



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 5th JULY 2021

PRESENT:

Cllrs: J. Barrett, J. Brooks, A. Cunard (until Min. 59), Mrs. S. Daniells (until Min. 59), J. Erskine (from Min. 43), S. Reynolds (until Min. 59), W. Smith, M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
No members of the public

The Meeting opened at 6.30pm

35. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

In the absence of the Mayor, the Deputy Mayor Cllr. Barrett chaired the meeting and welcomed all those present before reading the Council's opening statement.

As the Deputy Mayor was to act as Chair for the meeting, Members **AGREED** that Cllr. Mrs. Warr should act as Vice-Chairman for this meeting.

The Town Clerk gave apologies for Cllr. Batley who was working, Cllr. Goodheart who was on annual leave, Cllr. Jones due to another commitment, Cllr. Miss. Needs owing to COVID restrictions, Cllr. Ms. Sharples due to family commitments, and Cllr. Mrs. Staniforth who had another meeting.

No apologies had been received from Cllr. Erskine.

The Chairman informed Members that as it was 'NHS, Social Care and Frontline Workers' Day', to mark the 73rd anniversary of the creation of the NHS at 8pm there would be "Clapping for our Heroes" together with the ringing of Church Bells. The Chairman stated that he hoped that, if possible, the meeting could conclude before 8pm to allow those who wished to take part, to do so with their families at home. However, if the meeting did not conclude before 8pm, there would be a brief adjournment so that those who wished to, could take part in the national clap.

36. 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.

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. Brooks declared an Ordinary Interest in Agenda item 22 as a non-charging supplier to the tenant of the Picturedrome Cinema

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 22, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 22 was discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 22, 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 item 22 was discussed

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 22, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 22 was discussed

Cllr. Stanley declared an Ordinary Interest in Agenda item 17 as he was the interim Vice-Chairman of the Bognor Regis Regeneration Board and also a Member of the Levelling Up Working Group

37. TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING (IF AVAILABLE)

Before moving to any adjournment, the Town Clerk informed Members that an offer has been made - via a third party - for Insp. Carter of Sussex Police to address Members, and the public, specifically on policing in the Town Centre.

This offer had come about following concerns raised by a business owner in the Town Centre and a rise in incidents in the BID area. The business owner had approached the BID asking for a meeting of all BID area business owners at which Insp. Carter can address these concerns, but this did not progress.

The business owner therefore approached the Town Council to arrange such a meeting. However, any such meeting would have to be facilitated by the BID as the Town Council would not have access to contact details to ensure all businesses in the BID were made aware of the meeting.

The only alternative would therefore be for Insp. Carter to speak at a Council Meeting with a wider address to the general public rather than just the business owners.

Bearing in mind that the Town Council regularly receives the reports from the local Policing Team (if Officers are available) on local matters, Members were invited to consider if Insp. Carter specifically should be invited to attend a future Council Meeting to speak about Town Centre issues.

Following a brief discussion, it was **AGREED** that it would not be necessary to invite Insp. Carter to a meeting as it was felt that this should be the responsibility of the BID and it would take Insp. Carter away from operational duties, at a time when policing is stretched and has greater priorities.

Unfortunately, it had not been possible for a representative from Sussex Police to attend the meeting and, therefore, no adjournment was necessary.

38. TO APPROVE THE MINUTES OF THE ONLINE ANNUAL TOWN COUNCIL MEETING HELD ON 4th MAY 2021 AND SPECIAL COUNCIL MEETING HELD ON 28th JUNE 2021

The Minutes of the Online Annual Town Council Meeting held on 4th May 2021 and Special Council Meeting held on 28th June 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

39. REPORTS FROM WSCC COUNTY AND ADC DISTRICT 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.

A Member advised the Meeting that Cllr. Oppler had informed her that he would do his best to attend but he had other commitments.

40. WRITTEN QUESTIONS FROM COUNCILLORS

The Chairman invited Cllr. Stanley to read the question he had submitted in accordance with the requirements. However, Cllr. Stanley advised that, due to the length of the Agenda, he would withdraw his question to Cllr. Mrs. Staniforth and would instead circulate the question, and the response received, via email to all Councillors.

41. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Deputy Mayor advised Members that no correspondence had been received from members of the public prior to the meeting and with no public present, no adjournment was necessary.

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

The Town Clerk's report was **NOTED**, and Members **GRANTED APPROVAL** of the written dispensation request received by the Town Clerk for Cllr. Reynolds.

Without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business.

This is to take effect immediately and to cover the period of Cllr. Reynolds current term of office, which will cease in May 2023.

Cllr. Erskine joined the Meeting

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

44. Policy and Resources Committee Meeting of 28th June 2021

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

44.1 A Member expressed dissatisfaction with the recommended Terms of Reference and felt that these needed tightening up for the Policy and Resources Committee as, in his opinion, there was some duplication with the Terms of Reference for the Events, Promotion and Leisure Committee. Another Member was concerned that the comments being made, and live streamed, suggested that the Town Council was not operating properly, or were doing things incorrectly, and this was categorically not the case. The Chairman of the Policy and Resources Committee reminded Members that the Committee were given the opportunity to review and amend the Terms of Reference at the meeting the previous month, but no recommendations or comments had been received.

44.2 Min. 8.3 - Recommendation to adopt the Terms of Reference for both the Policy and Resources Committee and the Joint Consultative Sub-Committee (Staffing)

Members **RESOLVED** to adopt the Terms of Reference for both the Policy and Resources Committee and the Joint Consultative Sub-Committee (Staffing).

44.3 Min. 14.2 - Recommendation that one of Cllrs. Cunard, Goodheart or Stanley be appointed as the representative of the Policy and Resources Committee to the Town Centre Task Force Strategy Group

Following a vote, Members **RESOLVED** to **AGREE** that Cllr. Stanley be appointed as the representative of the Policy and Resources Committee to the Town Centre Task Force Strategy Group.

45. Community Engagement and Environment Committee Meeting of 30th June 2021

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

45.1 A Member made the following comments on the Minutes as circulated: -

- A "Focus Group" is terminology usually associated with the consideration of opinions and ideas in relation to marketing and therefore questioned whether the Group's title was appropriate.
- With regard to ParkVision, whilst it is noted that this is a worthwhile project in which existing Councillors are already involved, concern was expressed about the increasing of the Bognor Regis in Bloom budget to enable funding of ParkVision. The Member questioned why ParkVision could not apply for Grant Aid as all other community

groups are required to do and also, what could ParkVision deliver with the funding that could not be delivered by the In Bloom Working Group.

- With regard to the live streaming and increase in the number of Climate Emergency Focus Group sessions, the Chairman of the Committee was asked if any consideration had been given to the increase in staffing resource that would be required to deliver these elements. The Member also queried why the existing Community Forums, the recent session of which had no members of the public in attendance, could not incorporate members of the public wishing to engage on Climate Emergency matters.

The Chairman of the Community Engagement and Environment Committee advised Members that he would respond to the question via email, copied to all Councillors, but did highlight that in relation to the Climate Emergency Focus Group one of the recommendations was to appoint more members which would give a greater idea of the future.

45.2 Min. 5.1 - Recommendation of the appointment of the Co-Opted Members to the Bognor Regis in Bloom Working Group

Members **RESOLVED** to **AGREE** that Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mrs. G. Edom, Mr. R. Earl, Mr. E. Fane and a representative for Arun District Council be appointed to the Bognor Regis in Bloom Working Group.

45.3 Min. 5.2 - Recommendation of appointments to the Beach and Sea Access Topic Team

Members **RESOLVED** to **AGREE** the appointment of Cllrs. Barrett, Brooks and Mrs. J. Warr to the Beach and Sea Access Topic Team.

45.4 Min. 5.3 - Recommendation for an appointment to the Youth Provision Steering Group

Members **RESOLVED** to **AGREE** that the Chairman of the Community Engagement and Environment Committee be appointed to the Youth Provision Steering Group.

45.5 Min. 5.4 - Recommendation for appointments to the Climate Emergency Focus Group

Members **RESOLVED** to **AGREE** to appoint Cllrs. Barrett, Brooks and Mrs. J. Warr to the Climate Emergency Focus Group.

