. These proposals would then be considered by the Committee and, with their approval, a Members Briefing would be arranged with the WSCC Area Highway Manager (Western Area) to discuss how best to progress the proposals. To date, full details of any such proposals have not been forthcoming, however, as and when these are received, they will be presented to the Committee at the next available meeting.

174. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025

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

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

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

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

In view of the short timescale for response, Members **NOTED** receipt of the following applications for consideration: -

**175.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, PO21 1PQ
Licence Number: 120871**

The Committee noted the application for an Annual Street Trading Consent – Individual Trader, to sell hot food to takeaway.

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

**175.2 Local Government (Miscellaneous Provisions) Act 1982
Premises: Street Record, London Road, Bognor Regis, West Sussex
Licence Number: 120853**

The Committee noted the application for Regular Markets Consent Annual – Market Operator, from the Bognor Regis BID.

With the Town Council having recently recruited a Town Market Officer, to increase and enhance the market offering in Bognor Regis, there was comment about whether the BID's application would hinder the Town Council's plans. However, the benefits of working with the BID in the coming months, on markets in the town, were evident.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street

Trading Consent – Individual Trader being granted.

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

There were no Pavement Licence applications to be considered, nor representations to be ratified.

177. CORRESPONDENCE

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

The Meeting closed at 4.33pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 25th FEBRUARY 2025
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 31st JANUARY, 7th AND 14th FEBRUARY 2025)**

Please Note: there were no planning applications for Bognor Regis on List dated 7th February 2025

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

<p><u>BR/9/25/L</u> <u>The Lodge</u> 1-3 Sudley Gardens Bognor Regis PO21 1HY</p>	<p>Listed building consent for general maintenance and re-decoration of building, including upgrades and repairs to external elevations.</p>	<p>NO OBJECTION</p>
<p><u>BR/15/25/PL</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. new communications Kiosk with integrated defibrillator and illuminated advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/16/25/A</u> <u>Land Opposite 54 High Street</u> Bognor Regis PO21 1SP</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/11/25/PL</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/12/25/A</u> <u>Land outside 24 London Road</u> Bognor Regis PO21 1PY</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>

<p><u>BR/13/25/PL</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. new communications kiosk with Integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/14/25/A</u> <u>Land opposite 19 London Road</u> Bognor Regis PO21 1PQ</p>	<p>Installation of 1 No. illuminated advertising display within communications kiosk with integrated defibrillator.</p>	<p>NO OBJECTION</p>
<p><u>BR/19/25/T</u> <u>210 Hammonds Block 1 Admin</u> Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Section fell 1 No. Ash tree (T1).</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 MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 3rd FEBRUARY 2025

PRESENT:

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

IN ATTENDANCE:

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

Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks

The Meeting opened at 6.31pm

67. 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.

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

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

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

69. 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

70. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 4th NOVEMBER 2024, AND THE EXTRAORDINARY MEETING HELD ON 2nd DECEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 4th November 2024, and the Extraordinary Meeting held on 2nd December 2024, as an accurate record of the proceedings and the Chair duly signed them.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

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

A Member seated in the public gallery reiterated that the lights on the promenade bandstand were not working, whilst referencing and acknowledging Agenda item 11. Additionally, the Member stated the apparent lack of advertising in the bandstand, and suggested that Bognor Regis Town Council administer such advertising, and provide seating for general use.

The Chair reconvened the Meeting at 6.37pm

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 9th September 2024 - Min. 42 Production of Events Leaflet 2025

Quotations for artwork design and development have been received, and a first draft copy was circulated to Members, for pictorial observation only.

72.2 4th November 2024 - Min. 56 Nomination of The Alexandra Theatre as an Asset of Community Value

Working with the theatre's Operations Manager, previous users of the facility were contacted and asked to complete a questionnaire, evidencing how valuable the theatre was to them. Of the replies received, the majority deemed the location of the theatre to be suitable and rated the importance of the theatre as high. All respondents had used alternative venues whilst the theatre was being refurbished. The responses to the questionnaire will form the basis of the Town Council's nomination application.

72.3 4th November 2024 - Min. 61 Christmas Illuminations Contract 2025-2027

Written notice to tenderers for the Christmas Illuminations Contract 2025-2027 has been issued. The next stage, due to commence in February 2025, is to survey wall fixings and electrical infrastructure, and to determine a solution for the Queensway, in conjunction with the chosen contractor and Enerveo.

72.4 2nd December 2024 - Min. 66 Youth & Young Persons Budget 2024-2025

All successful applicants received their awarded funding, via cheque as presented on 7th and 14th January 2025, by the Mayor Cllr. Miss. Needs, as a promotional and photo opportunity.

72.5 Arun Town & Parish Councils Climate Change Meeting 28th January 2025

An invitation to the meeting was sent to Committee Members on 27th January, following an earlier introductory email of 6th January 2025. Summary of topics included: - Arun's Emissions Report; communications and communications strategy in context of climate change challenges; open discussion of climate initiatives currently in progress or contemplation by neighbouring parish and town councils.

73. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 4th NOVEMBER 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Allotments Sub-Committee Meeting held on 4th November 2024, was **NOTED**.

- 73.1 Recommend the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year - Min. 29 refers**

Members unanimously **RESOLVED** to **RATIFY** the recommended co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell (Re-Established Site) as Tenant Representatives for the 2024-2025 allotments year.

- 73.2 Recommend total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £310.66 from the Gravits Lane Maintenance Budget for various items, as recommended.

- 73.3 Recommend expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024 - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £2.00 from the Allotments Competition Budget for refreshments for the Allotment Holders AGM held on 24th October 2024.

- 73.4 Recommend expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening - Min. 32 refers**

Members unanimously **RESOLVED** to **RATIFY** the total expenditure of £336.29 from the Allotments Competition Budget for the Allotments share of the Awards Evening.

- 73.5 Recommend that the Allotments Awards should return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM - Min. 38 refers**

Members unanimously **RESOLVED** to **RATIFY** that the Allotments Awards return to being a separate event from the In Bloom Awards Evening, to take place at the Allotment Holders AGM.

- 74. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th NOVEMBER 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 12th November 2024, was **NOTED**.

