



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 6th SEPTEMBER 2021

PRESENT:

Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 89),
J. Erskine, S. Reynolds (until Min. 89), W. Smith, Mrs. J. Warr and
P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Cllr. F. Oppler (ADC and WSCC) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
5 members of the public (part of meeting)
Lt Gary Edgington, Bognor Regis Sea Cadets (part of meeting)
2 Mayor's Cadets (part of meeting)

Prior to opening the Meeting, and in the absence of the Mayor, the Deputy Mayor, Cllr. J. Barrett, welcomed Able Cadet Amy Wales, from the Bognor Regis Sea Cadets, who was being appointed as Mayor's Cadet for 2021/2022 and presented her with a badge and certificate as she begins the role

Ordinary Cadet, Luca Tanner from the Bognor Regis Sea Cadets, was also presented with a certificate in recognition of his services as the outgoing Mayor's Cadet by the Deputy Mayor, Cllr. Barrett who thanked him for his assistance during his appointment to the role

The Meeting opened at 6.30pm

62. 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 Cllrs. Mrs. Daniells and Goodheart who were on annual leave, Cllr. Miss. Needs owing to COVID restrictions, Cllr. Mrs. Staniforth due to a family matter and Cllr. Stanley due to COVID restrictions.

No apologies had been received from Cllr. Jones.

63. 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 24 as a non-charging supplier to the tenant of the Picturedrome Cinema and stated that he would not be leaving the Meeting when Agenda item 24 was discussed

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 24, 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 24 was discussed

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 24, 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 24 was discussed

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

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

65. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 5th JULY 2021

The Minutes of the Council Meeting held on 5th July 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

66. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

Cllr. Oppler reported that whilst the last 12 months had seen a reduction in the number of larger, strategic issues, there had been a marked increase in and variety of casework. It was reported that from a County perspective there was disquiet regarding the closure of the Children & Family Centres including the one located in Victoria Drive, which he felt was a fantastic resource for the Town. With regard to ADC activities, The Councillor stated it was pleasing to see that the improvements at Place St. Maur were due to start in October and it was hoped that these would transform the area.

Questions were raised for Cllr. Oppler by Town Council Members including parking in the vicinity of the traffic lights in Hawthorn Road and problems arising from both ADC and WSCC refusing to accept electronic signatures. Cllr. Oppler stated he had just recently chased County regarding the Hawthorn Road issues and would look into the matter regarding signatures.

Cllr. Greenway then introduced himself as the Member elected at the recent County Council Elections in May 2021 to represent the Bersted Ward which includes part of the Town Council's Pevensey Ward. Cllr. Greenway referred to two current consultations on the bus improvements and also the draft WSCC Transport Plan. Cllr. Greenway also stated that he was keen to work with the Town Council on litter picking events.

The Deputy Clerk suggested that the In Bloom Committee Clerk contact him to discuss this area as she is involved with the organisation of the Beach Clean.

A Town Councillor commented that it was good to see County Councillors in attendance as the Local Committee of JWAAC was no longer in existence.

67. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions received from Councillors.

68. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.48pm

Members of the public spoke about: -

- the issues regarding ongoing antisocial behaviour, with the Council urged to reconsider its decision not to invite Inspector Carter to attend a Town Council Meeting;
- the lack of local policing with a request for a letter to the Police & Crime Commissioner, Katy Bourne, asking where all the promised new Police Officers are;
- the exterior of the Picturedrome Cinema asking that the Town Council as owner of the building speak to the Tenant regarding the state of the building;
- concern that Bognor Regis is used as a training ground for PCSOs before they are moved onto Littlehampton;
- that other Local Authorities move their "problem" tenants to Bognor Regis for housing in Belmont Lodge when there are local people in desperate need;
- drug issues increasing due to people being moved into the Town from outside of the area.

Meetings reconvened 7.00pm

A Councillor responded on the issue of the Police and asked why Officers rarely attended Town Council meetings. The Town Clerk reported that their attendance was dependent on operational duties, but it was agreed that the question should be posed via WSALC Ltd for their next meeting with the Chief Constable.

