



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 7<sup>th</sup> MARCH 2022**

### **PRESENT:**

Cllrs: K. Batley, J. Brooks, A. Cunard (left during Min. 187.2),  
Mrs. S. Daniells (until Min. 192), J. Erskine, H. Jones, Miss. C. Needs,  
S. Reynolds (until Min. 192), W. Smith, M. Stanley, Mrs. J. Warr,  
B. Waterhouse and P. Woodall

### **IN ATTENDANCE:**

Mrs. J. Davis (Assistant Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)  
2 members of the public (part of meeting)

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

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

In the absence of both the Town Mayor and Deputy Mayor it was necessary for those Members present to nominate a Chairman to preside over the meeting. Cllr. Mrs. Warr was proposed and seconded and following a vote, it was **AGREED** that Cllr. Mrs. Warr would take the Chair.

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 Assistant Clerk gave apologies for the Town Clerk, and Cllrs. J. Barrett, S. Goodheart, and Mrs. S. Staniforth, all owing to covid related reasons.

### **166. 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 items 18 and 19 as a Member of Arun District Council***

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, 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***

***Cllr. Miss. Needs declared an Ordinary Interest in Agenda items 18 and 19 as a Member of Arun District Council***

***Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 24 and 26, as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when this item was discussed***

***Cllr. Stanley declared an Ordinary Interest in Agenda items 18 and 19 as a Member of Arun District Council***

***Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 19 and 19 as a Member of Arun District Council***

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

The Assistant Clerk informed Members that although the District Commander for Arun & Chichester, Chief Inspector Nick Bowman, had hoped to be present at the meeting, owing to operational matters he was unable to attend on this occasion but hoped to meet with Members soon.

**168. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 4<sup>th</sup> JANUARY 2022**

The Minutes of the Council Meeting held on 4<sup>th</sup> January 2022 were **APPROVED** by the Council as a correct record and were signed by the acting Chairman.

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

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.

**170. WRITTEN QUESTIONS FROM COUNCILLORS**

The Chairman invited Cllr. Brooks to read his question regarding the ongoing war in Ukraine.

*QUESTION 1 – In support of Ukraine, I ask Council's agreement in asking businesses in the Town to remove Russian goods for sale. I further request that BID is also approached for support.*

Following discussion, Members **AGREED** that Officers should produce a press release to go on the Town Council's website, encouraging businesses to remove Russian products from sale. In addition, Bognor Regis BID should be approached to encourage their business members to do the same.

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

***The Chairman adjourned the Meeting at 6.45pm***

A member of the public asked whether the Town Council would support a community float for this year's carnival. The Assistant Clerk, through the Chair, clarified that this had been discussed through the Events, Promotion and Leisure Committee with Members agreeing to enter a walking float.

A member of the public also enquired whether the Town Council had considered organising a 'relief fund' for Ukraine. The Assistant Clerk stated that local information on where residents could donate had been made available on the Town Council's website and Facebook page. Members suggested various organisations currently taking donations and raising money such as The Salvation Army and local banks and building societies.

***Cllr. Stanley declared a Disclosable Pecuniary Interest as a Building Society Manager***

A member of the public also drew Councillors' attention to the Queen's Jubilee Beacons website ([www.queensjubileebeacons.com](http://www.queensjubileebeacons.com)), which included mention of Bognor Regis' Town Crier, as the official proclamation writer for the beacon lighting.

***The Chairman reconvened the Meeting at 6.55pm***

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

There were no written dispensation requests received from Town Councillors.

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

**174. Policy and Resources Committee Meeting of 31<sup>st</sup> January 2022**

In the absence of a current Chairman for this Committee, Cllr. Waterhouse, who chaired the meeting on 31<sup>st</sup> January 2022, reported. Members **AGREED** to take the Minutes as read.

**174.1 Min. 119.1 - Recommendation to adopt the updated version, with minor amendments, of the Mayor's Allowance Scheme**

Members unanimously **RESOLVED** to adopt the Mayor's Allowance Scheme, as recommended.

**174.2 Min. 119.2 - Recommendation to adopt the new Member's Allowance Policy**

Members unanimously **RESOLVED** to adopt the new Member's Allowance Policy.