74.1 Recommended expenditure of £635.01 plus VAT for share of the Bognor Regis in Bloom Awards Evening, 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 **RATIFY** expenditure of £635.01 from the In Bloom Competition Expenses Budget for costs associated with the Bognor Regis in Bloom Awards Evening.

75. 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 4th November 2024.

76. TO RATIFY EXPENDITURE FOR POSTERS TO POPULATE THE SEAFRONT SHELTERS OUTSIDE OF THE EVENT SEASON – MIN. 42 REFERS

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £264.00 for the printing of twelve posters for the seafront shelter poster sites to be funded from the remaining Publicity & Promotions Budget earmarked for general promotion throughout the year.

77. TO CONSIDER DRAFTING A LETTER TO ARUN DISTRICT COUNCIL REQUESTING A PROGRESS UPDATE AND PROMPT RESOLUTION TO THE LONGSTANDING ISSUE OF THE LIGHTS ON THE PROMENADE BANDSTAND NOT WORKING – MIN. 51 REFERS

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

Following extensive debate, Members unanimously **AGREED** that the Committee Clerk would write to Nat Slade (ADC Group Head of Technical Services) requesting confirmation of, and timescale for, a permanent resolution to this enduring matter, with copies of the correspondence sent to Dawn Hudd (ADC CEO), Philippa Dart (ADC Director of Environment & Communities), and Karl Roberts (ADC Director of Growth).

Members also unanimously **AGREED** that this matter be raised as a separate agenda item, for update and report, at the next scheduled meeting on 24th March 2025.

During the debate, the topic of devolution was mentioned with a query raised as to who might have ownership of the seafront bandstand in the future, and where the responsibility for maintenance liability would sit.

78. TO CONSIDER THE CONTINUING USE OF CORREX POST SLEEVES IN THE 2025 SEASON FOLLOWING APPROVAL OF DESIGN, SIZE AND STYLE - MIN. 57 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 6th NOVEMBER 2023 REFERS

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

As a visual representation, the Committee Clerk displayed one of the damaged Correx boards that had been out on display in the Town. Members unanimously **AGREED** to discontinue the use of Correx post sleeves for the promotion of events.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the remaining balance of £2,324.20, that had been reallocated for the Committee to use towards funding for Correx boards, be put back into General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

79. CORRESPONDENCE

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

The Meeting closed at 7.15pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

AGENDA ITEM 12 - TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, JIM BROOKS, AND TO RATIFY A DONATION OF £100 TO ST WILFRID'S HOSPICE IN HIS MEMORY

REPORT BY THE TOWN CLERK

FOR DECISION

Members will be aware of the recent death of Cllr. Jim Brooks and the Council extends its deepest condolences to Cllr. Brook's family.

Cllr. Brooks was a serving Town and District Councillor.

The required notice of vacancy was published on 21st February 2025. Whether the electorate decide to Co-Opt or Elect a new Member of the Town Council, once the successful candidate has been determined, it will be necessary to review the membership of all Committees as changes may be required to ensure that political parity remains across the Committee membership.

This issue will therefore be referred back to the Annual Town Council Meeting on 12th May 2025 at which time vacancies for representatives to Outside Bodies will also be considered.

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

Upon the sad passing of former Town Councillor and Mayor, Jim Brooks, the Clerk has been in liaison with the Group Leaders seeking guidance on their wishes on this occasion. It was suggested and **AGREED** by the Group Leaders, that a donation of £100 to St Wilfrid's Hospice, the charity chosen by Jim's family, would be an appropriate gesture.

Members are asked to ratify this expenditure.

DECISION

To **RATIFY** donation of £100 to St Wilfrid's Hospice in memory of former Town Councillor and Mayor, Jim Brooks.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025

AGENDA ITEM 13 - TO NOTE A RETRACTION OF THE POINT RAISED IN THE ASSOCIATED CORRESPONDENCE RELATING TO THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2024 ACCOUNTS - MIN. 100 REFERS

REPORT BY THE TOWN CLERK

FOR NOTING

At the Council Meeting held on 28th October 2024, Members noted the External Auditors limited assurance opinion 2023/24 which stated 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 was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had 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 related 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 (Min. 100 refers).

In the report to Members at the October Council Meeting, the Clerk had advised that clarification on this point was being raised with the External Auditors as this was factually incorrect. As a result of challenging this statement, the Town Clerk received the following response: -

"Our original letter providing our report and concluding your review contained the following paragraph in error.

We draw your attention to the following points: -

- Insufficient information was provided with the intermediate testing supporting data submitted for review with regards to minutes evidencing the discussion of points raised on the external audit report. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.*

The information had been provided as requested and so this paragraph was unnecessary."

FOR NOTING

Members are asked to **NOTE** the retraction of the point raised in the associated correspondence relating to the External Auditor's Certificate and Report year ending 31st March 2024 accounts.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 10th MARCH 2025**

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

REPORT BY THE TOWN CLERK

FOR DECISION

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

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

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

DECISIONS

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

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

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

**AGENDA ITEM 15 - TO CONSIDER NOMINATIONS FOR DEPUTY
MAYOR 2025/26 AND MAKE RECOMMENDATION TO THE ANNUAL
TOWN COUNCIL MEETING 2025**

REPORT BY THE TOWN CLERK

FOR DECISION

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

DECISION

Members are invited to consider nominations for Deputy Mayor 2025/26 and **AGREE** a recommendation for this appointment, to be put before Full Council at the Annual Town Council Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

**AGENDA ITEM 16 - TO RECEIVE ANY UPDATES ON REGENERATION
IN THE TOWN (IF AVAILABLE)**

REPORT BY THE TOWN CLERK

FOR INFORMATION

Following the disbandment of the Bognor Regis Regeneration Board, Members had concluded that, with much regeneration going on in the Town, it was an important time to ensure that regeneration as a whole is still discussed and moved forward, with many keen for the Town Council to take a lead role in this.

Dual-hatted Councillors had been asked to lobby ADC into forming a 'body' that could steer any such discussions with relevant partners, including the Town Council, and in being more proactive in compulsory purchases of any building in the Town that was derelict, ensuring the general upkeep of the Town and so as not to dampen any of the positive effects of the regeneration projects taking place.

