



# **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 MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 1<sup>st</sup> NOVEMBER 2021**

### **PRESENT:**

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, Mrs. S. Daniells (until Min. 121), J. Erskine, S. Reynolds (until Min. 121), M. Stanley, Mrs. J. Warr, B. Waterhouse and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Mrs. L. Hollies (Clerical Assistant)  
Able Cadet Amy Wales, Mayor's Cadet (part of meeting)  
Revd Tim Crook (St Mary Magdalene) (part of meeting)  
1 member of the public (part of meeting)

***Prior to the Meeting, Revd Tim Crook, of St Mary Magdalene, led prayers***

***The Meeting opened at 6.42pm***

### **92. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE**

The Town Mayor welcomed all those present and dismissed the Mayor's Cadet. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Town Clerk gave apologies for Cllr. Batley due to work commitments, Cllr. Cunard who was unwell, Cllrs. Miss. Needs and Smith owing to Covid restrictions, and Cllr. Mrs. Staniforth due to a family matter.

No apologies had been received from Cllr. Jones.

### **93. DECLARATIONS OF INTEREST**

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

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

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

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

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

The 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 19 as he attended meetings of the West End Shops and Traders Group***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 26 and 28, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when these items were discussed***

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 15 owing to his personal association with The 39 Club***

***Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 26 and 28, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when these items were discussed***

**94. 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.

**95. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 6<sup>th</sup> SEPTEMBER 2021**

The Minutes of the Council Meeting held on 6<sup>th</sup> September 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

**96. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS**

Apologies had been received from County Councillor Ashvin Patel, who was unable to attend the meeting, but the Town Clerk gave a verbal update on his behalf.

Cllr. Patel reported that teenagers and their parents are being urged to book online for Covid vaccinations. Rogue Traders in the County had been fined after conning local residents out of tens of thousands of pounds for household repairs. WSCC have webinars, available online, to make residents aware of scams like these. Following a trial period, the Bognor Regis Recycling Centre, on Shripney Road, will now permanently be appointment only. The County's Education Department had provided free school meals during Half Term.

Members were invited to send any questions to Cllr. Patel, and he would do his best to get them answered.

There were no reports from ADC Councillors.

**97. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no written questions received from Councillors.

**98. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions from members of the public.

**99. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS**

The Town Clerk's report advising that Cllr. Robert Waterhouse has confirmed that he does not wish to be in receipt of the Basic Parish Allowance, therefore, no further action is required was **NOTED**.

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

**101. Policy and Resources Committee Meeting of 27<sup>th</sup> September 2021**

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

**101.1 Min. 61 - Recommendation to adopt the Terms of Reference for the Planning and Licensing Committee**

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Planning and Licensing Committee.

**101.2 Min. 66 - Recommendation to adopt the updated documents, including: - Constitution; Business Continuity Plan; Complaints Procedure Policy; Customer Care Policy; Equality Policy; Facebook Policy; ICT Website Policy; Procurement Policy; Social Media Policy; Volunteers Policy; and Training Policy (new)**

Members **RESOLVED** to adopt the various updated policies as detailed above.

Cllr. Brooks requested that his abstention from the vote be noted.

**102. Community Engagement and Environment Committee Meeting of 4<sup>th</sup> October 2021**

**102.1** Neither the Chairman, Cllr. Smith, or the Vice-Chairman, Cllr. Cunard were present at the meeting. Therefore, Cllr. Brooks, who had been present at meeting of 4<sup>th</sup> October, reported as a Member of the Committee. There were no recommendations to Council.

**102.2 Min. 37.1 Recycling of Poppy Wreaths**

It was reported that the recycled wreaths were now available for purchase with a suggested donation that would be passed on to the Royal British Legion of £10.00. Members were asked to promote their availability. Appreciation was extended to Sarah Boote-Cook for undertaking this initiative.

**102.3 Min. 37.3 Climate Emergency Focus Group**

In answer to a query regarding whether a date had been arranged yet for the next meeting, the Clerk advised that owing to staff resources scheduled meetings needed to take priority and a meeting would be arranged as soon as resources allowed.