**174.3 Min. 120.2 - Recommendation to approve the Audit Plan for 2022/23**

Members unanimously **RESOLVED** to **APPROVE** the Audit Plan for 2022/23.

**174.4 Min. 122 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/22**

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/22. The Action Plan will be signed by the Town Mayor, as Chairman of the Council, and by the Town Clerk.

**175. Community Engagement and Environment Committee Meeting of 7<sup>th</sup> February 2022**

**175.1** The Chairman of the Committee, Cllr. Smith, reported. There were no recommendations to Council.

**176. Planning and Licensing Committee Meetings of 11<sup>th</sup> January, 1<sup>st</sup> and 22<sup>nd</sup> February 2022**

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

**177. Events, Promotion and Leisure Committee Meeting of 17<sup>th</sup> January 2022**

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

**177.2 Min. 60 - To note that future Allotment Sub-Committee Meetings will be held prior to Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16<sup>th</sup> May and Monday 14<sup>th</sup> November 2022 with a start time of 5.30pm**

The Council **RESOLVED** to 'note that future Allotment Sub-Committee Meetings will be held prior to Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16<sup>th</sup> May and Monday 14<sup>th</sup> November 2022 with a start time of 5.30pm'.

**178. 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'.

**179. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2021 AND JANUARY 2022 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** 'to note the payments and transfers made in December 2021 and January 2022 and to note the balances, bank reconciliations and financial reports (February not yet available) and outturn and approval of the contents and their publication'.

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

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

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

**181. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2022/23 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2022**

A Member called for a signed ballot, however, a recorded vote was also requested which took precedent over the signed ballot (S.O. 3v).

Cllr. Smith was nominated by Cllr. Woodall and seconded by Cllr. Miss. Needs.

Cllr. Reynolds was nominated by Cllr. Cunard and seconded by Cllr. Mrs. Daniells.

Cllr. Stanley was nominated by Cllr. Erskine and seconded by Cllr. Waterhouse.

Each nominee was invited to address Members and state why they would like the opportunity to serve the Town as Deputy Mayor for 2022/23. The results of the recorded vote were as follows:

**Cllr. Smith for Deputy Mayor**

Cllr. Miss. Needs  
Cllr. Smith  
Cllr. Woodall

**Cllr. Reynolds for Deputy Mayor**

Cllr. Cunard  
Cllr. Mrs. Daniells  
Cllr. Reynolds

**Cllr. Stanley for Deputy Mayor**

Cllr. Batley  
Cllr. Brooks  
Cllr. Erskine  
Cllr. Jones  
Cllr. Stanley  
Cllr. Mrs. Warr  
Cllr. Waterhouse

It was therefore **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting for 2022, that Cllr. Stanley be elected to the office of Deputy Mayor for 2022/23.

**182. TO NOTE THE NEED TO CHANGE THE DATE OF THE POLICY AND RESOURCES COMMITTEE MEETING, AND SPECIAL COUNCIL MEETING, SCHEDULED TO BE HELD 6<sup>th</sup> JUNE 2022 AND AGREE THE NEW DATE OF TUESDAY 14<sup>th</sup> JUNE 2022**

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

The Council **RESOLVED** to **NOTE** the need to change the date of the Policy and Resources Committee Meeting and Special Council Meeting, scheduled to be held 6<sup>th</sup> June 2022 and **AGREED** the change of date for the meetings, to Tuesday 14<sup>th</sup> June 2022.

***Cllr. Smith left the Meeting***

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

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

Cllr. Stanley nominated himself to fill the current vacancy and, there being no other nominations, Members present **AGREED** Cllr. Stanley should therefore be appointed to the Planning and Licensing Committee for the remainder of this municipal year.

***Cllr. Smith returned to the Meeting***

**184. TO CONSIDER A CALL FROM SLCC TO PASS THE FOLLOWING MOTION AND WRITING TO THE SECRETARY OF STATE TO SHOW SUPPORT: - 'THIS COUNCIL SUPPORTS THE PETITION LAUNCHED BY ADSO AND LLG ON 5<sup>th</sup> JANUARY WITH REGARD TO REMOTE AND HYBRID MEETINGS. WE AGREE TO WRITE TO THE SECRETARY OF STATE FOR LEVELLING UP, HOUSING AND COMMUNITIES CALLING ON THE GOVERNMENT TO CHANGE THE LAW TO ALLOW COUNCILS THE FLEXIBILITY TO HOLD SUCH MEETINGS WHEN THEY DEEM APPROPRIATE WITHIN AGREED RULES AND PROCEDURES'**

The report by the Assistant Clerk was **NOTED**.

