



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 an Online Meeting of the Town Council of Bognor Regis will be held at **6.30pm on MONDAY 7th SEPTEMBER 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements**, to the Council during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 7th September 2020.

Online access to the Meeting will be via ZOOM using the following Meeting ID: 858-4976-0730. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 1st day of SEPTEMBER 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare 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 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, 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
3. To APPROVE the Minutes of the Online Meeting of Bognor Regis Town Council held on 10th August 2020
 4. Reports from WSCC and ADC Councillors
 5. Written Questions from Councillors
 6. Adjournment for the Mayor to read public questions and statements submitted in accordance with the requirements noted above
 7. To ratify decisions taken by the Town Clerk in accordance with the delegated authority and process
 8. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 8.1 **Online Meeting of the Planning and Licensing Committee of 18th August 2020** with resolutions, recommendations and reports
 9. 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
 10. To note the List of Payments and Transfers made in July 2020 and to note the balances, bank reconciliations and financial reports (August not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 11. To consider and approve a calendar of Meetings for January to December 2021
 12. To note change in political affiliation of former Labour Councillor
 13. To receive further details of the proposed use of funding identified in the 2020/21 budget as High Street Innovation Fund (Min. 164.1 Council Meeting 6th January 2020 refers) and to agree whether to release the funds
 14. COVID-19 Members' Awareness Seminar
 15. Regeneration including: -
 - To note Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 22nd July 2020 (if available)
 16. To receive Correspondence and note circulation by email of list up to 1st September 2020
 17. Picturedrome Site update
 18. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
 19. Picturedrome Site update - Confidential Business

Agenda item **19** will contain confidential items and require a resolution to exclude public & press.

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 10th AUGUST 2020

PRESENT:

Cllrs: J. Barrett, J. Brooks, A. Cunard, Mrs. S. Daniells, Mrs. I. Erskine, J. Erskine, S. Goodheart, Miss. C. Needs, Ms. A. Sharples, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
2 members of the public

The Meeting opened at 6.33pm

241. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Members were advised that as the Town Mayor, Cllr. Woodall had sent his apologies, the Deputy Mayor would be Chairman for this Meeting and therefore nominations were invited for a Vice-Chairman.

Following a proposal by Cllr. Mrs. Warr which was seconded by Cllr. Stanley, Members **RESOLVED** that Cllr. Barrett be appointed as Vice-Chairman for this Meeting.

The Chairman, welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence were received from Cllr. K. Batley due to work commitments, Cllr. Mrs. S. Staniforth due to annual leave and Cllr. P. Woodall who was unwell.

No apologies had been received from Cllr. H. Jones.

- 242.** The Chairman referred to the Additional Agenda item as published and queried the point on the Agenda at which this should be inserted. It was noted that the items relating to the Annual Accounts under Agenda item 8 were time critical and had to be determined at the meeting. Therefore, after discussion, it was unanimously **RESOLVED** to vary the order of business, and that item 8 should be considered after Agenda item 2, Declarations of Interest, with the Additional Agenda item taken after item 4, Reports from WSCC and ADC Councillors.

243. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interest - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 14, as a supplier to the Kite Festival, stating that he would leave the meeting if any debate ensued and would not be voting on this item

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 16 and 18, as the tenant of the Picturedrome Cinema, and stated that he would leave the meeting when these Agenda items were discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 16 and 18, as an employee of the Picturedrome Cinema, and stated that she would leave the meeting when these Agenda items were discussed

Cllr. Goodheart declared an Ordinary Interest in any discussions pertaining to Regeneration or Rox

244. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2020

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

244.1 Members **NOTED** the Annual Internal Audit Report for 2019/2020 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

Members further reviewed the system of internal control and unanimously **RESOLVED** to **APPROVE** that the systems that the Council has in place are effective.

244.2 Members unanimously **RESOLVED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2019/2020, noting that Statement 9 was not applicable to this Council.

244.3 Members unanimously **RESOLVED** to **APPROVE** the Annual Governance Statement for 2019/2020 and that Section 1 be signed by the Chairman of this meeting and by the Town Clerk.

244.4 Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2020 and furthermore unanimously **RESOLVED** that these be signed by the Town Mayor and the Town Clerk.

244.5 Members unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2019/2020 and furthermore unanimously **RESOLVED** that Section 2 of the AGAR be signed by the Chairman of this meeting.

Furthermore, Members **NOTED** that these Accounting Statements for 2019/2020 were previously signed by the Responsible Financial Officer prior to their presentation to the meeting.

245. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 29th JUNE 2020

The Minutes of the Online Meeting of Bognor Regis Town Council held on 29th June 2020 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

246. REPORTS FROM WSCC AND ADC COUNCILLORS

Members were advised that invitations to address the Council Meeting had been sent to Cllr. Oppler for ADC and Cllrs. Oppler and Patel for WSCC.

Cllr. Patel had sent his apologies as he was attending another meeting but had provided the following update which was read to Members by the Chairman:

1. WSCC Cabinet after lot of discussion have agreed on Climate Change Strategy for 2020-2030 to reduce WSCC overall Energy consumption. Reduce demand for fossil fuel energy. Contribute to green grid.
2. Cycle way to be implemented in Worthing this week and next week in Chichester.
3. Open day for Fire and Rescue Service on 15th August online.
4. Due to hot weather lots of fire calls have been logged, so request to all to check their smoke alarm in working condition.
5. Dangerous hair clippers found on Online sales. Seven checked; six failed safety checks. Only one found safe but with a two-pin plug. No Earth connection so please be cautious where to purchase one.

247. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. J. BROOKS

247.1 The Town Clerk's report was **NOTED** including the Motion proposed by Cllr. Brooks as follows:

"The Council: -

1. *Resolves to suspend Standing Order 9a to enable this Motion to be discussed at this meeting.*
2. *Resolves to establish and to agree the membership of a COVID19 Recovery Task and Finish Group, composed of all Councillors, to examine the challenges now faced by the Council, to examine all relevant issues such as:*

Council Priorities

Budgetary

Structures

Staffing

and that the Group shall report directly to a further Full Council Meeting before 14th September 2020 with recommendations which shall take into account evidence submitted by Councillors, Committees, Staff, invited Outside Bodies, and also the outcomes of any available similar considerations by the County, District and other Parish Councils in the BR area”

247.2 The Motion was seconded by Cllr. Mrs. Warr.

247.3 Members were advised that it was intended to amend the Motion but before considering this, the Town Clerk made the following report.

Firstly, with regard to whether this item should be discussed immediately, or stand referred to the appropriate Committee Meeting, Members will be aware that when the Standing Orders were agreed by Council they were in the main based on the NALC model. However, Council added to this model by including at 9a the following:

*If the subject matter of a Motion comes within the province of a Committee of the Council, **it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Town Mayor, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.***

Members did this as they considered such referral was of paramount importance that items should be considered by the relevant committee who could then advise Council. Moreover, it gave the express power of allowing the item to be discussed to the Town Mayor who would allow such discussion only in cases of urgency.