At the previous Town Council Meeting it had been agreed that consideration of how regeneration is moved forward in the Town be referred to the next Policy and Resources Committee Meeting, as an agenda item. It was further agreed that an agenda item to discuss and provide any important updates on regeneration, should remain on future Council agendas, with it being suggested that a more structured report could be provided by a dual-hatted Councillor (Min. 135 refers).

In the absence of a written report from dual-hatted Councillors at the time of publishing this report, verbal reports around any updates on regeneration in the Town will be invited from them at the meeting under this agenda item.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

AGENDA ITEM 17 - TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 28th JANUARY 2025

REPORT BY TOWN CLERK

FOR DECISION

The Notes of the Arun District Association of Local Councils Meeting held on 28th January 2025 are attached (**Appendix 1**).

DECISION

Members are invited to **NOTE** the Notes of the ADALC Meeting held on 28th January 2025.

Arun District Association of Local Councils (ADALC)

Co- Chairs: Cllr Michael Tu (Arundel TC) and Cllr Amanda Worne (Yapton PC)
Secretary: Mandy Jameson (temporary)
Email: dalc@wsalc.co.uk

Minutes of the meeting of Arun District Association of Local Councils held on Tuesday 28 January 2025 by Zoom.

Present:

Cllr Guy Purser	Aldwick PC
Cllr Nikki Hamilton-Street	Angmering PC
Dawn Hudd	Arun DC
Cllr Michael Tu (Co-Chair)	Arundel TC
Cllr Jonathan Spencer	Bersted PC
Cllr Steve Goodheart	Bognor Regis TC
Joanne Davis, deputy clerk	Bognor Regis TC
Glenna Frost, clerk	Bognor Regis TC
Cllr Tim Hibbert	Clymping PC
Cllr Steve Toney	East Preston PC
Nicola Meaney, clerk	Felpham PC
Cllr Ruth Arnold	Ferring PC
Cllr Dawn Smith	Ford PC
Cllr David Marr	Kingston PC
Cllr Roger Wetherell	Kingston PC
Cllr Sean Lee	Littlehampton TC
Laura Chrysostomou, clerk	Littlehampton TC
Cllr David Huntley	Pagham PC
Cllr Jamie Bennett	Rustington PC
Cllr Alison Cooper	Rustington PC
Shona Turner, clerk	Walberton PC
Cllr Louise Higham	Walberton PC
Barry Hodson, clerk	Warningcamp PC
Cllr Amanda Worne (Co-Chair)	Yapton PC
Trevor Leggo	WSALC
Mandy Jameson	Secretary (temporary)

MEETING COMMENCED AT 19.00

1. Welcome & Apologies

The Chair welcomed those present online.

Apologies were received and accepted from Cllr Douglas Denham St Pinnock (WSALC) and from Cllr Jan Rufey (Aldwick PC).

2. Election of Co-Chair

Cllr Amanda Worne was proposed as Co-Chair. The proposal was seconded and Cllr Worne was unanimously elected as Co-Chair.

3. WSALC update

Trevor Leggo said he would leave the update on devolution to Dawn Hudd who would speak next. He mentioned that the Online Safety Act may have an impact on town and parish councils, so a discussion will be held with Breakthrough Communications to seek guidance. More information will be provided to ADALC councils in due course.

4. Update on Devolution – Dawn Hudd, CEO of Arun DC

Dawn gave a summary of the current situation as follows:

- On 16 December 2024 the government announced that bids were invited for the setting up of new strategic authorities. The deadline for bids to be received was 10 January. West Sussex, East Sussex and Brighton & Hove have submitted a joint bid to become unitary authorities with one overriding combined authority overseen by a directly elected mayor. The proposed areas fall very much within the government's initial remit (ie. combined population of over 1.5m, and substantially rural).
- A decision should be announced very shortly to say if Sussex has been chosen for the priority programme and, if so, the County Council elections for May 2025 will be deferred. There would then be a period of 12 months for councils to prepare for a new strategic authority.
- Dawn has been discussing the issue with the Arun DC group leaders and will be holding a full council briefing. She pointed out that the Government has not reached out to town and parish councils about plans for devolution so she is happy to be at tonight's meeting to get the chance to brief councillors about the way ahead.
- A briefing for Arun towns and parishes has been produced by Arun DC and will be forwarded separately to all clerks at the same time as these minutes.
- Cllr Hamilton-Street asked about the timing and impact of devolution on parish councils and Dawn explained that business as usual is continuing for now. The soonest the new unitary authority could be set up is May 2027 and more information will emerge as the process evolves.
- Cllr Worne asked how local plans are affected by these proposals. Dawn said in her view the best approach is to continue with existing work on local plans, although Arun may choose to pause commissioning work until more is known about the future of devolution in Sussex.
- Cllr Bennett asked if parishes would be obliged to assume more responsibilities after devolution and Dawn explained there are no statutory requirements so all towns and parishes can decide how they want to proceed in terms of taking on more work. Cllr Tu said that councils working together in clusters may be the best way forward. Cllr Huntley said he

sits on the Electoral Review Panel and agreed that parishes working together would be an effective approach.

Before Dawn Hudd left the meeting, Cllr Tu thanked her for attending and stressed how helpful her contribution had been. Dawn confirmed she would be very happy to attend future meetings of ADALC to keep lines of communication open with towns and parishes.

5. Impact of developments

- Cllr Tu pointed out that now the A27 bypass scheme is cancelled it will be important for Arun councils to work together to mitigate the impacts of future development, to work on infrastructure improvements in Arun and aim to identify solutions.
- Cllr Goodheart said local roads are no longer fit for purpose and there is no preparation for the effect of future expansion and more traffic. Cllr Hamilton-Street said Angmering has had 2,151 new houses since 2018 and the current challenge revolves around builders removing affordable housing from developments.
- Cllr Higham mentioned the flooding problem in Walberton and agreed a communal approach to problem solving is needed. Cllr Worne confirmed that Arun is running a flood forum which Yapton will be attending and other councils may wish to attend.
- Cllr Cooper pointed out that parishes are 'at the sharp end' and know what is needed within their communities, so the best idea is to compile a wish-list.
- Cllr Goodheart said better links between the A259 and A27 are urgently needed. Laura Chrysostomou offered her letter from Littlehampton TC to the Secretary of State for Transport for circulation to all councils (see Appendix A).