Cllr. Cunard spoke in favour of the Motion which was seconded by Cllr. Miss. Needs. The Motion therefore stands **REFERRED** without discussion to the next Policy and Resources Committee Meeting, in accordance with S.O. 9a.

**185. TO CONSIDER ANY FURTHER APPOINTMENTS TO THE POLICY AND RESOURCES COMMITTEE, TO FILL THE CURRENT LIBERAL DEMOCRATS VACANCY, AND TO NOMINATE AND AGREE THE APPOINTMENT OF THE COMMITTEE CHAIRMAN FOR THE REMAINDER OF THIS MUNICIPAL YEAR**

The report by the Assistant Clerk was **NOTED**.

Members present **AGREED** the appointment of Cllr. Mrs. Warr to the Policy and Resources Committee, to fill the vacant Liberal Democrats vacancy, for the remainder of this municipal year.

Regarding the appointment of a Chairman for the Policy and Resources Committee for the remainder of the municipal year, Cllr. Waterhouse was proposed by Cllr. Stanley and seconded by Cllr. Brooks. There being no other nominations, Members **AGREED** Cllr. Waterhouse be appointment Chairman of the Committee.

**186. TO NOTE THAT ADC ARE PRESENTLY MARKETING THE LONDON ROAD CAR PARK SITE FOR FREEHOLD DISPOSAL FOR DEVELOPMENT, AND TO CONSIDER ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE PROPOSALS**

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

Members expressed deep concern with the proposal by the District Council to sell the London Road Car Park site, which was regarded by some as a prime piece of land, for development. Lengthy discussion followed in relation to the work currently being undertaken by Arun to produce vision documents for Bognor Regis and Littlehampton, for which they have budgeted for the next financial year. With no clear vision yet agreed, questions were raised about what would happen to the capital received from the disposal of the London Road Car Park site, with calls being made that these monies should be spent on regeneration in Bognor Regis.

It was felt by all present that as a vibrant, seaside resort, hoping to attract more holidaymakers with some exciting regeneration plans already underway, the unloading of an important asset, such as the facilities that the coach park provides, will make the Town far less attractive to holidaymakers.

Members wanting to make representation, who were not on the Planning and Licensing Committee, were invited to email the Assistant Clerk with their responses to the proposals, by 14<sup>th</sup> March, so that these could be considered in the Town Council's response, which will be discussed and decided upon at the 15<sup>th</sup> March Planning and Licensing Committee Meeting.



**187. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 26<sup>th</sup> JANUARY 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS; TO RECEIVE AN UPDATE FROM REBECCA WHITE, EXECUTIVE DIRECTOR FROM THE BOGNOR REGIS REGENERATION BOARD**

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

**187.1 To note the publication of the Minutes of the Bognor Regis Regeneration Board Meeting held on 26<sup>th</sup> January 2022 previously circulated to Councillors**

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board Meeting held on 26<sup>th</sup> January 2022.

**187.2 To receive an update from Rebecca White, Executive Director from the Bognor Regis Regeneration Board**

***The Chairman welcomed Rebecca White to the Meeting***

Rebecca expressed the Regeneration Board's pleasure at seeing more events added to the calendar for 2022, particularly community events in relation to the Queen's Platinum Jubilee. She reported on work being undertaken through the Town Centre Forum meetings, involving the County, District and Town Council, as well as Bognor Regis BID, whereby ideas are being discussed on how to further improve the Town Centre. Part of this work revolves around creating an 'events calendar', allowing interested parties to combine to give assistance to enhance events, promoting a strong example of partnership working. This will become especially important when utilising the new event spaces at the Place St Maur and Regis Centre, both currently undergoing extensive regeneration.