In the absence of the Mayor, if in a few moments the Deputy Mayor deems the matter as urgent and therefore requiring immediate discussion, I would like to make the following comments:

Firstly, the Motion as has been submitted will require Part 1 to be withdrawn as the decision will have already been taken to deem the matter as urgent and therefore the suspension of Standing Orders is unnecessary.

With regard to the content of the Motion, I would make two comments.

With regard to matters relating to staffing and structure, the section 3 of the Council Terms of Reference clearly state that overall staffing and other personnel matters are delegated to the Policy and Resources Committee. Furthermore, section 14 of the Policy and Resources Committee Terms of Reference state that the Committee administers personnel matters on behalf of the Council after receiving recommendation from the Joint Consultative Sub Committee (Staffing). It would therefore be wholly inappropriate for any matters relating to structure or staff to be discussed initially anywhere but at a meeting of the Joint Consultative Sub Committee (Staffing).

Finally, Cllr. Brooks has set a deadline for this to be referred back to Council as 14th September. As Members will know from the report circulated regarding Delegated Decisions, the next Council Meeting is scheduled for Monday 7th September and it is to this meeting that any recommendations from the Task & Finish Group would have to be referred. Furthermore, I have noted that Cllr. Brooks has suggested that any recommendations from the Task & Finish Group should take into account the outcomes of any available similar consideration by the County and District. Having looked into the consideration of this matter by the two higher levels of local authorities, I have noted that the District Council is not holding another meeting of it's COVID Recovery Working Party until 8th September and I have been unable to confirm how any similar discussions are to be handled by the County Council. Members therefore need to be mindful that any discussion may not be informed by the District and Council's own deliberations if scheduled before they have updated their position and we are able to obtain this information.

247.4 As it had been indicated previously that an amendment to the Motion would be tabled, it was **AGREED** that this would be considered and determined before the debate was opened.

247.5 It was subsequently proposed by Cllr. Ms. Sharples and seconded by Cllr. Smith that the following amendments to the Motion be tabled:

- i) Deletion of Part 1 relating to suspension of Standing Orders
- ii) Replacement in Part 2 of "COVID19 Recovery Task and Finish Group" with "special COVID seminar"; and
- iii) Deletion of all words after "recommendations"

Following debate and with the agreement of Cllrs. Brooks and Mrs. Warr as the proposer and seconder of the original Motion, Members **AGREED** to the amendments with the resulting amended Substantive Motion as follows:

The Council: -

Resolves to establish and to agree the membership of a special COVID seminar, composed of all Councillors, to examine the challenges now faced by the Council, to examine all relevant issues such as:

Council Priorities

Budgetary

Structures

Staffing

and that the Group shall report directly to a further Full Council Meeting before 14th September 2020 with recommendations.

247.6 The Chairman invited Cllr. Brooks to speak for his Motion and opened the debate.

Cllr. Brooks explained the reasoning behind his original Motion was that the Council had now been working under the new COVID Regulations for 5 months and no review of the changes to processes and practices had taken place. Cllr. Brooks explained that he had supported the agreed amendment as it was acknowledged that a seminar (facilitated using Zoom) may be more appropriate than a Working Group with resulting recommendations to a meeting of the Council.

Members expressed views for the need of a review to assess how the pandemic had affected the Council's functions and activities and make appropriate plans for the future.

Concern was expressed by some Members about the proposed timetable and deadline for a report to Council, but other Members felt that speed was of the essence due to the time already elapsed.

With regard to the deferral of the matter to the Policy and Resources Committee a Member stated that, whilst respecting that Committee's work, it was felt that this was a matter for the whole Council.

Discussion took place regarding the practicalities of any seminar i.e. who would lead it, what the agenda would be and would there be a report to inform the seminar.

It was suggested that the services of Mr. G. Chambers of EQ Harmony Ltd be engaged to assist with any seminar. However, there was some concern at the resulting cost of this course of action, especially in the early stages of discussion.

A Member suggested an amendment to the Motion so that in the first instance an online survey be undertaken of all Councillors, with Officers collating comments, suggestions and opinions. This summary would then be sent to Members, together with a report from staff, for discussion and this would form the basis for a discussion via Zoom with Mr. Chambers' input. The amendment was seconded but it was ruled that the proposal was not an amendment but rather would negate the Motion and therefore could not proceed (S.O.1f refers).

247.7 Following the full discussion, the Deputy Mayor moved to the vote on the amended Substantive Motion as detailed in Min. 247.5 above, and Members **RESOLVED** by a majority to carry the Motion and furthermore it was **AGREED** to invite Mr. G. Chambers to facilitate this seminar.

248. WRITTEN QUESTIONS FROM COUNCILLORS

The Chairman informed Members that questions for the Mayor had been received from Cllrs. Brooks and Ms. Sharples. However, Cllr. Brooks informed the Council that in view of the previous discussion and decision taken, he would withdraw his question.

The Chairman then invited Cllr. Ms. Sharples to read her question as follows: -

Does the Mayor agree that the online meeting format has proved capable of allowing us to do what we previously did as a council, and therefore the (drastic) or (arguably undemocratic) changes made to our standing orders were largely unnecessary and that we should return immediately to our normal pre-covid procedures?

The Chairman informed Members that as the Mayor was not present, the question from Ms. Sharples would be forwarded to him for a direct response via email and copied to all Councillors.

249. ADJOURNMENT FOR THE MAYOR TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman read, to Members, questions addressed to the Mayor that had been submitted by Mr. J. Cosgrove regarding regeneration in Bognor Regis.

The Chairman informed the Meeting that, as these questions had been addressed to the Mayor, they would be forwarded to him for a direct response via email. However, it was noted that any comment relating to the support of any regeneration proposal must come from the Council as a whole and not an individual Member.

250. TO CONSIDER INTERNAL AUDIT REPORTS 2019 - 2020 (INTERIM AND FINAL UPDATES)

The Town Clerk's report, including the circulated copies of the Internal Audit Reports 2019-2020 (Interim and Final), was **NOTED**.

251. TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The Town Clerk's report was **NOTED**, and the following decisions **RATIFIED**:

- Cancellation of all previously scheduled Meetings July to December 2020
- Replacement Online Meetings until the end of December as follows:
 - Tuesday 16th June 2.30pm P&L Committee
 - Monday 22nd June 6.30pm CE&E Committee
 - Monday 29th June 6.30pm Full Council
 - Monday 6th July 6.30pm P&R Committee
 - Tuesday 7th July 6.30pm P&L Committee
 - Tuesday 28th July 6.30pm P&L Committee

➤ Monday 10 th August	6.30pm	Full Council
➤ Tuesday 18 th August	6.30pm	P&L Committee
➤ Monday 7 th September	6.30pm	Full Council
➤ Tuesday 8 th September	6.30pm	P&L Committee
➤ Monday 14 th September	6.30pm	EP&L Committee
➤ Tuesday 29 th September	6.30pm	P&L Committee
➤ Monday 12 th October	6.30pm	CE&E Committee
➤ Tuesday 20 th October	6.30pm	P&L Committee
➤ Monday 2 nd November	6.30pm	Full Council
➤ Tuesday 10 th November	6.30pm	P&L Committee
➤ Monday 16 th November	2.30pm	P&R Committee (Grant Aid)
➤ Monday 16 th November	6.30pm	EP&L Committee
➤ Monday 30 th November	6.30pm	P&R (Budget)
➤ Tuesday 1 st December	6.30pm	P&L Committee
➤ Monday 7 th December	6.30pm	CE&E Committee
➤ Tuesday 22 nd December	6.30pm	P&L Committee

- A schedule of all meetings (Online until COVID restrictions allow) for 2021 will be considered by Full Council at the September meeting
- Planning around COVID safe working practices for all staff including expenditure for supplies to meet requirements
- Flexible Community Fund Grant to My Sister's House for £350 to assist with increasing the availability of their drop-in service
- A series of virtual activities and entertainment for children in August, via the Facebook page, to be funded by the Funshine Days budget

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

253. Policy and Resources Committee Online Meeting of 6th July 2020

The Chairman of the Committee, Cllr. Stanley, reported.

253.1 Min. 142 - Public Questions

A Member expressed his dissatisfaction that questions submitted by him under this Agenda item were not read out at the Meeting and that furthermore, no response had been received from Cllr. Stanley, and questioned whether there was a time limit within Standing Orders for a response to be received.

Cllr. Stanley advised the Member that he believed that he had responded. The Member subsequently acknowledged this had been received but he felt that it did not give detailed replies to the questions posed and requested that a more detailed response be provided.

253.2 Min. 151 - Recommendation to adopt the Terms of Reference for the Climate Change Topic Team

Members **RESOLVED** to **APPROVE** the recommendation to adopt the Terms of Reference for the Climate Change Topic Team.

254. Community Engagement and Environment Committee Online Meeting of 22nd June 2020

The Chairman of the Committee, Cllr. Smith, reported.

254.1 Min. 98.3 - Recommendation that Cllr. Ms. Sharples be the Appointed Representative to the committee of the 39 Club

Members **RESOLVED** to **APPROVE** the recommendation that Cllr. Ms. Sharples be the Appointed Representative to the committee of the 39 Club.

255. Planning and Licensing Committee Meeting of 10th March, and the Online Meetings of the Planning and Licensing Committee of 6th and 26th May, 16th June, 7th and 28th July 2020

The Chairman of the Committee, Cllr. Goodheart, reported.

256. 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 **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committees, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

257. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN MAY AND JUNE 2020 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JULY NOT YET AVAILABLE)

The Council **RESOLVED** 'to note the payments and transfers made in May and June 2020 and to note the balances, bank reconciliations and financial reports'

258. TO CONSIDER THE CONTINUED SUPPORT AND FUNDING OF THE PARKING DISC SCHEME TOGETHER WITH THE TERMS OF ANY FUTURE PARTNERSHIP ARRANGEMENT

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

A Member questioned whether the requested sum of £21,000 was the same as in previous years and the Town Clerk confirmed that it was. The

Member went on to inform the Council that the previous Administration had challenged the amount requested by ADC and as a result, had successfully saved the Town Council several thousand pounds.

Whilst there was widespread support for the scheme, concern was expressed by some that the Town Council's level of contribution was based on the revenue that was lost to ADC by the use of the free parking scheme and that with demand for parking in the car parks possibly dropping, it would be advisable to have the contribution rate reviewed.

258.1 It was therefore proposed that amendments be tabled to the decision in the report as follows:

To include "up to £21,000" and to add ". . . with negotiations with ADC over the exact amount up to this maximum to take into account any changes in circumstances to the levels of parking".

The amendment having been seconded was voted and **AGREED** with the resulting amended Substantive Motion reading as follows: -

To commit up to £21,000 within the 2021/22 budget as the Town Council's contribution to the 2021 parking disc scheme with negotiations with ADC over the exact amount up to this maximum to take into account any changes in circumstances to the levels of parking.

258.2 It was then proposed, and **AGREED**, to take en bloc both the vote on the amended Motion as noted above and the vote to commit the maximum contribution to the end of this Administration.

258.3 Following debate Members **RESOLVED** to commit up to £21,000 within the 2021/22 budget as the Town Council's contribution to the 2021 parking disc scheme with negotiations with ADC over the exact amount up to this maximum to take into account any changes in circumstances to the levels of parking and that this maximum commitment and review of the contribution level be applicable until the end of this Administration and that as a result make the necessary allowance each year in the Town Council's Budget up to and including that for 2023/24.

259. Members **RESOLVED** to extend the Meeting by 15 minutes in accordance with S.O. 3aa.

260. TO AGREE IF THE 2020 GRANT AID FOR THE KITE FESTIVAL MAY BE EARMARKED FOR PAYMENT IN 2021, IN LINE WITH OTHER RECIPIENTS AS AGREED AT THE ONLINE COUNCIL MEETING HELD ON 8th JUNE - MIN. 227 REFERS

Cllr. Brooks redeclared his Disclosable Pecuniary Interest and stated that he would leave the meeting if there was a discussion

Cllr. Goodheart redeclared his Ordinary Interest due to his involvement with Rox

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

A Member questioned whether, if the 2020 Kite Festival had gone ahead, the organisers would have reapplied to the 2021 Grant Aid for a 2021 Event. The Town Clerk responded that they possibly would have.

Noting Cllr. Brooks' abstention from the vote, Members **RESOLVED** that the organisers of the Bognor Regis Kite Festival could have their Grant Aid 2020 award Earmarked for their 2021 event with the Earmarked funds released after 1st April 2021 upon receipt of written confirmation that the event will be proceeding in 2021 together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time.

261. TO RECEIVE CORRESPONDENCE AND NOTE CIRCULATION BY EMAIL OF LIST UP TO 3rd AUGUST 2020

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

- 262.** As per S.O. 3aa, due to the time elapsed the remaining Agenda items relating to the Picturedrome Site Update (Confidential and Non-Confidential) would be deferred to the next meeting. The Town Clerk reminded Members that they already had the reports for Agenda items 16 and 18 and it was **NOTED** that there were no decisions to be taken, just ratification of actions taken. Furthermore, the Town Clerk advised Members that should they have any queries on the reports, these could be emailed to her for response.

The Meeting closed at 8.50pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 7th SEPTEMBER 2020**

**AGENDA ITEM 7 - TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK
IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

REPORT BY TOWN CLERK

FOR DECISION

As reported previously, since the beginning of the pandemic it has been necessary for decisions to be taken by myself, in liaison with the Mayor, Chairman of the Policy and Resources Committee and Chairman of any other related Committee, in line with the Delegated Authority process.

Since the report made at the Online Town Council Meeting held 10th August 2020 (Min. 251 refers) the subsequent decision has been taken: -

- Addition of Allotments Sub-Committee Meeting on 9th November 2020

DECISION

Members are invited to **RATIFY** the decision, as listed above, taken in liaison with the Mayor and Chairman of the Policy and Resources Committee, in line with the Delegated Authority process.