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

There were no written dispensation requests received from Town Councillors.

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

71. Policy and Resources Committee Meeting of 2nd August 2021

In the absence of the Chairman of the Committee, Cllr. Stanley, the Vice-Chairman, Cllr. Erskine reported.

71.1 A Member referred to the Clerk's report on the Fishermen's Huts (Min. 34.3 refers) and suggested that the showers could be reconnected to the water supply in the huts. In the absence of the Chairman, Cllr. Erskine stated that he would look into this matter.

71.2 Min. 35 - Recommendation to adopt the Terms of Reference for both the Events, Promotion and Leisure Committee; Allotments Sub-Committee; Community Engagement and Environment Committee; Bognor Regis in Bloom Working Group; Beach & Sea Access Topic Team; Youth Provision Steering Group; and Climate Emergency Focus Group

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Committees, Sub-Committees, Working Groups and Topic Teams as detailed.

Cllr. Smith left the Meeting

71.3 Min. 38 - Recommendation to adopt the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5

Members **RESOLVED** to adopt the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5.

Cllr. Smith rejoined the Meeting

72. Community Engagement and Environment Committee Meeting of 9th August 2021

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

72.1 A Member referred to Mins. 24.2 and 24.3 and asked whether there had been any response to the letters to ADC. Cllr. Smith responded that any replies would be noted and considered at the next Committee meeting.

72.2 The Chairman asked Members to bring forward suggestions for Community projects that the Committee could get involved in as many of their existing projects and initiatives were nearing conclusion.

72.3 Min. 28 - Recommendation of the additional appointments of Mr. P. Dillon and Mr. D. Meagher as co-opted members of the Bognor Regis in Bloom Working Group for the Municipal Year
Members unanimously **RESOLVED** to **AGREE** the appointments.

72.4 Min. 31 - Recommendation to formally commit in principle to supporting beach access for Bognor Regis, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational
Members unanimously **RESOLVED** to **AGREE** to formally commit in principle to supporting beach access for Bognor Regis, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational.

73. Planning and Licensing Committee Meeting of 31st August 2021

The Chairman of the Committee, Cllr. Mrs. Warr, reported. There were no recommendations.

74. Events, Promotion and Leisure Committee Meeting of 19th July 2021

The Chairman of the Committee, Cllr. Batley, reported. There were no recommendations.

74.1 A Member referred to the Beacon and advised that in his capacity of Chairman of ADC he had recently attended a Beacon lighting at Littlehampton, in association with an RBL commemoration that included the lighting of other Beacons along the south coast and was dissatisfied that the Bognor Regis Beacon had not been included in the event. The Member also expressed concern at continued delays in testing the Beacon. The Deputy Clerk informed Members that, as had been reported to the Committee previously, the Beacon had been tested some time ago and worked well but Members had been unable to attend due to COVID restrictions and therefore when resourcing allows, another test will be carried out which Members may attend. With regard to the RBL event the Deputy Clerk informed Members that the Town Council had not been invited to take part and this presumably was because there was no active RBL Branch in the Town. The Member responded to this to state that the Town Council should not wait to be invited to these types of events.

75. 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'.

76. TO CONSIDER A FURTHER DATE FOR A COVID SEMINAR

The Town Clerk's report, including the Appended Notes of the previous seminar, was **NOTED**.

Following a brief debate, Members **AGREED** that a further seminar should be held online and that the Clerk should proceed to make the necessary arrangements.