Through this Forum, the Regeneration Board are keen to work with the Town Council to create a 'vision' for Bognor Regis, as a seaside holiday resort, not only encouraging events but also improving the wayfinding available in the Town, allowing tourists and visitors alike to better navigate themselves around Bognor Regis. Interactive trails and better signage in key areas such as outside the railways station, were just some examples given for improving this. Proposals are being formulated, to be submitted to the West Sussex Economy Fund.

Members discussed utilising the natural 'flatness' of the Town Centre in particular highlighting how this provides good disabled accessibility and inclusiveness, all of which would be positive marketing aspects for the Town as a popular seaside holiday resort.

Arun District Council are currently reviewing their Masterplan, and Rebecca highlighted to Members the importance of getting responses to the District Council early, to enable the Town Council's views and

priorities, such as the above, to be incorporated at the earliest opportunity. Whilst Members in principle, agreed with this sentiment, some Members expressed their frustrations at the way the District Council consults the Town Council, often, it was felt, when the plans have already been agreed at District level. Rebecca understood Councillor's fatigue with the process but hoped that should the Town Council take the lead in developing its own 'vision' at an early enough stage, that this may then be considered.

***Cllr. Cunard left the Meeting***

Following discussion, Members **AGREED** that ADC's Director of Place, and the Group Head of Economy, should be invited to address Members to discuss the ADC Masterplan and Town Council involvement in the process.

***Members thanked Rebecca White for the update***

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

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

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

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

**190. 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.

**190.1 Cllr. Batley** - Bognor & Bersted United Charities; Bognor Regis Seafront Lights; BRTC/ADC Liaison Meetings

**190.2 Cllr. Mrs. Staniforth** - BRTC/ADC Liaison Meetings

**190.3 Cllr. Woodall** - Armed Forces Day Committee; Bognor Shopmobility

Verbal Reports:

**190.4 Cllr. Mrs. Daniells** – Arun District Association Local Councils (ADALC); Bognor Regis Heritage & Arts Partnership Board; Bognor Regis Twinning Association; Bognor Regis Chamber of Commerce & Industry; Southdowns Folk Festival; Making Theatre Gaining Skills; Parish Liaison Meetings; West Sussex ALC Ltd

During her verbal report to Members, Cllr. Mrs. Daniells informed of the Bognor Regis Twinning Association and Heritage & Arts Partnership Board's shared aspiration to install a camera in the Town Centre to create a 'portal' between Bognor Regis and its twinned town of Weil am Rhein. Members **AGREED** a letter should be written to ADC expressing the Town Council's support for this initiative.

**190.5** Some Members expressed disappointment about not receiving invitations to meetings, or communication from the organisations to which they are Town Council representatives. It was **AGREED** that all organisations be written to, to ascertain whether they still require a Town Council representative with the exception of Grant Aid recipients who have been awarded over £5,000, as they are required to have a Town Council representative appointed, as per the terms of the Grant Aid process.

**191. TO RECEIVE CORRESPONDENCE**

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

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

***Rebecca White left the Meeting***

***The members of the public left the Meeting***

**192. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2021 AND TO NOTE THE DIRECTOR'S REPORT; TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FOURTH AND FINAL QUARTER PAYMENT 2021)**

**192.1 Director's report, any urgent actions taken for ratification**

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

The Assistant Clerk gave a verbal update regarding progress with the current works being undertaken at the Cinema that had been received from the tenant.

**192.2 AGM of The Bognor Pier Company Ltd. - To adopt the accounts Year Ended 31<sup>st</sup> December 2021 and to note the Director's report**  
Members **RESOLVED** to **ADOPT** the previously circulated accounts for year ended 31<sup>st</sup> December 2021 and the Director's Report was **NOTED**.

**192.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (fourth and final quarter payment 2021)**

Receipt of the £9,000 Management fee from The Bognor Pier Company Ltd. (fourth and final quarter payment 2021) was **NOTED**.

**193. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.d) - (CONTRACTURAL)**

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) (contractual).

**194. PICTUREDROME SITE UPDATE - CONFIDENTIAL BUSINESS**

Members received and **NOTED** the confidential, written report from the Town Clerk in relation to the monthly budget of The Bognor Pier Company Ltd. for 2022.

***The Meeting closed at 8.18pm***