



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 4th JANUARY 2022

PRESENT:

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, Mrs. S. Daniells (until Min. 164), Miss. C. Needs, W. Smith, Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. K. Greenway (WSCC) (part of meeting)
Chief Inspector Jon Carter (District Commander (Chichester and Arun) Sussex Police) (part of meeting)
1 member of the public (part of meeting)

The Meeting opened at 6.38pm

132. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present. 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. K. Batley due to work commitments, Cllr. A. Cunard who was unwell, Cllr. S. Reynolds due to annual leave, Cllr. Mrs. S. Staniforth due to a family matter, Cllr. M. Stanley due to ill health, and Cllr. P. Woodall owing to Covid restrictions.

No apologies had been received from Cllrs. J. Erskine and H. Jones.

133. 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. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 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 this item was discussed

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

The Meeting was adjourned from 6.42pm until 7.21pm for this item

The Town Mayor welcomed Chief Inspector Jon Carter, District Commander (Chichester and Arun) for Sussex Police, to the meeting.

CI Carter spoke about ongoing issues at Bognor Regis Railway Station, including anti-social behaviour and street drinking. Unfortunately, these issues are evident in many towns and particularly centred around transport hubs. Nonetheless, CI Carter acknowledged the detrimental impact that such behaviour was having on the first impressions of people arriving in the Town, by train, and the knock-on effect this could have on the local economy.

He stated that the Police would never solve such problems without working with other agencies, and that understanding what drives these issues was also necessary. CI Carter went on to explain the difference

between Sussex Police and British Transport Police, and who has authority in certain locations of the Railway Station area.

Graffiti has been occurring more frequently in the Town Centre and, whilst those suspected are being dealt with, the Police are also working with building owners in trying to find ways to make graffiti sites less accessible, and with retailers selling spray paints, reminding them of their obligations in selling age-restricted goods.

Unfortunately, CI Carter reported that there is a specific group of youths in the Town whose violent behaviour is extreme. Sussex Police are dealing with this, under 'Operation Space', and confirmed that court cases are ongoing.

A Member spoke of their concerns with cars driving at high-speed in residential areas, particularly during the evening on weekends, and was worried about the potential this had for accidents. CI Carter responded by saying that the Road Policing Team are aware of the issue, regularly keeping a look out for such driving, with 3-4 vehicles being seized each day, as a result.

CI Carter was asked whether there was anything that Parish Councils could do to improve community safety, such as better street lighting. In response, CI Carter said that relations between Sussex Police and the District Council were good but that they didn't involve Parish Councils enough. Owing to Covid, access to free youth provision had diminished and CI Carter suggested that, as a collective Council, youth provision was something that could be worked on.

135. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 1st NOVEMBER AND THE EXTRAORDINARY MEETING OF 21st DECEMBER 2021

The Minutes of the Council Meeting held on 1st November and the Extraordinary Meeting of 21st December 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

136. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Town Clerk gave a verbal update from Cllr. Patel which included the Health & Safety of children's toys, received as Christmas gifts.

Cllr. Greenway (WSCC County Councillor for Bersted), seated in the Public Gallery, reported changes to Community Traffic Regulation Orders whereby Parish Council approval will be required. WSCC have begun working with stakeholders, in relation to The Phoenix Centre in Westloats Lane, Bognor Regis, with a decision expected in April.

There were no reports from ADC Councillors.

137. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions received from Councillors.

138. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from members of the public.

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

There were no written dispensation requests received from Town Councillors.

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

141. Policy and Resources Committee Extraordinary Meeting of 8th November and the Meeting of 29th November 2021

In the absence of the Chairman of the Committee, Cllr. Stanley, and the Vice-Chairman, Cllr. Erskine, Members **AGREED** to take the Minutes as read.

141.1 Min. 80 of the 8th November 2021, and Min. 100 of the 29th November 2021 - Recommendation that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year

Members unanimously **RESOLVED** that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year.

