



# **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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 8<sup>th</sup> MARCH 2021**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett (exc. Min. 370), K. Batley, J. Brooks, A. Cunard (from Min. 354), Mrs. S. Daniells, J. Erskine, S. Goodheart, H. Jones, 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)  
PCSO C. Marsden (Sussex Police) - part of meeting  
2 members of the public attended via Zoom (at start of meeting)  
12 members of the public viewing via Facebook (at start of meeting)

***The Meeting opened at 6.30pm***

### **348. 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. Members were reminded 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 until such point that Members resolve to go into Confidential Business whereby the streaming will be terminated, and public will be temporarily excluded and removed from the meeting, by the Meeting Host, in accordance with the Town Council's Standing Orders.

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.

Before receiving any apologies for absence, the Chairman advised Members that Mrs. Erskine had informed the Town Clerk that she was resigning from her position of Town Councillor for Pevensey Ward with immediate effect and as a result she would not be attending any more meetings.

Apologies for absence were received from Cllr. Mrs. Staniforth who was unwell.

No apologies had been received from Cllr. Cunard.

### **349. 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.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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 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 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 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.

***Cllr. Barrett declared a Disclosable Pecuniary Interest in Agenda item 15 as the matter to be discussed concerned him***

***Cllr. Brooks declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter***

***Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter and also a Disclosable Pecuniary Interest in Agenda items 23 and 24, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when Agenda items 23 and 24 were discussed***

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 9 as a Member and Chairman of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter and also Agenda item 18 as a Member of ADC's Cabinet and stated that he would leave the meeting should there be any debate and would not take part in any vote for item 18***

***Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 9 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee which had already debated the matter***

**350. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 4<sup>th</sup> JANUARY 2021**

The Minutes of the Online Meeting of Bognor Regis Town Council held on 4<sup>th</sup> January 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

**351. TO RECEIVE A REPORT FROM SUSSEX POLICE ON LOCAL POLICING**

The Chairman welcomed PCSO Chris Marsden who addressed the Meeting to give a verbal report on local Policing matters. A written report had also been received, which would be circulated to Members.

***Meeting adjourned 6.39pm***

Members received an update on anti-social behaviour caused by an identified group of youths and the Meeting was informed that there had been recent arrests and the matter was being dealt with robustly. Furthermore, the Police continued to work with the Business Wardens especially around the area of the Fitzleet Car Park to deal with problems.

PCSO Marsden also referred to an increase in the number of Bulgarians and Romanians visiting the Town and that translators were being sought to assist in communication.

Finally, a report on the ongoing issues in Hotham Park was made.

Following a brief discussion by Members on the matters raised, with questions posed to PCSO Marsden, the Chairman thanked him for attending the meeting.

***Meeting reconvened 6.49pm***

***PCSO Marsden left the Meeting***

**352. 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 but unfortunately neither had responded.

**353. WRITTEN QUESTIONS FROM COUNCILLORS**

The Mayor invited Cllr. Goodheart to read his question submitted through his involvement with ParkVision:

*"Points of information regarding the Green Map project:*

*ParkVision are working with [www.bognor.today](http://www.bognor.today) Using their website to host our page (under the community tab) which has information about ParkVision, The Green Map & the Bognor Regis ideas map.*

*The Green Map is an interactive map which can be used by anyone, wishing to find or show locations where tree planting, wild flowering, wilding & green projects are being planned, underway or completed, throughout the district.*

*ParkVision are working alongside ADC parks & green spaces, we have plans to use this map throughout the District.*

- Will the Mayor support a request from ParkVision to promote it's Green Map project throughout the 5 wards of Bognor Regis?*
- Will the Mayor support a link to Parkvision on the BRTC website?*
- Will the mayor support ParkVision & it's Green Map project as the project is introduced to all the parishes within the ADC District?*
- Would the Mayor like to take up ParkVision's offer of a Zoom Green Map Test Drive, along with any Members & staff members you would like to invite, to experience how user friendly it is & what a useful tool the map can be.*

*ParkVision look forward to hearing back hopefully with your support".*

The Mayor thanked Cllr. Goodheart for his question but stated that in view of the length of the Agenda and the number of points raised, on this occasion he would respond in writing, after the meeting, and copy the response to all Councillors.

***Cllr. Cunard joined the Meeting***

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

The Mayor advised Members that no correspondence or recorded messages had been received from members of the public before the stipulated deadline and that he would therefore move to the next Agenda item.

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

**356. Policy and Resources Committee Online Meeting of 19<sup>th</sup> January 2021**

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

**356.1** A Member requested a change to the wording of the Minutes at Min. 212 as he felt that they did not accurately reflect the item regarding the Place Branding. The Town Clerk informed Members that it was not for Council to amend the Minutes of another Committee and any changes would need to be addressed at the next Policy and Resources Committee Meeting.

**356.2** A Member requested updates on several matters referred to in the Minutes and was advised that any reports would be made at the next Committee Meeting.