6. Planning update

Trevor Leggo confirmed that planning consultant Steve Tilbury has put together a paper about changes to the National Planning Policy framework and this has been circulated to all West Sussex councils. At this point it appears that the role of Neighbourhood Plans is unaffected. However, there will be reforms to come. In the meantime Steve Tilbury is the most reliable source of information for local councils and it is probably worth inviting him to attend a future meeting of ADALC.

Cllr Cooper said Steve Tilbury has been to speak to Rustington PC. His advice will be invaluable in this current state of flux and during the devolution process.

Cllr Worne said Neighbourhood Plans have a real value at the moment, especially with no concrete Arun local plan. Yapton PC have won three appeals recently because of the strength of their own Neighbourhood Plan.

To conclude, Cllr Tu thanked all for their attendance and suggested the formation of an ADALC steering group to work on joint initiatives. Please let him know if you would like to be part of this.

All four local MPs will be invited to the next ADALC meeting which will be held face to face, ideally on a Friday afternoon to try and fit in with MPs' schedules. **The date will be advised in due course.**

The meeting finished at 20.23 hrs.

Signed (Co-Chairs)

Date

Appendix A



Littlehampton Town Council

Manor House • Church Street • Littlehampton • West Sussex BN17 5EW

Telephone: **01903 732063** • Facsimile: **01903 731690**

lrc@littlehampton-tc.gov.uk • www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

To: The Rt Hon Heidi Alexander MP, Secretary of State for Transport

Via email: heidi.alexander.mp@parliament.uk

Dear Secretary of State

Withdrawal of the A27 Arundel Bypass Improvement Scheme

We are writing to express our grave concern regarding the withdrawal of this scheme. We strongly believe that this recent decision is detrimental for residents, visitors, and the growth of the local economy.

Whilst we acknowledge that the funding required for the bypass is no longer available, significant public money has already been invested in feasibility work over the years, which is invaluable.

This section of the A27 network provides vital strategic links to many key services in the area and it is our view that it is the complex nature of the road junctions at this point that cause congestion. With this in mind, we therefore urge you to consider using the information already gleaned from the numerous previously completed feasibility studies and investigations to develop smaller scale, more affordable improvements and alleviate some of the pressure and congestion on this section of the local highways network.

We believe that working in this way would also enable those responsible for delivering highways improvements to utilise infrastructure funding derived from other local development in the immediate vicinity to the maximum advantage.

Improving the highways infrastructure at this point is in the Town Council's view essential to attracting investment in our area and is vital to the regeneration of the Town. We also believe that improvements delivered in this way would unlock more land for development and help deliver the Government's housing targets.

We therefore urge you to ensure that the opportunity to deliver the much-needed improvements to the highways infrastructure in the area is not lost and extend an invitation to you to visit the area and see first-hand the pressure on the network.

Yours sincerely,

Laura Chrysostomou

Town Clerk, Littlehampton Town Council

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

AGENDA ITEM 18 - TO NOTE THAT A MEMBERS BRIEFING WILL BE HELD ON 12th MARCH AT 6PM TO DISCUSS THE FOLLOWING: - ANY RESPONSE BY THE TOWN COUNCIL TO THE GOVERNMENT'S CONSULTATION IN RELATION TO THE PROPOSAL FOR A MAYORAL COMBINED AUTHORITY FOR SUSSEX AND BRIGHTON; THE TOWN COUNCIL'S VISION; ADC SERVICES AND ASSETS FOR WHICH THE TOWN COUNCIL MAY WISH TO SUBMIT AN EXPRESSION OF INTEREST AS PART OF FUTURE CONSULTATIONS AROUND DEVOLUTION

REPORT BY THE TOWN CLERK

FOR DECISION

ANY RESPONSE BY THE TOWN COUNCIL TO THE GOVERNMENT'S CONSULTATION IN RELATION TO THE PROPOSAL FOR A MAYORAL COMBINED AUTHORITY FOR SUSSEX AND BRIGHTON

In an email circulated to all Councillors on 20th February 2025, details were shared of a government consultation having opened on proposals for a Mayoral Combined Authority for Sussex and Brighton, which is running until the end of the day on Sunday 13th April. All interested parties are welcome to have their say, including organisations as well as individuals who live and work in the region.

The consultation specifically asks about:

- The proposed geography
- Governance arrangements
- Supporting the economy
- Improving social outcomes
- Local government services
- Improving the local natural environment
- Supporting the needs of local communities and reflect local identity

Full details of the consultation can be found on the gov.uk website here:

[Sussex and Brighton devolution - GOV.UK](#)

Further information is available in the government press notice here:

[Devolution Priority Programme consultations launch - GOV.UK](#)

Ministers have agreed that a strategic authority for Sussex and Brighton, made up of an elected mayor and two members of each constituent authority, offers the chance to give the people who live there more control and influence over the issues that affect them, from transport and housing to skills and employment, as well as a stronger voice in how national decisions affect them.

The decision whether or not to proceed with the proposal will be one for the government to take based on its assessment of the consultation responses. Formal steps towards setting up a combined authority for Sussex cannot commence until that decision is made.

THE TOWN COUNCIL'S VISION

In receiving the Notes of the ADC/BRTC Liaison Meeting held on 10th December 2024, at the Policy and Resources Committee Meeting held on 27th January 2025, Members were advised that the Town Council had been asked at the Liaison Meeting to provide an update to ADC on whether there is an intention to take forward the draft Vision that had been worked on previously. In light of ADC's current deliberations around the Bognor Regis Masterplan, it is important that the Town Council's Vision informs this piece of work. It was, therefore, agreed that the Town Council's draft Vision be circulated to all Councillors, in its current form, asking that they ready themselves for considering the document at a future meeting whereby any new ideas could be put forward (Min. 124 refers).