45.6 Min. 13 - Recommendation to formally commit in principle to supporting a built ramp for Bognor Regis

Concern was expressed about the use of the words "built ramp" in the recommendation and that other means of access to the beach and sea should be considered. Also, the importance of consultation with all users of the beach was noted. Following a lengthy discussion, the recommendation as presented from the Committee was **REJECTED** and it was **AGREED** that the matter should be referred back to the Community Engagement and Environment Committee with consideration

of "built ramp" being replaced by "beach access" in the wording of the recommendation.

Cllr. Cunard temporarily left the Meeting during the discussion but was present for the vote

45.7 Min. 18 - Recommendation for appointment to the Community Public Liaison Group meetings in relation to the Rampion 2 Project

Members **RESOLVED** to **AGREE** that Cllr. Barrett be appointed as the BRTC representative to participate in the Community Public Liaison Group meetings in relation to the Rampion 2 Project.

46. Online Meeting of the Events, Promotion and Leisure Committee of 29th April 2021

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

47. 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'.

48. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS, FINANCIAL REPORTS AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION (JUNE NOT YET AVAILABLE)

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

49. DECLARATIONS OF ACCEPTANCE OF OFFICE INCLUDING: TO NOTE COMPLETION OF THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR - MIN 3 REFERS; TO NOTE COMPLETION OF THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR - MIN 5 REFERS; REPORT BY THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. STEPHEN REYNOLDS, ELECTED AT THE BY-ELECTION ON 6th MAY 2021

The Town Clerk's report, including confirmation of the following was **NOTED**: -

- 49.1** The Statutory Declaration of Acceptance of Office had been signed by the Town Mayor and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.
- 49.2** The Non-Statutory Declaration of Acceptance of Office had been signed by the Deputy Town Mayor and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.
- 49.3** The Declaration of Acceptance of Office had been signed by Cllr. Stephen Reynolds following his election to the Town Council at the By-election on 6th May 2021, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

50. TO RECONSIDER THE COMMITTEE MEMBERSHIPS FOLLOWING THE BY-ELECTION HELD 6th MAY 2021 AND THE CHANGE IN POLITICAL AFFILIATION OF CLLR. MRS. STANIFORTH

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

50.1 Policy and Resources Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Mrs. Warr as a Liberal Democrats Group Member, Cllr. Reynolds would take a seat on this Committee using the single Conservative Group allocation.

50.2 Community Engagement and Environment Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Batley as a Liberal Democrats Group Member, Cllr. Mrs. Staniforth would take a seat on this Committee using the single Conservative Group allocation.

50.3 Planning and Licensing Committee

Members unanimously **AGREED** that Cllr. Mrs. Staniforth would take a seat on this Committee using the single Conservative Group allocation.

It was noted that one Liberal Democrats Group vacancy would remain on this Committee.

50.4 Events, Promotion and Leisure Committee

Members unanimously **AGREED** that following the withdrawal from this Committee of Cllr. Mrs. Staniforth as she was no longer a Liberal Democrats Group Member, Cllr. Reynolds would take a seat on this Committee using the single Conservative Group allocation.

51. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES VACANCIES - MIN. 11.5 REFERS

The Town Clerk's report was **NOTED** and following a brief discussion it was **AGREED** that Cllr. Brooks would replace Cllr. Stanley as the representative to the Bognor Regis Heritage Partnership Board.

Members also **NOTED** that there were two remaining vacancies for "Reserves" on the Board.

52. DELEGATED DECISIONS INCLUDING: PLANNING AND LICENSING, CHANGES TO MEETING DATES AND TO RATIFY EXPENDITURE FOR MEETING VENUE HIRE

The Town Clerk's report including the verbal update was **NOTED** and following a brief discussion Members unanimously **RATIFIED** the following: -

52.1 Planning and Licensing Committee

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 18th May, 8th and 29th June were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 23rd April and 18th June, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

52.2 Changes to Meeting Dates

Following the expiration of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on 7th May 2021 and the removal of the ability to hold remote meetings, whilst it has not been necessary to cancel any Meeting of the Town Council or it's Committee (except for the Planning and Licensing Committee as referred to under Min. 52.1), it has been necessary to change the dates and venue for:

- Events, Promotion and Leisure Committee - scheduled for 17th May 2021, brought forward to 29th April;
- Policy and Resources Committee - scheduled for 7th June 2021, postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus);
- Special Full Council - scheduled for 7th June 2021 postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus);
- Community Engagement and Environment Committee - scheduled for 15th June 2021 postponed and rescheduled for 30th June with venue changed to the Regis Centre/Theatre;
- Events, Promotion and Leisure Committee - scheduled for 12th July 2021 postponed and rescheduled for 19th July with alternative

venue to be reserved in case ADC continue to prohibit access to the Council Chamber.

It was noted that it was possible that further meetings would have to be moved to alternative venues, depending on ADC's decisions regarding the opening of the Town Hall, and any such expenditure will be ratified at a future meeting.

52.3 To ratify expenditure for Meeting venue hire

It was noted that due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council use of the Chamber for Council Meetings, and to ensure that the cancellation of meetings was restricted to just the Planning and Licensing Committee, it had been necessary to hire alternative venues as follows: -

Policy and Resources

/Special Council on 28 th June 2021	£190
Full Council on 5 th July 2021	£150
Community Engagement and Environment on 30 th June	£45

A Member expressed frustration the Town Council was being forced to incur these additional costs due to the refusal of the District Council to open the Town Hall and Council Chamber, the use of which the Town Council has by way of it's Licence for the use of the offices. It was subsequently **AGREED** that when raised at the next BRTC/ADC Liaison Meeting, the District Council should be informed that the costs of alternative venue hire should be taken from the next rental payment due.

53. **NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. M. STANLEY - TO CONSIDER SUPPORTING A LOWERING OF THE LEGAL VOTING AGE**

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

The Chairman invited Cllr. Stanley to present his Motion as follows:

"This Council supports the principle of 16yr olds being given the opportunity to vote, and agrees to write to the relevant minster and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr olds being given the opportunity to vote at the 2023 local elections."

The Motion was seconded by Cllr. Woodall and in accordance with S.O. 9a, was referred without discussion to the next Policy and Resources Committee Meeting.

54. REGENERATION INCLUDING: TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 28th APRIL 2021 (IF AVAILABLE); TO RATIFY DECISION REGARDING LEVELLING UP FUND BID

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

54.1 Bognor Regis Regeneration Board

Members **NOTED** the circulation of the link to the Minutes from the Bognor Regis Regeneration Board Meeting held on 28th April 2021.

54.2 Levelling Up Fund bid by Arun District Council

Following discussion Members **RATIFIED** the decision (taken via email due to the deadline for response) to support the bid by the District Council to the Government's Levelling Up Fund, **NOTING** that emails of support were received from 9 of the 16 Town Councillors, namely Cllrs: Barrett, Batley, Cunard, Mrs. Daniells, Erskine, Jones, Reynolds, Mrs. Staniforth and Stanley.

55. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

56. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

57. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that no reports had been received from the representatives to other organisations. Members were reminded that should they attend meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

57.1 Cllr. Mrs. Daniells apologised for not submitting her report prior to the meeting but she had attended a Twinning Association meeting and could report that whilst the planned trip to Weil am Rhein would probably not now go ahead, a coffee morning later in the month and a Boule tournament in August were planned.

58. TO RECEIVE CORRESPONDENCE

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

Cllrs. Cunard, Mrs. Daniells and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting

59. PICTUREDROME SITE UPDATE

The previously circulated Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.

It was **NOTED** that an element of this item would need to be discussed under Confidential Business.

The Meeting was adjourned from 7.59pm to 8.02pm to enable Members to take part in the "Clap for Our Heroes"

60. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) - (CONTRACTUAL)

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, social media streaming also terminated (S.O. 3.d) - Agenda item 22 (contractual).

61. PICTUREDROME SITE UPDATE - CONFIDENTIAL

61.1 The previously circulated confidential Director's Report was **NOTED**, and the granting of Landlord's Consents for the identified works to the cinema, 1a Linden Road and 1b Linden Road were **APPROVED**.

The Meeting closed at 8.12pm