**102.4 Min 41.7 Bognor Regis in Bloom additional budget for tree planting as part of the Queen's Platinum Jubilee**

A Member queried whether there would be any further information from the In Bloom Working Group on this initiative prior to the Policy and Resources Budget Meeting. It was noted that a meeting of the Group was to be held within the next couple of weeks so further information may be available then.

**103. Planning and Licensing Committee Meeting of 21<sup>st</sup> September 2021**

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

**103.2** The Chairman commented that attendance at meetings when they are held at 4.00pm was difficult for some Members and she requested that this be referred to the next Full Council meeting for consideration of the time reverting to a 6.30pm start.

**104. Events, Promotion and Leisure Committee Meeting of 13<sup>th</sup> September, and Extraordinary Meetings of 14<sup>th</sup> October including a verbal update from the meeting of 1<sup>st</sup> November 2021**

**104.1** In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Brooks reported in relation to the Meeting of 13<sup>th</sup> September and the Extraordinary Meeting of 14<sup>th</sup> October.

**104.2** With both the Chairman and Vice-Chairman absent from the Extraordinary Meeting of 1<sup>st</sup> November, Cllr. Reynolds, who had chaired the meeting, gave a verbal report. Members were informed that it had been agreed to give £3,000 to the Bognor Regis Carnival Committee for a Christmas Lights Switch-On event this year.

There were no recommendations to Council.

**105. 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'.

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

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

**107. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2021 ACCOUNTS AND CONSIDER ANY ACTION**

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

Members unanimously **RESOLVED**:

To **NOTE** receipt of the External Auditor's Certificate and Report;  
To **NOTE** that on the basis of the External Auditor's review of Sections 1 and 2 of the Annual Governance Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**108. DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. ROBERT WATERHOUSE, ELECTED AT THE BY-ELECTION ON 14<sup>th</sup> OCTOBER 2021**

**108.1** The Town Mayor welcomed Cllr. Waterhouse, as a newly elected Member, and wished him luck in his role with Bognor Regis Town Council.

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

The Declaration of Acceptance of Office had been signed by Cllr. Robert Waterhouse following his election to the Town Council at the By-election on 14<sup>th</sup> October 2021, and this had been received and duly signed by the Town Clerk as Proper Officer of the Council.

**108.3** Cllr. Waterhouse had also confirmed that he does not wish to be a signatory on the Bognor Regis Town Council, and The Bognor Pier Company Limited, Bank Accounts at this time.

**109. TO RECONSIDER THE COMMITTEE MEMBERSHIPS FOLLOWING THE BY-ELECTION HELD 14<sup>th</sup> OCTOBER 2021**

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

**109.1 Policy and Resources Committee**

Members **AGREED** that following the withdrawal from this Committee of Cllr. Smith as an A.N. Other Member, Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

**109.2 Community Engagement and Environment Committee**

Members **AGREED** that Cllr. Stanley would take a seat on this Committee using the Liberal Democrats Group allocation.

**109.3 Planning and Licensing Committee**

Members **AGREED** that Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

It was noted that there was already one Liberal Democrats Group vacancy on this Committee, and it was **AGREED** that this would remain. This would be referred to the next Full Council Meeting in view of the number of Councillors absent this evening.

**109.4 Events, Promotion and Leisure Committee**

Members **AGREED** that following the withdrawal from this Committee of Cllr. Smith as an A.N. Other Member, Cllr. Waterhouse would take a seat on this Committee using the Liberal Democrats Group allocation.

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

The Town Clerk's report was **NOTED** and following a brief discussion the following appointments were **AGREED** for the remainder of the 2021/22 Municipal Year: -

- Parish Liaison Meetings - Cllr. Mrs. Daniells
- The 39 Club - Cllr. Reynolds
- Sussex Police Focus Group (Arun) - Cllr. Stanley

**111. DELEGATED DECISIONS INCLUDING:**

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

**111.1 Planning and Licensing Committee**

Unfortunately, due to circumstances beyond the Council's control, the Planning and Licensing Committee Meeting scheduled to be held on 12<sup>th</sup> October had to be cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion in relation to Planning Applications on the Lists dated 17<sup>th</sup>, 24<sup>th</sup> September and 1<sup>st</sup> October 2021, Pavement Licence applications, a Premises Licence Application and ADC's Draft Street Trading and Markets Policy Consultation as detailed on the report and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority.