The draft Vision, along with a summary explaining how the document had been formulated and previously considered, was emailed to all Members, by the Deputy Clerk, on 17th February 2025.

ADC SERVICES AND ASSETS FOR WHICH THE TOWN COUNCIL MAY WISH TO SUBMIT AN EXPRESSION OF INTEREST AS PART OF FUTURE CONSULTATIONS AROUND DEVOLUTION

As reported in the Minutes of the Arun District Association of Local Councils (ADALC) Meeting held on 28th January 2025, the CEO of Arun District Council, Dawn Hudd, had been invited to provide an update on devolution. Ms. Hudd was asked whether parishes would be obliged to assume more responsibilities after devolution to which she responded that there would be no statutory requirements to do so, but that all towns and parishes could decide how they wanted to proceed in terms of taking on more work as a result of devolution. The Co-Chair of ADALC suggested that the best way forward may be for town and parish councils in the district to work together in clusters to discuss this, which was considered to be an effective approach by some of those present at the ADALC Meeting.

It is understood that The CEO of Arun will be working closely with the Leader of the District Council and other West Sussex CEOs and Leaders over the next few weeks to prepare the initial options for unitarisation, and high-level analysis, to submit to government on 21st March 2025. Work will then commence in preparing business cases for the options for each constituent authority in order to make a decision on the preferred option, prior to the government's September deadline.

Devolution has been described as an opportunity to enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment, and local councils will be asked to demonstrate how they have sought to work together in coming to a view that best meets local needs informed by local views.

In preparation of future discussions with ADC, and others, Members might consider the services and assets, currently under the remit of Arun District Council, for which they may wish to submit an expression of interest, when the time comes.

AGENDA ITEM 18

In order to consider any response to the government consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton, to progress work on the Town Council's Vision, and to tentatively begin the conversation around devolved services, it is proposed to hold a Members Briefing at 6pm on 12th March 2025 to discuss these matters. Any decisions requiring a resolution or ratification will be addressed at the Annual Town Council Meeting on 12th May 2025, unless it is necessary to call an Extraordinary Meeting before then.

DECISION

Members are asked to **NOTE** that a Members Briefing will be held at 6pm on Wednesday 12th March 2025 to consider any response to the government consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton, to progress work on the Town Council's Vision, and to tentatively begin the conversation around devolved services.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025

AGENDA ITEM 19 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. S. GOODHEART, SECONDED BY CLLR. D. DAWES (DEFERRED
FROM THE PREVIOUS MEETING - MIN. 133 REFERS) - FUTURE OF
BOGNOR REGIS TOWN HALL

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting (Precept) held on 6th January 2025, the following Motion was proposed by Cllr. S. Goodheart and seconded by Cllr. D. 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.”

The item was deemed not urgent by the Mayor at the meeting and was, therefore, deferred without discussion to the Council Meeting to be held on 10th March 2025, for Members to consider.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

AGENDA ITEM 20 - TO RECEIVE AN INVITATION FROM ARUN DISTRICT COUNCIL TO THE ARUN FLOOD FORUM MEETING IN APRIL, AND TO AGREE THE TOWN COUNCIL REPRESENTATIVE

REPORT BY THE TOWN CLERK

FOR DECISION

Arun District Council are hosting the next Arun Flood Forum Meeting on Thursday 24th April from 6pm until 8pm, at the Civic Centre in Littlehampton. At the September meeting Members supported the proposal to rotate the representatives from the towns and parishes, and it was agreed that for the April meeting the invitation would be extended to: -

- Bognor Regis Town Council
- Felpham Parish Council
- Walberton Parish Council
- Yapton Parish Council

The Town Council has, therefore, been invited to send a representative to this meeting and provide their email address so that they can be added to the diary invite. Ideally, the representative would be the Chair or Vice Chair, as per the Forum's Terms of Reference, however if this meeting date/time was not convenient with either of them then a substitute may attend on their behalf.

The Arun Flood Forum Meeting and outputs were reported to ADC's Environment Committee throughout last year, below you will find links to these for your information: -

[Arun District Council](#) – Environment Committee – 19th March 2024

[Arun District Council](#) – Environment Committee – 20th June 2024

[Arun District Council](#) – Environment Committee – 19th September 2024

[Arun District Council](#) – Environment Committee – 30th January 2025

Any questions that Members would like the Flood Forum to consider should be emailed to arun.flood.forum@arun.gov.uk by the 31st March 2025, to ensure the respective agency has had chance to review and provide the response for the meeting.

DECISION

Members are asked to **AGREE** which Member should represent the Town Council at the Arun Flood Forum Meeting to be held at the Civic Centre on Thursday 24th April 2025 from 6pm.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 10th MARCH 2025**

AGENDA ITEM 21 - TO RECEIVE ANY FEEDBACK FROM THE ONLINE COMMUNITY OPEN FORUM HELD ON 30th JANUARY 2025 AND CONSIDERATION OF DATES FOR FUTURE ONLINE COMMUNITY OPEN FORUMS AND COUNCILLOR DROP-IN SURGERIES

REPORT BY THE TOWN CLERK

FOR INFORMATION

At the Online Community Open Forum held on 30th January 2025, held via Zoom and streamed live to Facebook, the following were 'in attendance':

BRTC Councillors: F. Oppler, P. Wells and Mrs. G Yeates
BRTC Officers: Mrs. J. Davis (Deputy Clerk) and Mrs. R. Vervecken (Civic & Office Manager)

Unfortunately, technical difficulties with live streaming the meeting to Facebook were experienced at the start, meaning the Forum could not formally begin until 6.50pm. Once the meeting could commence, the Deputy Clerk apologised to any members of the public watching, for the delay, and explained the format of the meeting.

Questions were invited in the comments section of Facebook, from members of the public. Whilst waiting for interaction, the Deputy Clerk and Councillors present discussed that this was the last of the currently planned Online Community Open Forums, agreeing that the in-person events seem to be the preference with the public, with these generally proving far busier and receiving more traction. The Deputy Clerk advised that these online events were first started during Covid, and that Members had decided to continue to offer a mixture of in-person and online events, giving different options, times and dates for members of the public wishing to engage with their elected Councillors. Unfortunately, in recent times, these online meetings seem to have attracted very little to no interaction, with a maximum of 8 viewers at any one time during this latest live stream.