BOGNOR REGIS TOWN COUNCIL

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

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 18th AUGUST 2020

PRESENT ONLINE: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, J. Erskine, W. Smith, Ms. A Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)

The Meeting opened at 6.31pm

258. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received, prior to the start of the meeting, from Cllr. Mrs. S. Daniells.

259. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

260. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 28th JULY 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 28th July 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 28th July 2020 as an accurate record of the proceedings and the Chairman duly signed them.

261. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

262. TO CONSIDER PLANNING APPLICATIONS ON LISTS 24th AND 31st JULY, AND 7th AUGUST 2020

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

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

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

263. It was **RESOLVED** to vary the order of business to take the additional agenda item next.

264. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Licensing Act 2003

Premises: Bucharest Supermarket, 70 – 72 London Road, Bognor Regis, PO21 1PW

Application Number: 114028

The Committee noted the application received for a Premises Licence to be granted for the retail sale of alcohol from 8am until 11pm Monday to Saturday, and between 10am and 10pm on Sunday

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities that the premises meet all four licensing objectives and continue to do so.

265. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included: -

265.1 NALC - Last week the Ministry of Housing, Communities and Local Government issued three consultations on reform of the planning system: 'Changes to the current planning system', 'Planning for the future - the planning white paper', and 'Transparency and competition: a call for evidence on data on land control'. Members were asked whether they would like these as items on future Planning Agendas and it was agreed to split the consultations across future Agendas, deadlines permitting.

265.2 Notification of a Pavement Licence application in relation to Best Kebab, 18 Queensway, Bognor Regis has been received from Arun District Council. The application is to place 2 bench tables with integrated chairs,

4 seats on each table from midday until 21:00hrs, 7 days a week. As highlighted on the Correspondence List, the Town Council will be notified when applications are received within the area and will have 7 days to comment. As a result of the time constraints, when advised of an application Members will be notified by email and asked to respond to the Committee Clerk within a specified timeframe. Based upon a majority decision to either raise no objection, or an objection with comments agreed, the Town Council's representation will be submitted under the Town Clerk's Delegated Authority. Any such representations submitted to Arun District Council in this way will then be considered for ratification by Members at the next Planning and Licensing Committee Meeting. In respect of the Pavement Licence application for Best Kebab, Members have been asked to respond to the Committee Clerk, via email, by no later than midday on Wednesday 19th August 2020.

- 265.3** West Sussex County Council - Temporary Road Closure: Public Notice that the use of Sadler Street, Bognor Regis, with the junction of West Street is temporarily prohibited from 14/07/2020. The restriction will be in place 24 hours to allow Southern Water to repair a collapsed sewer in the carriageway. It is anticipated that the works will now be completed by 31/08/2020. Emailed to Committee and shared on social media.
- 265.4** Arun District Council - notification that the application to vary a Premises Licence in relation to Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ, has now been withdrawn. As a result, Premises Licence 14715 remains in its current form. Emailed to Committee Members.
- 265.5** Copy of email sent from Felpham Parish Council to West Sussex County Council expressing disappointment that their previous email, in relation to planning application WSCC/036/20, had neither been acknowledged nor responded to. Circulated to Members.
- 265.6** WSCC – Temporary Road Closure: Public Notice that Shripney Road Southbound and Oldlands Way Roundabout will be temporarily closed for a distance of approx. 327 metres. The temporary closure is scheduled to commence on 26th August 2020 for up to 5 days (it is estimated to be completed on 27th August 2020) and is required for carriageway patching works to be carried out on the Eastern half of Oldlands Way Roundabout. The restriction will be in place daytime only from 09:00 until 17:00. Emailed to Committee and shared on social media.

The Meeting closed at 7.28pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 18th AUGUST 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 24th AND 31st JULY, AND 7th AUGUST 2020

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

BR/121/20/HH 4 Sandymount Close Bognor Regis PO22 9EL	Single storey rear extension including demolition of existing conservatory	NO OBJECTION
BR/145/20/PL 5-7 Station Road Bognor Regis PO21 1QB	Change of use from restaurants & cafe (A3 Restaurants & Cafes) to hot food take away (A5 Hot Food Takeaway). This application is in CIL Zone 4 (Zero Rated) as 'other development'	NO OBJECTION
BR/150/20/T 252 Hawthorn Road Bognor Regis PO21 2UP	Crown reduction of 1 No. Oak tree to height 7.2m and spread 6.3m	OBJECTION Having considered all of the available documents in relation to this planning application, Members agreed to support the comments made by the Tree Officer and recommend refusal.
BR/149/20/HH 11 Westingway Bognor Regis PO21 2XU	Extension of existing garage. To be an Oak framed garage with pitched tiled roof including 2 skylight windows. Clad in non-combustible treated wood cladding or composite cladding. Entrance enclosed withing existing garden	NO OBJECTION
BR/159/20/A Tesco Superstore Shripney Road Bognor Regis PO22 9ND	Installation of 1 x internally illuminated LDC screen and 2 x non-illuminated flagpole signs	NO OBJECTION

<p>BR/160/20/HH 212 London Road Bognor Regis PO21 1AX</p>	<p>Single storey rear extension and single storey rear infill extension</p>	<p>NO OBJECTION</p>
<p>BR/170/20/PL 86 Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Cladding of approved replacement external stair. This application is CIL Zone 4 (Zero Rated) as 'other development'</p>	<p>NO OBJECTION</p>
<p>BR/147/20/PL 53 High Street Bognor Regis PO21 1RX</p>	<p>Conversion of first & second floor & rear extension to create 4 No. 1-bed self-contained flats including the demolition of existing rear extension & erection of two storey rear extension. This application may affect the setting of a listed building & may affect the character & appearance of The Steyne, Bognor Regis Conservation Area. This application is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 7th SEPTEMBER 2020**

AGENDA ITEM 11 - TO CONSIDER AND APPROVE A CALENDAR OF MEETINGS FOR JANUARY TO DECEMBER 2021

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall that at the Online Council Meeting held 8th June 2020, it was resolved that the 2021 Calendar of Meetings would be considered and agreed later in the year (Min. 226 refers).

As Members will know, with Meetings now returning to a more normal timetable, it is appropriate to present a proposed timetable for all Council and Committee Meetings through to the end of 2021 (attached as **Appendix 1**).

Members are therefore invited to review and, if acceptable, approve this timetable.

DECISION

Do Members **AGREE** to approve the circulated timetable for Meetings in 2021?