The decisions taken under Delegated Authority will therefore be ratified at the next Planning and Licensing Committee Meeting to be held on 2<sup>nd</sup> November 2021.

**111.2 To ratify expenditure for meeting venue hire**

Due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council to use the Chamber for Council Meetings until approval was given by them for this to resume from the beginning of October, it had been necessary to hire alternative venues and incur the following expenditure (all plus VAT): -

Bognor Regis In Bloom - 31 <sup>st</sup> August 2021	£19.50
Events, Promotion and Leisure - 13 <sup>th</sup> September 2021	£72.00
Planning and Licensing - 21 <sup>st</sup> September 2021	£48.00
Policy and Resources - 27 <sup>th</sup> September 2021	£72.00

Members **RESOLVED** to **RATIFY** the above expenditure.

**111.3** The Clerk confirmed that reimbursement of all expenditure incurred for alternative venue hire whilst the Council Chamber had been unavailable, was being sought from Arun District Council. A decision on their agreement to this was awaited.

**112. TO NOTE THE CHANGE IN DATE OF ALLOTMENTS SUB-COMMITTEE MEETINGS FOR 2022 AS A RESULT OF AN ADMINISTRATIVE ERROR - MIN. 13.2 REFERS**

Members **AGREED** to **NOTE** that the dates of the Allotments Sub-Committee Meetings for 2022 have been changed to Monday 20<sup>th</sup> June and Monday 31<sup>st</sup> October, as detailed in the Town Clerk's report and reflected on the updated Calendar of Meetings for 2021/22, attached to the Minutes as **Appendix 1**.

**113. TO CONSIDER THE MOTION FROM CLLR. M. STANLEY, AS DEFERRED FROM THE COUNCIL MEETING HELD 6<sup>th</sup> SEPTEMBER 2021 (MIN. 81 REFERS), IN RELATION TO THE BOGNOR REGIS GATEWAY LOCATION (PICTUREDROME/TRAIN STATION AND REYNOLDS BUILDING AREA)**

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

Members spoke in support of Cllr. Stanley's Motion, to explore a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location, with mention made of the benefits of pedestrianisation to both the economy and climate change. There was a feeling that the Arun Growth Deal document would be a great vehicle for a project such as this and that it was important for the Town Council to act now to ensure its inclusion when the document is refreshed.

Following discussion about ways in which Members could produce an outline of the proposal, it was suggested this should be actioned through the Planning and Licensing Committee, as Highways comes under the Committee's Terms of Reference.

Members, therefore, **RESOLVED** to **AGREE** to **SUPPORT** Cllr. Stanley's Motion and instructed that it be included on the Agenda for the Planning and Licensing Committee Meeting to be held 23<sup>rd</sup> November 2021.

It was further **AGREED** that non-Committee Members would email the Civic & Office Manager, with their input for the proposal outline, by no later than 5pm on Monday 15<sup>th</sup> November 2021.

Following the meeting to be held 23<sup>rd</sup> November, a letter would be sent to both Arun District Council and West Sussex County Council, outlining the Town Council's proposal for a pedestrianised or shared-space area for the junctions in and around the Bognor Regis gateway location, asking for support and that the project be included when the Arun Growth Deal document is refreshed.



**114. UPDATE AND CONSIDERATION OF ANY FURTHER ACTION IN RELATION TO THE WEST END SHOPS AND TRADERS - MIN. 73.1 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 27<sup>th</sup> SEPTEMBER REFERS**

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

Members considered the approach made by the West End Shops and Traders (WEST) group for funding from the Town Council of £5,000 for Christmas trees along Aldwick Road.