Whilst continuing to wait for questions or topics of discussion to be raised by viewers, Councillors present discussed, amongst other subjects, the current improvements taking place on the Esplanade and at The Alexandra Theatre, upcoming meetings of the Town Council including the Annual Town Meeting of Electors in March, engagements attended to date by the Deputy Mayor and the current 'hot topic' of devolution.

Despite Councillors continuing discussions between themselves for the duration of the live stream, no questions or interactivity was received from any members of the public watching. At 7.30pm, Councillors present thanked those who had taken the time to have at least watched the Online Community Open Forum, before the live stream was then ceased.

Officer Recommendation

Community engagement is a function of Full Council, and at the Council Meeting held on 4th March 2024, four dates were agreed for continuing to offer

AGENDA ITEM 21

these engagement opportunities over the following twelve months, with engagements alternating between in-person Drop-In Surgeries and Online Forums, which were live streamed to Facebook.

The Drop-In Surgeries held during the spring and summer months in both London Road Precinct and at Hampshire Avenue Recreation Ground to coincide with the Town Council organised Play Days were well-received with notable interaction from members of the public, who asked questions and engaged with the Town Councillors present on a number of subjects of interest to them.

Unfortunately, the same levels of public engagement were not experienced with the two Online Community Open Forums, held over the autumn and winter months. Despite holding these during the evening, as an alternative to the in-person daytime events, which Members had hoped would suit those who worked during the day, no questions or interaction was forthcoming at either of the Online Community Open Forums.

At the Council Meeting held on 6th January 2025 (Min. 134 refers), when reviewing the first Forum which took place at 6.30pm on Tuesday 29th October 2024, Members agreed that to aid in greater engagement and as to act as a 'starting point' for the next event taking place at 6.30pm on Thursday 30th January 2025, Members of the public should be asked to send in any questions in advance of the Forum, for Town Councillors to answer as part of the live session. Despite canvassing for questions from members of the public through numerous Facebook posts, mentions in the weekly Bognor Observer 'Bognor Regis Briefing' article and posters on the Town Council noticeboards, no questions were forthcoming.

The second Online Community Open Forum received a low number of 'live' viewers at any one point, and no questions were received either in advance or via Facebook during the hour-long Forum.

It is therefore the Officer recommendation that these community engagement events move forward as in-person Councillor Drop-In Surgeries only, which seem to be the most effective way to engage with members of the public.

DECISIONS

Do Members **APPROVE** the following Councillor Drop-In Surgeries, subject to landowner permissions: -

Thursday 10th April 2025 (Easter Holidays) at 11am in London Road precinct (northern end)

Tuesday 8th July 2025 at 1.30pm in London Road precinct (southern end)

Friday 3rd October 2025 at midday at Bognor Regis Railway Station

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

**AGENDA ITEM 22 - TO RECEIVE A REPORT FROM OFFICERS
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

The first of the Arun Parish (Sussex Police) Meetings for 2025 was held online on 14th February 2025. Unfortunately, owing to unforeseen circumstances, neither the Deputy Clerk nor Cllr. Wells were able to attend and there was no time to arrange reserves.

Nonetheless, liaison with the Neighbourhood Policing Team Inspector, Ross Wickings, has been ongoing and the Deputy Clerk attended a meeting with Cllr. Waterhouse on 7th February 2025, at which Inspector Wickings, was present to discuss concerns about antisocial behaviour at Station Square. Also in attendance were Arun District Council's ASB Enforcement Team Leader and the Communities and Wellbeing Manager. Meeting with a business owner, and their representative, who has been significantly impacted by issues at Station Square, discussion took place around the measures that had been put in place and what more could be done. In so far as what the Town Council might do to address the antisocial behaviour, alongside continuing to lobby for enforcement action, suggestions included the area being a focus for the Town Council's Warden (yet to be appointed), particularly after 4pm Thursday – Saturday. Additionally, the presence of the Town Crier outside the Railway Station would be welcomed, especially on Butlin's changeover days, as would the hosting of a Councillor Drop-In Surgery at this location.

The next Arun Parish (Sussex Police) Meeting is scheduled to take place at 11am on Tuesday 18th March 2025.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 10th MARCH 2025**

**AGENDA ITEM 23 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. MISS. CLAIRE NEEDS FROM 6th JANUARY - 10th MARCH 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Tuesday 07.01.25 : Youth and Young Persons Cheque Presentations to BR Youth & Community Centre, Bognorphenia CIC and South Coast Skate Club CIC, Council Chamber
- Friday 10.01.25 : *Deputy Mayor attended: BR Sea Scout Group's AGM, St. Mary's School, Glamis St, BR*
- Saturday 11.01.25 : *Deputy Mayor attended: BR Model Railway Club's Annual Exhibition for 2025 season, Felpham Community College*
- Tuesday 14.01.25 : Youth and Young Persons Cheque Presentations to Making Theatre Gaining Skills, Council Chamber
- Saturday 18.01.25 : *Deputy Mayor attended: Annual Wreath Laying at the grave of Sir Richard Hotham, St. Mary Magdalene Churchyard, BR*
- Wednesday 05.02.25 : *Deputy Mayor attended: BR District Scouts AGM, BR Scout HQ, Central Drive, BR*
- Saturday 08.03.25 : *Deputy Mayor attending: West Sussex Guitar Recital, Regis School of Music, Sudley Rd, BR*

Invites not Attended

Hall & Woodhouse Community Chest Awards

39 Youth Club AGM

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 10th MARCH 2025**

**AGENDA ITEM 24 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 6th JANUARY - 10th MARCH 2025**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Saturday 18.01.25 : Petersfield Town Crier joint proclamation,
Petersfield Town Centre

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 10th MARCH 2025**

AGENDA ITEM 26 - TO NOTE THE WRITTEN REPORT FROM THE BLAKE COTTAGE TRUST (CIRCULATED TO COUNCILLORS) AND TO CONSIDER INVITING A REPRESENTATIVE FROM THE TRUST TO GIVE A PRESENTATION TO MEMBERS ON THEIR WORK, PRIOR TO THE START OF A FUTURE COUNCIL MEETING

REPORT BY THE TOWN CLERK

FOR DECISION

The Chair of The Blake Cottage Trust recently contacted the Town Clerk, requesting an opportunity to provide an update on the work being undertaken to restore Blake's Cottage in Felpham. The Cottage is being transformed into a visitor attraction which members of the Trust hope will generate economic growth and interest in the Town and the surrounding area.