**356.3 Min. 202.2 - Recommendation to approve the Audit Plan for 2021 to 2022**

Members **RESOLVED** to approve the Audit Plan for 2021 to 2022.

**356.4 Min. 205 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment & Review of Risks for 2020 to 2021**

Members **RESOLVED** to approve the Overall Summary and Action Plan of the Annual Assessment & Review of Risks for 2020 to 2021. The Action Plan would now be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

**357. Community Engagement and Environment Committee Online Meeting of 8<sup>th</sup> February 2021**

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

The Chairman took several questions from Members seeking updates on matters such as the wreaths and the youth worker, and the Chairman asked for any queries to be sent to him via email to be followed up with the Committee Clerk.

***Cllr. Cunard declared an Ordinary Interest as he purchases wreaths through his business from the Royal British Legion***

**357.1 Min. 144 - Recommendation not to support the Rampion 2 project**

Members discussed the proposal and an amendment to the recommendation to include "...at this time" was **AGREED**.

**357.2** To clarify the Town Clerk confirmed the recommendation now being considered was "Not to support the Rampion 2 project at this time".

A Member called for a Recorded vote.

**For "not supporting project"**

**Against "not supporting project"**

Cllr. Barrett

Cllr. Batley

Cllr. Cunard

Cllr. Jones

Cllr. Brooks

Cllr. Goodheart

Cllr. Mrs. Daniells

Cllr. Stanley

Cllr. Erskine

Cllr. Mrs. Warr

Cllr. Ms. Sharples

Cllr. Woodall

Cllr. Miss. Needs

Cllr. Smith

Members subsequently **RESOLVED** not to support the Rampion 2 project at this time.

**358. Planning and Licensing Committee Online Meetings of 12<sup>th</sup> January, 2<sup>nd</sup> and 23<sup>rd</sup> February 2021**

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

**359. Events, Promotion and Leisure Committee Online Meeting of the 18<sup>th</sup> January 2021**

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

**360. CONSIDERATION OF THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING CORE VALUES AS REFERRED FROM THE ONLINE MEETING OF THE POLICY AND RESOURCES COMMITTEE OF 19<sup>th</sup> JANUARY 2021 - MIN. 212.4 REFERS**

The report from the Projects Officer was **NOTED**. It was further **NOTED** that an email had been received from the Bognor Regis BID on this matter, which had been circulated to all Members prior to the meeting.

**360.1** The Town Mayor advised that two amendments to the proposal to adopt and implement the Core Values had been received prior to the meeting as follows: -

**360.2 Amendment proposed by Cllr. Brooks - seconded by Cllr. Ms. Sharples**

*Agenda Item 20 be deferred back to The Events, Promotion & Leisure Committee to consider all the information and implications of adopting Place Branding Core Values and make recommendations and allow time for more discussion on the matter by all stakeholders.*

It should be noted that the amendment referred to Agenda item 9 rather than 20.

**360.3 Amendment by way of an addition as proposed by Cllr. Stanley - seconded by Cllr. Woodall**

*BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:*

- \* Feedback (both positive and negative);*
- \* Examples of Place Branding in action (from BRRB and other Stakeholders);*
- \* and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

**360.4** Members discussed the matter at length, with concern raised about the reduced impact of the initiative if ADC and/or WSCC do not support the proposals.

It was noted that the matter had been discussed at ADC's Bognor Regis Regeneration Sub-Committee the previous week and the Sub-Committee had taken the decision not to recommend the adoption of the Core Values to Full Council.

**360.5** Cllr. Cunard proposed the following amendment: -

**Amendment by way of an addition to Cllr. Stanley's amendment as proposed by Cllr. Cunard - seconded by Cllr. Mrs. Daniells**

*That any adoption and implementation of the Core Values by the Town Council be subject to the adoption by ADC.*

**360.6** It was subsequently reported that as the Sub-Committee had not made a recommendation to Full Council to support the matter, the adoption and the implementation of the Core Values would not be considered again by ADC's Full Council and therefore could not be supported by the District Council. Several dual-hatted Councillors expressed their surprise at this development.

**360.7** Following further debate Cllr. Brooks supported by Cllr. Ms. Sharples as the seconder **AGREED** to withdraw their Amendment.

**360.8** The amendment proposed by Cllr. Cunard and seconded by Cllr. Mrs. Daniells was therefore put to the vote.

*That any adoption and implementation of the Core Values by the Town Council be subject to the adoption by ADC.*

Following the vote and on the Mayor's casting vote, Members **RESOLVED** to **REJECT** this amendment.

**360.9** The amendment proposed by Cllr. Stanley and seconded by Cllr. Woodall was then put to the vote.

*BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:*

- \* Feedback (both positive and negative);*
- \* Examples of Place Branding in action (from BRRB and other Stakeholders);*
- \* and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

Following the vote, Members **RESOLVED** that the additional wording be added to the proposal.