77. DELEGATED DECISIONS INCLUDING:

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

77.1 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 20th July and 10th August were cancelled. Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 25th June and 30th July, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

77.2 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, it had been necessary to cancel or change the dates and/or venue for:

- Allotments Sub-Committee - scheduled for 15th June 2021, cancelled;
- Events, Promotion and Leisure Committee - scheduled for 12th July 2021, postponed and rescheduled for 19th July with venue changed to the Chichester University (Bognor Regis Campus);
- Policy and Resources Committee - rescheduled to 2nd August 2021 (previously agreed at Committee Meeting 28th June 2021 – Min. 18 refers) with venue changed to the Chichester University (Bognor Regis Campus);

- Community Engagement and Environment Committee - scheduled for 9th August 2021 with venue changed to the Chichester University (Bognor Regis Campus);
- Planning and Licensing Committee - scheduled for 31st August 2021 with venue changed to Studio 1, The Regis Centre, Belmont Street, Bognor Regis;
- Full Council - scheduled for 6th September 2021 with venue changed to Jeneses Community Centre, Linden Road, Bognor Regis.

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.

77.3 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 kept to a minimum, it had been necessary to hire alternative venues for the following Committee Meetings: -

Events, Promotion and Leisure - 19 th July 2021	£150
Policy and Resources - 2 nd August 2021	£150
Community Engagement and Environment - 9 th August 2021	£50
Planning and Licensing - 31 st August 2021	£36
Council - 6 th September 2021	£75

78. TO CONSIDER FUTURE MEETING VENUES

The Town Clerk's report, including the circulated Risk Assessment, was **NOTED**.

A Member commented that the Jeneses Centre had a great deal of potential as a meeting venue due to the number of people it could accommodate. Another Member suggested that the Bognor Club be considered also.

Following the discussion, it was unanimously **AGREED** that the Town Clerk should continue to liaise with ADC to meet their requirements to enable at least Committee Meetings to be held in the Council Chamber at the Town Hall from the beginning of October with alternative venues sourced for Council Meetings if required.

79. COUNCILLOR VACANCY INCLUDING:

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

79.1 To note the resignation of Cllr. Ms. Sharples

Members **NOTED** the resignation, with several Councillors expressing their disappointment that Cllr. Ms. Sharples would no longer be serving on the Council.

79.2 To note the proposed By-Election date of 14th October 2021

The proposed date for the By-Election was **NOTED**.

79.3 To ratify the decision to issue polling cards for the By-Election and the associated expenditure

The decision taken via email due to time constraints, to issue the polling cards and the associated expenditure was **RATIFIED**.

79.4 To appoint a new Vice-Chairman to the Community Engagement and Environment Committee

Members unanimously **AGREED** to appoint Cllr. Cunard as the Vice-Chairman of the Community Engagement and Environment Committee.

80. TO NOTE THE CHANGE OF DATES FOR THE NOVEMBER POLICY AND RESOURCES COMMITTEE AND THE BUDGET POLICY AND RESOURCES COMMITTEE MEETING

The Town Clerk's report, including notification that the Policy and Resources Committee Budget Meeting will be held on 22nd November 2021 with the normal Committee Meeting rescheduled for 29th November 2021, was **NOTED**.

A Member stated that he would like an opportunity to review the Corporate Strategy prior to discussing the Budget.

81. NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. M. STANLEY - SUPPORT TO EXPLORE A PEDESTRIANISED OR SHARED SPACE AREA FOR THE JUNCTIONS IN AND AROUND THE BOGNOR REGIS GATEWAY LOCATION

During the discussion Cllr. Cunard declared an Ordinary Interest as the tenant of the Picturedrome Cinema which was sited on the junction

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

The Chairman stated that, as had been noted earlier, Cllr. Stanley could not attend the Meeting and therefore as he was not there to present his Motion, Cllr. Stanley had advised that if there was a seconder, he would be happy for it to be deferred to the next Council Meeting, in line with the Officer Recommendation.

Cllr. Erskine subsequently seconded the Motion and therefore the matter would stand referred, without discussion, to the next Full Council meeting and Members further **AGREED** that Officers be instructed to

undertake further investigations, including fact finding on previous proposals for the gateway area, with a report back to the next Meeting.