A written report on progress so far and hopes for the future has therefore been provided, at the suggestion of the Town Clerk, which has been forwarded to Councillors, for their information.

Further to this, the Chair of The Blake Cottage Trust has requested an opportunity to address Members in person, to discuss in more detail their 'exciting' plans for the future of this historical site.

DECISIONS

Do Members wish to invite a representative from The Blake Cottage Trust to give a presentation to Members, prior to the start of a future Council Meeting?

If so, which date would be most appropriate?

Monday 7th July 2025

Monday 8th September 2025

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 10th MARCH 2025**

AGENDA ITEM 27 - CORRESPONDENCE

FOR INFORMATION

1. Sussex Alerts; Sign up to receive at Staying Safe Online E-newsletter – Circulated to all Councillors and on social media 20.01.2025
2. Events newsletter – Circulated to all Councillors 21.01.2025
3. St Wilfrid's newsletter; Don't miss your chance to speak – Circulated to all Councillors 21.01.2025
4. Heather Perrott; next international film and annual history talk organised by the Twinning Association 21.01.2025
5. Office for National Statistics; Subnational population projections 21.01.2025
6. WSCC Cabinet Meeting 29.01.2025 Agenda – Circulated to all Councillors 21.01.2025
7. VAAC; Funding Grants Information Sessions – Circulated to all Councillors 22.01.2025
8. NALC Chief executive's bulletin – Circulated to all Councillors 23.01.2025
9. HCLG Committee: Evidence session on 28 January: English Devolution – Circulated to all Councillors 23.01.2025
10. WSCC Residents' eNewsletter – Circulated to all Councillors 23.01.2025
11. West Sussex Mind; Happy new year 24.01.2025
12. ADC newsletter; Devolution and Local Government Reorganisation – Circulated to all Councillors 24.01.2025
13. The Sussex Police and Crime Commissioner Newsletter; Nobody Left Behind – tackling domestic abuse – Circulated to all Councillors 24.01.2025
14. NALC Job Listings 27.01.2025
15. Arun Counselling Centre – Letter of thanks following confirmation of Grant Aid 2025 award 28.01.2025
16. Arun Newsletter 49 – January 2025 28.01.2025
17. Sussex Alerts; Surrey and Sussex Police Fraud Newsletter – January 2025 – Circulated to all Councillors and on social media 29.01.2025
18. ACCA News magazine – Circulated to all Councillors 29.01.2025
19. 4Sight Vision Support completed Monitoring Form for 2024 Grant Aid award – 29.01.2025
20. Agenda and joining link for NALC Climate Emergency Network Zoom session taking place on 5th February 2025 – Circulated to all Councillors 29.01.2025
21. WSCC news release - Proposed County Council budget to go to Full Council for final decision – Circulated to all Councillors 29.01.2025
22. West Sussex County Council seeks residents' views on pharmacy services – Circulated to all Councillors and on social media 30.01.2025
23. Letter of condolence sent to Ms Tina Foster on the passing of Cllr Jim Brooks 30.01.2025
24. VAAC events and training newsletter – Circulated to all Councillors 30.01.2025
25. Office for National Statistics, January newsletter 30.01.2025
26. NALC Chief executive's bulleting – Circulated to all Councillors 31.01.2025
27. Sussex Alerts January Police Monthly Bulletin Arun – Circulated to all Councillors
28. The Sussex Police and Crime Commissioner Newsletter; Your support for Sussex Police – Circulated to all Councillors 31.01.2025

AGENDA ITEM 27

- 29.** West Sussex Fire and Rescue Service public consultation – Circulated to all Councillors and on the website 31.01.2025
- 30.** NALC Jobs newsletter 03.02.2025
- 31.** HCLG Committee: Evidence session on 4 February – Electoral Policy and Reform – Circulated to all Councillors 03.02.2025
- 32.** VAAC Funding Focus Monthly fundraising newsletter – Circulated to all Councillors 04.02.2025
- 33.** NALC Events newsletter – Circulated to all Councillors 04.02.2025
- 34.** WSCC News Release; More West Sussex schools and other buildings to benefit from solar power – Circulated to all Councillors 04.02.2025
- 35.** VAAC fortnightly E-bulletin – Circulated to all Councillors 05.02.2025
- 36.** WSCC news release; Greater powers for Sussex come a step closer with government backing for devolution – Circulated to all Councillors 05.02.2025
- 37.** NALC Chief executive's bulletin – Circulated to all Councillors 06.02.2025
- 38.** WSALC English Devolution White Paper update – Circulated to all Councillors 06.02.2025
- 39.** St Wilfrid's Hospice; latest news – Circulated to all Councillors 06.02.2025
- 40.** HCLG Committee: Evidence session on 11 February; Funding and Sustainability of Local Government Finance – Circulated to all Councillors 07.02.2025
- 41.** The Sussex Police and Crime Commissioner; New measures introduced to protect victims – Circulated to all Councillors 07.02.2025
- 42.** NALC Jobs newsletter 10.02.2025
- 43.** West Sussex County Council seeks residents' views on Local Flood Risk Management Strategy – Circulated to all Councillors and on social media 10.02.2025
- 44.** VAAC Funding Grants Information Session 12.02.2025
- 45.** Sussex Police Crime Alert Arun – Circulated to all Councillors and on social media 12.02.2025
- 46.** NALC Chief executive's bulletin – Circulated to all Councillors 13.02.2025
- 47.** HCLG Committee: Rough sleeping is 'a source of national shame' that must be fixed, say MPs – Circulated to all Councillors 14.02.2025
- 48.** Mental Health First Aid training from West Sussex Mind 14.02.2025
- 49.** The Sussex Police and Crime Commissioner; Tackling crime in your community – Circulated to all Councillors 14.02.2025
- 50.** ADC Devolution & Local Government Reorganisation newsletter and presentation – Circulated to all Councillors 17.02.2025
- 51.** NALC Newsletter 17.02.2025
- 52.** VAAC March 2025 Training – Circulated to all Councillors 18.02.2025
- 53.** St Wilfrid's Hospice; being part of the Hospice UK national campaign – Circulated to all Councillors 18.02.2025
- 54.** Email enquiry re; current vacancy at BRTC and the process 19.02.2025
- 55.** HCLG Committee: Funding and Sustainability of Local Government Finance – Publication of written evidence – Circulated to all Councillors 19.02.2025
- 56.** Parish Online Newsletter 19.02.2025
- 57.** NALC Chief executive's bulletin – Circulated to all Councillors 20.02.2025
- 58.** Dawn Hudd; Sussex and Brighton devolution – government consultation open – Circulated to all Councillors and on social media 20.02.2025
- 59.** WSCC Things to see and do in Sussex, devolution update, and more – Circulated to all Councillors 20.02.2025