Bognor Regis Town Council CYCLE OF MEETINGS 2021
(All meetings begin at 6.30pm unless otherwise stated)

January 2021

Monday	4 th	January	COUNCIL MEETING (Precept)
Tuesday	12 th	January	Planning and Licensing C'ttee
Monday	18 th	January	Events, Promotion and Leisure C'ttee

February 2021

Monday	1 st	February	Policy and Resources C'ttee
Tuesday	2 nd	February	Planning and Licensing C'ttee
Monday	8 th	February	Community Engagement and Environment C'ttee
Tuesday	23 rd	February	Planning and Licensing C'ttee

March 2021

Monday	8 th	March	COUNCIL MEETING
Monday	15 th	March	ANNUAL TOWN MEETING OF ELECTORS
Tuesday	16 th	March	Planning and Licensing C'ttee
Monday	22 nd	March	Events, Promotion and Leisure C'ttee
Monday	29 th	March	Policy and Resources C'ttee

April 2021

Tuesday	6 th	April	Planning and Licensing C'ttee
Monday	12 th	April	Community Engagement and Environment C'ttee
Tuesday	27 th	April	Planning and Licensing C'ttee

May 2021

Monday	10 th	May	ANNUAL TOWN COUNCIL MEETING
Monday	17 th	May	Events, Promotion and Leisure C'ttee
Tuesday	18 th	May	Planning and Licensing C'ttee

June 2021

Monday	7 th	June	Policy and Resources C'ttee
Monday	7 th	June	SPECIAL COUNCIL MEETING
Tuesday	8 th	June	Planning and Licensing C'ttee
Monday	14 th	June	Community Engagement and Environment C'ttee
Tuesday	15 th	June	Allotments Sub-C'ttee
Tuesday	29 th	June	Planning and Licensing C'ttee

July 2021

Monday	5 th	July	COUNCIL MEETING
Monday	12 th	July	Events, Promotion and Leisure C'ttee
Tuesday	20 th	July	Planning and Licensing C'ttee
Monday	26 th	July	Policy and Resources C'ttee

August 2021

Monday	9 th	August	Community Engagement and Environment C'ttee
Tuesday	10 th	August	Planning and Licensing C'ttee
Tuesday	31 th	August	Planning and Licensing C'ttee

September 2021

Monday	6 th	September	COUNCIL MEETING
Monday	13 th	September	Events, Promotion and Leisure C'ttee
Tuesday	21 st	September	Planning and Licensing C'ttee
Monday	27 th	September	Policy and Resources C'ttee

October 2021

Monday	4 th	October	Community Engagement and Environment C'ttee
Tuesday	12 th	October	Planning and Licensing C'ttee

November 2021

Monday	1 st	November	COUNCIL MEETING
Tuesday	2 nd	November	Planning and Licensing C'ttee
Monday	15 th	November	Events, Promotion and Leisure C'ttee
Tuesday	16 th	November	Allotments Sub-C'ttee
Monday	22 nd	November	Policy and Resources C'ttee
Tuesday	23 rd	November	Planning and Licensing C'ttee
Monday	29 th	November	Policy and Resources C'ttee (Budget)

December 2021

Monday	6 th	December	Community Engagement and Environment C'ttee
Tuesday	7 th	December	Planning and Licensing C'ttee
Tuesday	21 st	December	Planning and Licensing C'ttee

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 7th SEPTEMBER 2020**

**AGENDA ITEM 12 - TO NOTE CHANGE IN POLITICAL AFFILIATION OF
FORMER LABOUR COUNCILLOR**

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members are advised that Cllr. Ms. Sharples has informed me that she has decided to withdraw her affiliation from the Labour Party as a Town Councillor and will therefore serve the remainder of her term as an Independent Councillor.

Cllr. Ms. Sharples will therefore continue to be grouped with the A.N. Others for committee proportionality and as a result there is currently no changes required to the Committee Membership.

TO NOTE

That Cllr. Ms. Sharples will be an Independent Councillor with immediate effect.

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 7th SEPTEMBER 2020**

AGENDA ITEM 13 - TO RECEIVE FURTHER DETAILS OF THE PROPOSED USE OF FUNDING IDENTIFIED IN THE 2020/21 BUDGET AS HIGH STREET INNOVATION FUND (MIN. 164.1 COUNCIL MEETING 6th JANUARY 2020 REFERS) AND TO AGREE WHETHER TO RELEASE THE FUNDS

REPORT BY THE TOWN CLERK

FOR DECISION

Members may recall that at the meeting of the Full Council on 6th January 2020 they were asked to consider a proposal from Arun District Council to support a joint initiative for a High Street Innovation Fund. ADC were seeking to secure financial support from Bognor Regis Town Council and Littlehampton Town Council to the tune of £25k each with a further £10k from Arundel Town Council. This would then be match funded by Arun District Council.

Members agreed to support the initiative in principle but required further detailed information before ratifying the decision or releasing any funds. Members further agreed that if the project proceeds and is supported by the Town Council, the contribution would be funded from the Town Council's Economic Development Fund.

A report from ADC that was circulated as part of the Agenda to Members at the January Meeting and subsequently Noted at the Town Council's Policy and Resources Committee Meeting on the 3rd February 2020 (Min. 130 refers), outlines the following proposals from ADC:

2. PROPOSAL(S):

2.1 Within the findings from the DCN Study Tour, there are a few issues that could be addressed by Arun District Council in the short term to enable town centre growth and sustainability. For example: 2.1.1 Prepare, plan, and agree a town centre plan with Arundel Town Council, Bognor Regis Town Council and Littlehampton Town Council.

*2.1.2 To support the principle of £60k in the 2021 budget toward events in the three town centres (£25k Bognor Regis, £25k - Littlehampton and £10k - Arundel) and request financial support from the respective Town Councils to support new events in the towns in order to support retailers. In Bognor Regis, support could also be requested from the Business Improvement District. Page 28**

2.1.3 To investigate setting up a Business Rate fund for new start-up businesses (in a defined town centre) area to help reduce business costs.

**The proposals have the enthusiastic support of the BID in Bognor, who can also offer project management support for any event and will feed into the regeneration ambitions for both town centres of the Economic Development Team.*

The ADC report also referred to national children's charity called Artswork who:

"is currently working in partnership with Arun District Council to develop and support new project activity locally targeted to transforming the life chances of local children and young people through arts and culture. The presence of the Programme Manager for Arun increased investment in cultural regeneration for our town centres between now and 2021, without overly taxing officer resources."

Some Initial scoping for the project was undertaken but was halted due to the outbreak of the COVID-19 pandemic and the following lockdown. However, following post-lockdown, Artswork have begun to look at ways to kick-start the project and have proposed a small-scale programme of work leading to a much bigger event as COVID-19 restrictions ease.

ADC have given Artswork discretion to utilise £15k from their contribution to fund rounds one and two of the project and hold back £10k for a future larger scale summer celebration event. Artswork will also contribute £5k to rounds one and two and an additional £5k to the proposed future event.

Members are now asked to consider the proposals from Artswork/ADC and decide if they wish to release the funds.

A full proposal from Artswork is appended to this report (**APPENDIX 1**) and summarised below:

Round One:

December 2020 - March 2021 Events to draw people back into the High Street, likely to focus on outdoor work that is not time specific (i.e. not drawing spikes of crowds) with limited direct interaction. Activity will be targeted around 6 priority sites identified by the BID as suitable for street-based arts intervention that can supplement planned visual enhancements for the town centre and amplify the impact of Christmas illuminations and window displays.