82. TO CONSIDER APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. MISS. C. NEEDS DUE TO COVID-19 IMPLICATIONS

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

Members expressed their frustration that COVID restrictions were continuing to negatively impact on Cllr. Miss. Needs wish to be fully involved in Council Meetings and it was therefore suggested that the Town Clerk should liaise with Cllr. Miss. Needs to see if discussions may take place with the manager at the home to see if there were any further measures that could be taken to enable Cllr. Miss. Needs to take part at meetings in person.

Members subsequently unanimously **RESOLVED** that:

- i) exemption be given pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 for Councillor Miss. C. Needs to be absent from meetings of the Council;
- ii) this authorisation and exemption shall apply to Councillor Miss. C. Needs until 31st January 2022; and
- iii) if Councillor Miss. C. Needs has been unable to attend a meeting by 4th January 2022, a further report will be placed before the Council for consideration at that meeting.

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

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

84. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD ANNUAL GENERAL MEETING HELD ON 21st JULY 2021 (IF AVAILABLE)

Members **NOTED** the previous circulation of the link to the Minutes from the Bognor Regis Regeneration Board Annual General Meeting held on 21st July 2021.

85. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

86. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

87. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations, and had been emailed to all Councillors. Members were reminded that should they attend virtual or in-person meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

87.1 Cllr. Batley - Bognor & Bersted United Charities and Bognor Regis Seafront Lights, no meetings attended.

87.2 Cllr. Erskine - Bognor Regis Regeneration Board Annual General Meeting attended on 21st July 2021.

87.3 Cllr. Woodall - Armed Forces Day and Bognor Shopmobility, no meetings attended. Southdowns Folk Festival meeting on 31st August 2021 as substitute for the appointed representative, Cllr. Mrs. Daniells.

87.4 A Member suggested that the reporting form be altered to enable simpler reporting should they not be invited and therefore not attend meetings.

88. TO RECEIVE CORRESPONDENCE

88.1 The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated and the Town Clerk highlighted ADC's submission to the Parliamentary Boundary Review (item 4 on the circulation list).

88.2 A Member referred to item 94 on the circulated list regarding the BID's "Splash of Vintage" and enquired whether the Town Council's Event Officer had been involved or the Town Council had been consulted about it. The Deputy Clerk informed the Meeting that, as this was a BID initiative, the Event's Officer was not involved and specific liaison regarding matters such as this would not be expected other than through the usual channels such as BRTC Officer attendance at the BID Meetings. The Member responded that this showed a lack of partnership working especially when things such as this come out of the blue.

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

Before leaving the Meeting Cllr. Cunard stated (in his capacity as tenant of the Picturedrome Cinema) he would reply via the Clerk to the member of the public who had raised concerns about the visual state of the building

89. PICTUREDROME SITE UPDATE

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

89.1 The previously circulated Director's Report was **NOTED**, with the actions taken, and expenditure relating to the repair to the north elevation of the octagonal tower, **RATIFIED**.

89.2 Members discussed the two proposed alternatives for disabled access to the building and after consideration it was unanimously **AGREED** that Option 2, namely access via a new entrance where this is currently the window to the kiosk, should be explored further and that the Town Clerk be given delegated authority to investigate this preferred option to its conclusion with the tenant.

89.3 Members proceeded to discuss the potential for partnership working, as referred to by the cinema's Group Operations Manager at the recent Members' briefing as detailed in the report and it was **AGREED** that this matter should be placed on the next Agenda for further consideration.

89.4 To Note receipt of the £9,000 Management Fee from the Bognor Pier Company Ltd.

Receipt of the £9,000 Management fee from the Bognor Pier Company Ltd (First Quarter payment 2021) was **NOTED**.

90. 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, (S.O. 3.d) - Agenda item 24 (contractual).

91. PICTUREDROME SITE UPDATE - CONFIDENTIAL

The previously circulated confidential Director's Report was **NOTED**, with the actions taken, and expenditure relating to the final legal costs for surrender of the Lease for 1a Linden Road and completion of the new Lease for 1a and 1b Linden Road, **RATIFIED**.

The Meeting closed at 8.13pm