142. Community Engagement and Environment Committee Meeting of 6th December 2021

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

142.2 Min. 60 - Consideration of any response to the West Sussex Fire & Rescue Service public consultation around proposals for their Community Risk Management Plan (CRMP) 2022

Following the presentation on the proposals from Nick Horner (West Sussex Fire & Rescue Service), to Members prior to the meeting, it was **AGREED** that Members would email their individual responses, to the WSFRS public consultation, to the Town Clerk. A global response would then be submitted to the Fire Service based upon the majority response to each of the proposals, with individual comments included.

143. Planning and Licensing Committee Meetings of 2nd and 23rd November and 7th December 2021

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

144. Events, Promotion and Leisure Committee Meeting of 15th November 2021

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

145. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 22nd NOVEMBER 2021 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2022/23

The Town Clerk's report, recommendation from the Policy and Resources Committee and Budget Summaries were **NOTED**.

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2022/23.

146. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2022/23

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

Members unanimously **RESOLVED** to **APPROVE** the Precept amount for 2022/23 of £969,817 funded by a Band D property charge of £132.22 per annum, an increase of 2.7% or £3.47 per annum compared to the charge for the 2021/22 year.

147. 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'.

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

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

149. BEDFORD STREET TOILETS REDESIGN AND REFURBISHMENT - TO CONSIDER PROPOSALS BY ADC INCLUDING SIGNIFICANT CHANGE TO THE PROVISION OF UNISEX CUBICLES

The Town Clerk's report and relating Appendix was **NOTED**.

Whilst all Members were in agreement that the Bedford Street toilets were in need of refurbishment, there was a difference of opinion as to the provision of unisex cubicles.

Some Members expressed concern about the safety of women where toilets are for unisex use. Whilst such facilities could work in areas such as airports, it was not felt that Bedford Street was a suitable location. Comment was also made about the perceived difference in hygiene levels between users of female, versus male, toilets and if the changes do proceed that assurances need to be given that regular monitoring will be undertaken.

It was not clear from the plans shown in the Appendix whether baby changing facilities were included in the refurbishment proposals. Similarly, there appeared to be no inclusion of a fully accessible Changing Places room, with generous space and equipment.

With a variety of opinions expressed, Members **AGREED** to summarise the comments made and submit a response to ADC, neither for or against, in relation to the proposals for the redesign and refurbishment of the Bedford Street toilets.

150. RESURRECTION OF ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

The Town Clerk's report and relating Appendix was **NOTED**.

A Member felt that the previous meeting format for the Arun District Association of Local Councils needing tweaking, as smaller Parish Council's concerns often differed from those of the Town Councils, such as Bognor Regis and Littlehampton.

Members **AGREED** to support the reformation of Arun District Association of Local Councils, with Cllrs. Mrs. Daniells and Goodheart further **AGREEING** to attend the meeting, as the Town Council appointed Representatives, to be held via Zoom at 7pm on Wednesday 19th January 2022.

151. PLANNING AND LICENSING COMMITTEE TO CONSIDER ANY FURTHER APPOINTMENTS TO FILL THE CURRENT VACANCY - REFERRED FROM LAST MEETING MIN. 109.3 REFERS

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

Owing to the low attendance at the Council Meeting, the Town Clerk suggested that the item be deferred to the next Council Meeting, in March. This was **AGREED**.

152. DELEGATED DECISIONS INCLUDING:

The Town Clerk's report and relating Appendix was **NOTED**.

Planning and Licensing Committee

Unfortunately, the Planning and Licensing Committee Meeting, scheduled to be held on 21st December, was cancelled.

Members of the Planning and Licensing Committee instead canvassed for their opinion in relation to Planning Applications on the Lists dated 3rd and 10th December 2021. 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 11th January 2022.

153. TO NOTE CHANGES TO POLITICAL PARTIES INCLUDING: FORMATION OF THE BOGNOR REGIS INDEPENDENTS GROUP; LEADERSHIP OF LIBERAL DEMOCRATS GROUP

Members **NOTED** the Town Clerk's report.

The Town Clerk gave a verbal update that, following a conversation earlier in the day, Cllr. Mrs. Warr had confirmed that she was happy to take on the leadership of the Liberal Democrats Group for the interim. Cllr. Mrs. Warr thanked Cllr. Stanley for the work he had done in the past, as the Group Leader.