The activities will be delivered by local arts, community and youth groups who will be able to apply for grants from the High Street Innovation fund. This is likely to be via a Dragons Den scenario with the Dragons being representatives of all funders. Applicants will be encouraged to identify the preferred site/s for their work.

Round Two:

April 2021 - August 2021: continuing to grow the local cultural infrastructure, encouraging local arts and youth organisations to develop a street-based offer as well acclimatise audiences to the possibilities of pop up events and performances around the centre of Bognor Regis. Projects might include street performance, creative activity stalls, pop up exhibitions, live music, showcases of local young people's work.

Associated Costs

Winter 2020

4 x £500 small visual arts grants plus signage (£500) = £ 2,000

1 x £5000 for a digital commission = £ 5,000

Spring / Summer 2021

Budget for small grant scheme (£500-£3,000) = £ 12,000

1 x £5,000 larger grant for large impact/longer running event = £ 5,000

Promotion = £ 5,000

Event Management = £ 5,000

Contingency = £ 1,000

Total = £35,000

Rounds one and two would operate as a feeder process building towards raised awareness amongst the local and wider community of creative offers and seeing Bognor Regis as a cultural destination.

Future

There is an ambition to work toward a large-scale headline summer event in Bognor Regis, the detail for this is still to be determined. ADC have held back £10k from the original High Street Innovation Fund to contribute to this with additional £5,000 from Artswork and further support sourced from other relevant funding streams.

Members are therefore invited to consider the following:

DECISIONS

Do Members **AGREE** to continue to support and contribute to the collaborative working with ADC and Artswork to innovate events supporting retailers and regenerating high streets?

If so:

Do Members **AGREE** to support the above proposal and release £15,000 from the total of £25,000 that was identified in the 2020/21 Budget to match funding from ADC for rounds one and two of the project, noting that some of the funds will be used for activities in the 2021/22 financial year?

Do Members further **AGREE** to earmark the remaining £10,000 of the initial request to potentially support a future event subject to the consideration of a more detailed proposal when available?



High Street Innovation Programme: Cultural Events in Bognor Regis

THE WHY:

Partnership investment from Arun District Council (£25,000 for Bognor Regis, £25,000 for Littlehampton and £10,000 for Arundel), supported by potential match funding the three Town Councils, has been earmarked to invest in **innovative events supporting retailers and regenerating high streets**.

Children's charity Artswork, currently working locally through the Arun Inspires programme, has match funding of up to £10 000 (Year 1) to contribute to a **cultural strand of this regeneration programme**, commissioning creative events around the high streets that will attract and engage the widest audiences of families and young people, both locally and from further afield. This will be supplemented by staff time to administer and promote a grants scheme.

Over the coming decade, the Centre for Retail Research predicts that successful town centres will have to change to a social, leisure and entertainment focus. The aims of this investment are to support local growth in this way of working by investing in local and regional artistic, community and youth groups to test out new ways of working in Bognor and grow their capacity to animate the High Street as a surprising and innovative destination.

This strand of work meets Artswork's ambitions by improving access for local children and young people to quality culture, and the strategic ambitions of the local authorities by developing innovative approaches to driving footfall and associated spend in the High Street. The programme aims to:

- Encourage development of the local experiential economy
- Support the growth of local creative and community businesses who can lead a vibrant identity for the town; and
- Increase engagement locally from young people and young families, stimulating circular investment, footfall and spend.

The investment will be highly visible and impactful and can work with agility around the ongoing public health restrictions caused by Covid-19.

Outdoor events are the first to be able to resume as public health restrictions are lifted, and creative interventions offer a range of models for drawing people toward the High Street in ways experienced as less risky than indoor events. At the same time, supporting local groups to develop outdoor event experiences is now a critical way to securing their ongoing viability, as events indoors are indefinitely paused and may be subject to restrictions or anxieties going forward. For these reasons, strengthening the local infrastructure for quality outdoor event delivery is a smart investment for high streets in general and most particularly at this time. The emergence from public health restrictions offers a clear opportunity to accelerate use of arts in the public realm to supercharge the redefinition of struggling local high streets and strengthen the local creative economy.

Plans have been developed by Artswork in consultation with officers from Bognor Regis Town Council, Arun District Council Economic Development officers and Chief Executive and the BID in Bognor Regis, with input from Arts Council England and a cohort of local arts and community organisations including the Regis Centre, Blakefest and CREATE Youth Projects.

THE WHAT:

The Investment will operate through 2 Rounds running from November 2020 – August 2021 (NB this timeline has been put back due to the impact of lock down). It will operate through a light-touch grant-making scheme, supporting local and regional creative, community and youth organisations to develop their own responses to the brief of **creative events innovating Bognor Regis High Street**.

Sites will be determined by the list of priority sites for street events developed in 2019 by the BID, which will be included in the application form and applicants invited to identify the preferred site for their work.

Running two rounds allows us to refine the model and invite applications that respond differently to different seasons and potentially different public health restrictions. It will also keep the administration of the scheme and event marketing and management more focussed and support a programme spread over the period.

Round 1 Winter – December 2020 – March 2021:

Events to draw people back into the High Street, likely to focus on outdoor work that is not time specific (ie not drawing spikes of crowds) with limited direct interaction. There is an interest from the BID in visual art interventions, light based and digital pieces that can supplement planned visual enhancements for the town centre and a number of strategically identified sites that could work alongside and amplify the impact of Christmas illuminations and window displays.

4 X £500 grants for local organisations to produce and install new visual art pop-up posters / images / photographs to promote the work of local artists / young people.

1 X £5000 for a digital commission animating the dark afternoons on the High Street

Round 2: April 2021 – August 2021:

A season of work on the High Street, supported by small grants. Projects might include street performance, creative activity stalls, interactive installations, pop up exhibitions, live music, showcases of local young people's work, street / window-based art exhibitions.

Small grant scheme for events costing £500 - £3000 (total budget available £12,000)

1 X larger commission of £5,000 for a high impact / longer running event

TOTAL GRANT-MAKING BUDGET = £24 000

Plus, PROMOTION BUDGET = £5 000 (Marketing plan developed in close collaboration with the BID)

Plus, EVENT MANAGEMENT BUDGET = £5 000 (freelance role to be managed by Artswork)

TOTAL = £34 000 with a £1000 contingency

The proposal is for the project to be funded by combining funds from **Arun District Council (£15 000)**, **Bognor Regis Town Council (£15 000)** and **Artswork (£5000)**, with staffing and administration provided by Artswork and supported by the BID.

The scheme will be advertised locally and regionally through arts and youth networks. Application will be kept light touch and accessible: a simple application form managed by Artswork leading to 2 X Dragons Den afternoons of live pitches to a Panel made up of a representative of each funder with decisions made same day.

Contracting, Marketing and Management will be overseen by Artswork, under close advice from the BID and with a local Events Manager appointed to ensure smooth on-the-day running of events.