Whilst the Town Council had been able to support the WEST group last year with this amount, it was unable to do so this year. However, it was proposed to offer match funding, of an amount up to £2,500, for example, although any funding from the Town Council would result in an overspend of the Grant Aid 2021-22 Budget.

Members unanimously **RESOLVED** to **AGREE** to offer the WEST group match funding of up to £2,500, for Christmas trees along Aldwick Road, and further **AGREED** an overspend of the Grant Aid 2021-22 Budget.

**115. TO CONSIDER INVITING SUSSEX POLICE & CRIME COMMISSIONER, MRS KATY BOURNE, TO ADDRESS MEMBERS AT A FUTURE MEETING**

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

Members were encouraged to hear that the Sussex Police and Crime Commissioner, Mrs Katy Bourne, was agreeable to meeting with the Town Council and regarded it as an opportunity to ask questions about issues affecting local people such as County Lines drug trafficking, Cuckooing, and High Street crime.

Ideas were exchanged in relation to the type, and format, of the meeting and it was stressed how important Councillor attendance at the meeting would be, with a list of questions prepared in advance to which Mrs. Bourne might then be able to provide a direct response.

Members **RESOLVED** to **AGREE** that an Extraordinary Full Council Meeting be held, to include attendance of a small number of members of the public, Covid measures permitting. It was further **AGREED** that Councillors would email the Town Clerk with questions for the Sussex Police and Crime Commissioner, whilst Officers would contact Mrs. Bourne's PA to arrange a mutually convenient date.

**116. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 6<sup>th</sup> OCTOBER 2021 (IF AVAILABLE)**

The Minutes from the last meeting on 6<sup>th</sup> October 2021 had not yet been released. However, as soon as these become available a link to the Bognor Regis Regeneration Board website will be circulated to Members and it will be noted at the next meeting.

**117. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

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

**118. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

The report on the Town Crier's activities was **NOTED**. Attention was drawn to the Town Crier's attendance at the Hastings National Competition where she was awarded 'Best Dressed Town Crier'.

**119. 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.

**119.1** Cllr. Brooks reported that he had not been invited to any meetings of which he is a representative.

**119.2** Cllr. Mrs. Warr reported that she had not been invited to any meetings of which she is a representative.

**119.3** Cllr. Woodall reported that he had not been invited to any meetings of which he is a representative.

**119.4** Cllr. Stanley gave a verbal report that he had attended a BRTC/ADC Liaison Meeting at which Town Council expenditure for hiring alternative meeting venues had been discussed, as well as the use of the Bandstand on the Esplanade and the lengthy ADC Event forms required to do so.

**120. TO RECEIVE CORRESPONDENCE**

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

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

**121. PICTUREDROME SITE UPDATE**

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

**121.1** The previously circulated Director's Report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

**121.2 Partnership Working, Opportunities for enhancing community development and economic growth**

Following some discussion, Members **AGREED** that the extensive list of areas where the Picturedrome could collaborate with the Town Council be divided up and directed to the relevant Committee for further consideration. For example, areas pertinent to young people could be referred to the Community Engagement and Environment Committee to progress.

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

**123.** Members **AGREED** that the list of areas where the Picturedrome could collaborate with the Town Council would be circulated by email to Councillors with responses required as to which Committee each suggestion on the list might be referred.

**124.** The Town Clerk gave a verbal update to Members in relation to a question asked during Public Question Time at the Full Council Meeting held 6<sup>th</sup> September 2021 (Min. 68 refers). The Town Council, as owner of the building, had spoken with the Tenant regarding the state of the building to which the Tenant had responded by saying that they had experienced many unfortunate delays due to trade shortages. It was intended to replace windows last, to avoid damage whilst other works are carried out. The Tenant wished to give every assurance that they are just as keen to see the works completed.

**125. 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, with broadcasting live to social media streaming also terminated (S.O. 3.d) - Agenda item 28 (contractual).

**126. PICTUREDROME SITE UPDATE - CONFIDENTIAL**

The confidential verbal update from the Clerk relating to the management arrangements for the building was **NOTED**.

***The Meeting closed at 8.38pm***