The Town Clerk gave a further update and informed Members that Cllr. Stanley had also recently advised that he would be stepping down as a Member and as Chairman of the Policy and Resources Committee. Subsequently, the appointment to the vacant Liberal Democrats place, on the Policy and Resources Committee, and the appointment of a Chairman will be placed on the Agenda at the Council Meeting to be held in March.

154. TO CONSIDER EXTENDED APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. MISS. C. NEEDS DUE TO COVID-19 IMPLICATIONS (IF REQUIRED) - MIN. 82 REFERS

With Cllr. Miss. Needs present at the meeting, it was not necessary for Members to consider an extended approval of absence.

However, Cllr. Miss. Needs took the opportunity to speak and thanked fellow Councillors for their support throughout the pandemic. She stated that the Care Sector had been hit with some of the hardest restrictions and that this had made it extremely difficult for her to carry out her role as a Councillor. Cllr. Miss. Needs went on to thank the Officers at the Town Council, for their support with facilitating her return to meetings, and declared that she would not let disability restrict her any longer.

155. CONSIDERATION OF THE START TIME FOR PLANNING AND LICENSING COMMITTEE MEETINGS REVERTING TO A 6.30PM START - MIN. 103.2 REFERS

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

Members unanimously **AGREED** that the start time for Planning and Licensing Committee Meetings should revert to a 6.30pm start.

156. TO APPOINT A REPRESENTATIVE TO OUTSIDE BODIES (GRANT AID)

Members **NOTED** the Town Clerk's report.

Cllr. Mrs. Daniells nominated herself as the appointed Councillor Representative, to the Grant Aid recipient for the '2022 Jubilee Street Party on The Prom' event for the 2021/22/23 Municipal Year. This was seconded, and subsequently **AGREED** by Members.

157. UPDATE ON INVITATION TO SUSSEX POLICE & CRIME COMMISSIONER, MRS KATY BOURNE, TO EXTRAORDINARY TOWN COUNCIL MEETING - MIN. 115 REFERS

The Town Clerk's report was **NOTED**, and Members **AGREED** to a start time of 6.00pm for the Extraordinary Town Council Meeting to be held with the Sussex Police & Crime Commissioner on Tuesday 25th January 2022.

Members were reminded to send questions for Mrs. Katy Bourne to the Town Clerk at least a week in advance of the meeting.

158. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 6th OCTOBER 2021 PREVIOUSLY CIRCULATED TO COUNCILLORS

The Town Clerk's report together with the Minutes of the Bognor Regis Regeneration Board Meeting held on 6th October 2021 were **NOTED** as being received.

Cllr. Smith left the Meeting

The Town Mayor invited Rebecca White (Advisor to Bognor Regis Regeneration Board), who was present in the Public Gallery, to address Members.

Cllr. Smith returned to the Meeting

Rebecca stated that the Regeneration Board were working all the time to strengthen partnerships and confirmed that she would always be available to attend Council Meetings. Whilst acknowledging that Cllr. Erskine is currently the Council Representative appointed to the Bognor Regis Regeneration Board, fellow Town Councillors are invited to attend and observe the Board's Meetings.

159. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

160. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

161. 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.

161.1 Cllr. Goodheart - Arun District Association of Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; BRTC/ADC Liaison Meetings; Bognor Regis Concert Band; WSALC Ltd; Stonepillow AGM.

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

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

Members are 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.

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

163. TO RECEIVE CORRESPONDENCE

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

Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest and left the Meeting

- 164. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; TO NOTE RECEIPT OF £18,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (SECOND AND THIRD QUARTER PAYMENTS 2021)**

164.1 Director's report, any urgent actions taken for ratification

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

- 164.2** Following some discussion, Members requested that the Clerk liaise with the Cinema tenant to establish when completion to the works at the Cinema was expected, in view of the length of time this was taking.

164.3 To note receipt of £18,000 Management fee from The Bognor Pier Company Ltd. (second and third quarter payments 2021)

Receipt of the £18,000 Management fee from The Bognor Pier Company Ltd. (second and third quarter payments 2021) was **NOTED**.

The Meeting closed at 8.35pm