Investment priorities will be:

- Quality and impact of creative offer, embedding Arts Council England's Quality Principles for engaging Children and young people and Arts Award where possible.
- Local connections of the group / artist.
- Accessibility to those of all ages and abilities.
- Track record of delivering similar successful events / projects.
- Relevance / involvement of local communities which will include incorporating the work of local young people or community groups; evidence of planning the events with member of the community; platforming local voices.

- Embedding the voice of local residents, in particular children and young people.
- Potential to develop / grow event if successful.

THE FUTURE:

This investment is strategic and aims to develop a network of local organisations as contributors to innovative outdoor events whilst building expectation in the local and visitor community of Bognor Regis as a town with a creative identity. Artsworld and Arun District Council have ongoing plans in Year 2 to invest further in such events and Arun District Council continue to plan toward a large-scale creative summertime event in collaboration with Butlins. In Year 1, they will be retaining £10 000 of the Innovation Fun for a High Street Celebration event that will dovetail with this cultural investment and act as a pilot toward a future large festival.

Arts Council England have recently published their new 10 Year strategy, Let's Create, which focuses explicitly on community-embedded culture available to wide audiences. The investment made in this programme is designed to support Bognor Regis' cultural and community organisations to better position themselves to leverage in future match funding to supplement similar future events. Support for locally based organisations towards successful fundraising going forward is part of the Arun Inspires Business Plan and will maximise the impact of any investment from local authorities.

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 7th SEPTEMBER 2020**

AGENDA ITEM 15 - REGENERATION INCLUDING TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 22nd JULY 2020 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members are asked to note that the link to the Minutes of the most recent meeting of the Bognor Regis Regeneration Board (BRRB) held 22nd July 2020 has been circulated to all Members via email.

Members are also advised that Briefing Notes from the previous meeting held in April, are also available on their website using the following [link](#).

TO NOTE

Circulation to all Members of the link to the Minutes of the July 2020 BRRB Meeting and of Briefing Notes for the April 2020 Meeting.

**BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
7th SEPTEMBER 2020**

AGENDA ITEM 16 - CORRESPONDENCE

FOR INFORMATION

1. SALC Bulletin
2. West Sussex County Council news release: Community flood-action schemes set to be given £260,000 boost
3. News from West Sussex County Council: Coronavirus Survey Results - circulated to Councillors
4. WSCC - Your Town and Parish Council News - August 2020
5. Arun and Chichester Zoom Parish & Town Council Voluntary Sector Network Meeting - 25th Aug 10am
6. West Sussex County Council news release: Save the date for West Sussex Fire & Rescue Service's first ever online fire station open day - circulated online
7. West Sussex County Council news release: Work on Worthing temporary cycleway set to start next week: work on Chichester scheme is progressing well
8. West Sussex County Council: Met Office 3 Heat Health Alert
9. NALC - High street guru to speak at NALC online event series
10. SSALC Training Programme - new courses now available to book
11. Arun District Weekly Bulletin 05/08/2020
12. Sussex Police Launches Police Officer Recruitment Today 05/08/2020
13. West Sussex County Council news release: Smoke alarm warning after house fire
14. VAAC weekly updates
15. ****EXTENDED PERIOD**** Met Office Heat Health Warning Level 3 between Thursday 6th August and Tuesday 11th August
16. Town and Parish Council News Special August 2020: Ash tree disease impacts West Sussex
17. FW: Town and Parish Council News Special August 2020: Ash tree disease impacts West Sussex - What the Parish & Town Council Need to Do
18. Bognor Regis BID - Stagecoach Rewards - Helping The High Street
19. August E-Newsletter Edition of Ournews Is Here circulated to Councillors and on Social Media
20. Town & Parish Briefing - 6 August Issue 19 - circulated to Councillors
21. New SSALC Clerks Forum
22. NALC - Chief Executive's Bulletin
23. Member of the public regarding bins on the foreshore
24. West Sussex County Council news release: Know the risks of cooling off in open water this weekend
25. ADALC Chairman's Notes from WSALC Board Meeting - circulated to Councillors
26. The Office of the Sussex Police and Crime Commissioner - Rural Crime Day of Action - circulated to Councillors
27. Neighbourhood Alert - Please Save Water 08/08/2020 circulated to Councillors
28. Sussex by the Sea Tourism Business update 10.08.20: In this update: AN IMPORTANT MESSAGE from Director of Public Health, West Sussex

29. West Sussex County Council - Appointments to JEAAC & JWAAC
30. Arun District Council - Travellers reported - Kingley Gate
31. West Sussex County Council news release: Archives Service to re-open to the public - circulated to Councillors
32. SALC - Bulletin
33. NALC - Rebuilding Communities - LGA chairman joins NALC online event panel
34. West Sussex County Council news release: £4.7million bid for cycling and walking improvements
35. Groundwork - Skills Support for the Workplace
36. West Sussex County Council news release: Firefighters to undertake challenge to support toddler's cancer battle
37. West Sussex County Council news release: West Sussex Record Office takes flight with the Sir Freddie Laker Archive
38. SSALC Training Programme - new events added
39. West Sussex County Council news release: County Council supports local food charities with surplus food donations - circulated to Councillors
40. West Sussex County Council news release: County Council's Chairman joins VJ Day celebrations
41. West Sussex County Council: Met Office 3 Heat Health Alert - circulated to Councillors
42. Neighbourhood Alert - Heat and Thunderstorm Warnings 12/08/2020 - circulated to Councillors and on social media
43. West Sussex County Council: Met Office Yellow Thunderstorm Warning
44. WSCC - Additional Met Office Yellow Weather Warning - Thunderstorms and Potential Localised Flooding Between Now And Monday 17th August - circulated to Councillors
45. VAAC weekly updates - circulated to Councillors and on social media
46. Arun District Council - Town & Parish Briefing - 13 August Issue 20 - circulated to Councillors
47. Neighbourhood Alert - Weekly Bulletin - 3-9 August 13/08/2020 - circulated to Councillors and on social media
48. NALC - Chief Executive's Bulletin
49. DCK Accounting - revised fee structure
50. DCK Accounting - enquiry re assistance required for budget setting for financial year 2021-22
51. Update on Significant Planned Road Works on the M23 14/08/2020
52. Breakthrough Communications - marketing information on training opportunities in partnership with SALC
53. The Office of the Sussex Police and Crime Commissioner - More Police Officers being recruited to Sussex - circulated to Councillors
54. WSCC - News from West Sussex County Council - 14 August 2020 - circulated to Councillors
55. Modern Gov - Speaking with Impact - Virtual Training opportunity
56. West Sussex County Council news release: Libraries across West Sussex re-open their doors - circulated to Councillors and on Social Media
57. West Sussex County Council news release: Work completes at The Track Bognor Regis - circulated to Councillors
58. VAAC - Upcoming events & training - circulated to Councillors and on Social Media
59. Neighbourhood Alert - Arun District Weekly Bulletin 17/08/2020 - circulated to Councillors and on social media