**360.10** Members then proceeded to vote on the final agreed proposal:

*That the Town Council adopt and implement the Place Branding Core Values, with BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:*

- \* Feedback (both positive and negative);*
- \* Examples of Place Branding in action (from BRRB and other Stakeholders);*
- \* and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)*

Following the vote, Members **RESOLVED** to **AGREE** to the final proposal as detailed above.



**361. TO CONSIDER THE COLLATED RESPONSES TO THE 20 QUESTIONS FOR COUNCILS, AND POSSIBLE IMPLEMENTATION, FOLLOWING RECOMMENDATION FROM THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE OF 8<sup>th</sup> FEBRUARY 2021 - MIN. 146 REFERS**

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

Following the discussion, Members unanimously **AGREED** that the matter should be referred back to the Climate Change Topic Team to be reconsidered and refocussed.

**362. 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 Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

**363. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2020 AND JANUARY 2021 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION (FEBRUARY NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in December 2020 and January 2021 and to note the balances, bank reconciliations and financial reports and outturn and approval of the contents and their publication'.

**364.** It was **RESOLVED** to vary the order of business and take the Additional Agenda item next S.O. 10(a)(vi).

**365. TO RATIFY POSTPONEMENT OF THE ANNUAL TOWN MEETING OF ELECTORS ON 15<sup>th</sup> MARCH 2021 AND AGREE A RESCHEDULED DATE**

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

Following debate, Members unanimously **AGREED** a revised date for the Annual Town Meeting of Electors of Thursday 8<sup>th</sup> April if suitable for Rt. Hon. Nick Gibb MP and if not suitable, an alternative date to be agreed under delegated authority.

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

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

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

**367. TO CONSIDER ALTERNATIVE DATE FOR THE SCHEDULED EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING TO BE HELD ON 22<sup>nd</sup> MARCH**

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

**367.1** Members suggested that a Policy be put in place to agree the criteria for changes to the published meeting dates and that also consideration be given to appointing reserves to the Committees.

***Cllr. Stanley declared an Ordinary Interest***

**367.2** Following a brief discussion, Members unanimously **AGREED** that the meeting of the Events, Promotion and Leisure Committee scheduled for 22<sup>nd</sup> March, be rearranged for Tuesday 23<sup>rd</sup> or Wednesday 24<sup>th</sup> March following liaison with the Committee Chairman.

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

**369. TO CONSIDER ALTERNATIVE DATE FOR THE SCHEDULED ANNUAL TOWN COUNCIL MEETING TO BE HELD ON 10<sup>th</sup> MAY 2021**

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

Following a brief discussion, Members unanimously **AGREED** that should legislation not come forward to enable the continuance of remote meetings passed the current deadline of 7<sup>th</sup> May, the Annual Town Council Meeting should be held on Tuesday 4<sup>th</sup> May 2021.

***Cllr. Barrett restated his Disclosable Pecuniary Interest and left the Meeting***

**370. TO REAFFIRM THE NOMINATION OF CLLR. BARRETT AS DEPUTY MAYOR 2021 TO 2022 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2021, AS AGREED AT THE FULL COUNCIL MEETING HELD 8<sup>th</sup> JUNE 2020 - MIN. 226 REFERS**

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

Following discussion, Members unanimously **RESOLVED** to **RECOMMEND** that Cllr. Barrett be appointed as Deputy Mayor for 2021/2022.

***Cllr. Barrett returned to the Meeting***

**371. TO RECEIVE AN UPDATE ON WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS**

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

Before opening the debate, the Chairman updated Members that it had now been confirmed that the proposed service agreement with Hampshire Association of Local Councils was not proceeding and Hampshire had been advised of this.

Cllr. Mrs. Daniells, as one of the Town Council appointed representatives to WSALC, updated Members on the recent meetings she had attended including the WSALC AGM on 25<sup>th</sup> February.

It was **NOTED** that new Members of the Board to WSALC were being appointed by various District Associations and the new Board would be working to provide a support package to the Parishes.

**371.1** Following a full debate, it was subsequently unanimously **AGREED** that the Town Council's Membership of WSALC (and therefore NALC) should continue and the subscription for the year 2021/22 should be paid when appropriate.

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

**373. TO RECEIVE AN UPDATE ON WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (CONTINUED)**

Members proceeded to discuss the possibility of the dissolution of the WSALC Ltd company in favour of the previous "Association" model, as referred to in the circulated report. Following the debate it was unanimously **AGREED** that should the matter come before a meeting of WSALC, the Town Council's appointed representatives be instructed to vote in favour of the dissolution of the company in favour of an "Association" model.

Members extended their thanks to Cllr. Mrs. Daniells and staff members involved for their extensive work on this matter.

- 374.** Members **RESOLVED** to adjourn the meeting in accordance with S.O. 10(a)(xvii) and **AGREED** that the remaining Agenda items (nos 17 to 25) should be deferred to an additional Council Meeting to be held on 15<sup>th</sup> March 2021.

***The Meeting closed at 8.53pm***