AGENDA ITEM 27

- 60.** HCLG Committee: Evidence session on 25 February; English Devolution – Circulated to all Councillors 20.02.2025
- 61.** The Sussex Police and Crime Commissioner Newsletter; Safer streets in Sussex – Circulated to all Councillors 21.02.2025
- 62.** NALC Jobs newsletter 24.02.2025
- 63.** Heather Perrott; next international film to be shown at the Picturedrome – Circulated to all Councillors 24.02.2025
- 64.** Sussex Alerts; Protect yourself from Holiday fraud: don't let fraudsters trip you up this summer – Circulated to all Councillors and on social media 24.02.2025
- 65.** WSCC Helping West Sussex communities unlock the potential of surplus buildings – Circulated to all Councillors 25.02.2025
- 66.** WSCC unconfirmed Cabinet Minutes for meeting held on 29th January 2025 – Circulated to all Councillors 25.02.2025
- 67.** VAAC's Community Green Initiatives – Circulated to all Councillors 25.02.2025
- 68.** VAAC E-bulletin 26th February 2025 – Circulated to all Councillors 26.02.2025
- 69.** Stonepillow's February Newsletter Welcoming the new Patron – Forward to Cllrs Miss Needs and Barrett 26.02.2025
- 70.** HCLG Committee: Grenfell Tower Inquiry & Government response - Florence Eshalomi, Housing Committee Chair comment – Circulated to all Councillors 26.02.2025
- 71.** ADC Flood leaflet to advise residents about preparing and responding to flooding in the district – Circulated to all Councillors and posted on social media 27.02.2025
- 72.** NALC Chief executive's bulletin – Circulated to all Councillors 27.02.2025
- 73.** Office for National Statistics newsletter 27.02.2025
- 74.** Arun February Newsletter 28.02.2025
- 75.** West Sussex Mind; Mental Health First Aid training 28.02.2025
- 76.** The Sussex Police and Crime Commissioner; Tackling Rural Crime – Circulated to all Councillors 28.02.2025

AGENDA ITEM 28

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 10th MARCH 2025

AGENDA ITEM 28 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **AGM OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2024 AND TO NOTE THE DIRECTOR'S REPORT**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Full Council on the 6th January 2025 received an update report in relation to the progress of improvements and repairs to the Picturedrome cinema. The following update provides Members with details and progress of the building works and other matters pertaining to management of this asset.

Repair Works to remedy instability within the cellar - this work has now been successfully completed on a goodwill basis by the principal contractor responsible for the cinema extension. The basement is now structurally sound and fully functional.

Building Insurance Assessment - the outstanding requirement from the insurance risk management survey included fire stopping to the walls following remedial work to the basement ceiling. Now the structural integrity of the basement has been restored, fire stopping can be applied to this area and the cinema management have confirmed this will be completed by the end of May 2025 in compliance with the 6-month deadline given by the insurers fire risk assessor.

Picturedrome signage and related planning issues - Members will be aware that the signage at the front of the Picturedrome was defective and becoming structurally unsound. In response, the cinema management needed to take emergency action for removal of the signage. This matter was reported to the Conservation Officer at Arun District Council responsible for safeguarding Listed Buildings. The condition of the sign was explained, and it was agreed that the sign be removed, and a retrospective planning application be made to remedy the technical breach of planning legislation. The Conservation Officer visited the site and also gave advice on the full requirements in respect of alterations already completed and those planned. The cinema management have agreed that they will now submit a full application part of which will be retrospective permission for the removal of the signage together with plans and full details of work undertaken to date along with their future plans for the site. Town Force assisted with the removal of the signage and redundant related electrical boxes which has greatly improved the appearance of this area. See photos below.



Leaking flat roof to left hand side of the cinema above the previous office area - reports of penetrating dampness to the walls of the previous office area on the left flank of the cinema were investigated and found to be caused by a leaking flat roof. Upon further investigation the timber roof was found to be rotten in part and the felt defective.

AGENDA ITEM 28

The Council have previously used JMR Construction to repair flat roofs in other parts of the cinema structure and were chosen again due to their intimate knowledge of the cinema roofs construction.

The cost of this work is estimated to be £11,400 plus VAT and includes access scaffolding. The scaffolding has now been erected, and the roofer is expected to attend the site on 17th March 2025 to commence the flat roof replacement. These works will be funded by BPCL.

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

External decoration – as reported at the last meeting arrangements were being made for exterior painting works to commence as soon as the weather allowed. These works have commenced with the works undertaken thus far significantly improving the exterior appearance of the building as can be seen from the photos below.



AGENDA ITEM 28



AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2024 AND TO NOTE THE DIRECTOR'S REPORT

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

DECISION

Members are invited to **ADOPT** the accounts for year ending 31st December 2024 and to **NOTE** the Director's Report.

Proposed Monthly Budget for year ending December 2025 - a copy of the proposed Monthly Budget for year ending December 2025 will be provided to Councillors under separate cover. This information deals with individual annual rental payments, which are not a matter of public record, so this item will therefore be dealt with under confidential business.