60. SALC - Communication from Simon Clarke MP - Local Authority Meetings Regulations
61. West Sussex County Council news release: Special Recognition Volunteer Award launched by West Sussex High Sheriff - circulated to Councillors
62. NALC Newsletter - Rebuilding Communities
63. NALC - Job vacancy: Long Ashton Parish Council
64. News from West Sussex County Council - 14 August 2020 - circulated to Councillors
65. SALC - Important Message from Trevor Leggo, CEO SSALC
66. Email from Clerk of Felpham Parish Council with regard to the proposals made by WSALC to commission a review of SSALC
67. West Sussex County Council news release: Cabinet Minister visits tourism venues to hear COVID-19 challenges and highlight Enjoy Summer Safely campaign - circulated to Councillors
68. West Sussex County Council news release: Work on Crawley's temporary cycleway set to start next week
69. JWAAC CIF Decisions - circulated to Council representative
70. Arun and Chichester Zoom Parish & Town Council Voluntary Sector Network Meeting - 25th Aug 10am
71. Arun and Chichester CAB - Fuel Vouchers: only 5 weeks remaining
72. Arun District Council - Travellers may be heading from East Grinstead to Littlehampton/Arun - circulated to Councillors
73. FAO Glenna Frost - Introducing Council HR and Governance Support
74. VAAC - weekly updates - circulated to Councillors and on Social Media
75. Modern.Gov - Effective Briefings and Submissions at Bognor Regis Town Council - Virtual Training
76. Travellers Update - Travellers at Water Lane, Wick, Littlehampton - circulated to Councillors
77. West Sussex County Council news release: Free bike 'health' checks available to mark completion of Chichester cycleway
78. Sussex by the Sea update 20.08.20: In this update: Final chance to apply for Discretionary Business Grant plus the launch of the South Downs Small Grant Scheme
79. St Wilfrid's Hospice eNews August 2020
80. Town & Parish Briefing - 20 August Issue 21 - circulated to Councillors
81. NALC - Chief Executives Bulletin
82. SALC - LGA Remote Meetings Survey
83. Arun and Chichester Citizens Advice Bureau - reopening very soon for face to face interviews and help
84. MC2020/13752 - Department for Digital, Culture, Media and Sport - Response Letter to Mayor ref local radio station
85. The Office of the Sussex Police and Crime Commissioner - Funding for children's charities - circulated to Councillors
86. Neighbourhood Alert - Reporting To Sussex Police 21/08/2020 - circulated to Councillors and on Social Media
87. News from West Sussex County Council - 21 August 2020 - circulated to Councillors
88. West Sussex County Council news release: Tuesday's Dr Bike event in Chichester postponed due to weather warnings
89. News from West Sussex County Council (COVID 19 Update) - 21 August 2020 - circulated to Councillors

90. SALC - 89. News from West Sussex County Council (COVID 19 Update) - 21 August 2020
91. VAAC - Trustee Forum - Analysing and Managing Risk Webinar - circulated to Councillors
92. Ordnance Survey update
93. Local Councils Update - Issue 243 September 2020
94. Confide Counselling - Annual Report 2019-2020
95. NALC announce events to help communities go green
96. Public Sector Network Newsletter - August 2020
97. Arun District Council - Updated Information Bognor Town Council - Funfair
98. Voluntary Action Arun & Chichester Annual General Meeting (AGM)
99. Clerk, and on behalf of, Felpham Parish Council - various email correspondence to and from WSALC re WSALC
100. Parish Online Newsletter
101. Reduced access to OS Orders, Download, PMCL & Pay-OS
102. Letter and email from West Sussex ALC
103. Clerk, and on behalf of, Felpham Parish Council Re: Letter from West Sussex ALC
104. Email from a member of the public regarding the mowing of the Bowling Green in Waterloo Square
105. Email for Attn Glenna Frost, Town Clerk re: Bathing Machine
106. Further correspondence from Clerk of Felpham Parish Council and WSALC
107. SSALC - Accessible websites
108. Town Clerk Littlehampton Town Council re West Sussex ALC
109. Arun District Council - Town & Parish Briefing - 26 August Issue 22 - circulated to Councillors
110. Clerk of Felpham Parish Council copy of Freedom of Information Request re WSALC
111. VAAC Weekly Updates - circulated to Councillors and on Social Media
112. Stakeholder update from SGN
113. The Sussex Snowdrop Trust needs your help.... fundraiser
114. SSALC Training Programme for September - New Topics Added
115. Last Call and FAQs about Discretionary Business Grants - Final Deadline Friday 28.08.20
116. SALC - West Sussex Clerks Forum - further date added - plus second email correction of date
117. Arun District Council - Interim Monitoring Officer Arrangements
118. WSCC - Cabinet - change of date from 26th January 2021 to 27th January 2021 10.30am
119. West Sussex Fire and Rescue Service - New Deputy Chief Fire Officer appointed - circulated to Councillors
120. NALC - Chief Executives Bulletin
121. West Sussex County Council news release: Plea to Blue Badge holders: renew your parking permits as soon as possible - circulated to Councillors and on social media
122. The Office of the Sussex Police and Crime Commissioner - Relaunch of Equine Rangers - circulated to Councillors
123. Clerks and Councils Direct - September 2020 Issue 131
124. News from West Sussex County Council - 28 August 2020 - circulated to Councillors
125. Travellers Update - Water Lane, Wick Travellers - circulated To Councillors

- 126.** Funding Focus - September 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on social media
- 127.** FW: News from West Sussex County Council COVID19 - 28 August 2020 - circulated to Councillors
- 128.** Arun Weekly Bulletin 01/09/2020
- 129.** Invitation: SSALC Chairs Networking Online Forum

BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020 - DEFERRED
FROM LAST MEETING SO UPDATED FOR 7th SEPTEMBER 2020

AGENDA ITEM 17 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: -

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No.4 for July/August 2020 has been received, which is available for Members to view if required.

Cinema Theatre Association - owing to the coronavirus pandemic, the members' Annual General Meeting scheduled for 16th May had to be cancelled. Therefore, in lieu of a physical meeting, the Officers' Reports have been received. The minutes of the last year's AGM have also been provided.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2020 was previously copied to Councillors for information under separate cover.

Town Force Works - weekly checks of 1b Linden Road continue to be carried out by Town Force in line with the insurance policy. This is funded by BPCL.

Buildings Insurance - under the buildings insurance, certain additional Policy-level Clauses are applicable. One of these is a Flat Roof Condition clause which requires any flat felted roof, or part thereof to be inspected at least once every two years by a qualified builder or property surveyor and any defects identified repaired immediately. This Policy also requires that any guttering is checked for blockages or defects by a competent person at six-monthly intervals and any remedial action required is to be implemented immediately, with a record of all inspections made retained by the Insured.

Whilst enquiries are being made to identify a suitable builder or surveyor to carry out the inspection of any flat felted roof at the site, Town Force have carried out an inspection of the gutters at the property and a report on their condition is awaited. Whilst undertaking these works, the Town Force team have also taken photographs of any of the flat roof areas that they could access so that any immediate problems could be identified in the interim period. These works will be funded by BPCL. Having concluded these works, no areas of concern have been identified by the Town Force team as requiring attention at this time.