



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 4th JULY 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, A. Cunard (left during Min. 44 and 61.1), S. Goodheart, Miss. C. Needs, S. Reynolds (left during Min. 44 and Min. 61.1), M. Stanley, Mrs. J. Warr, B. Waterhouse (left from Min. 49 to Min. 41) and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Major Matt Butler (Salvation Army) (part of meeting)
Cllr. K. Greenway (WSCC) (part of meeting)
8 members of the public (part of meeting)

The Mayor's Chaplain, Major Matt Butler of the Salvation Army, led prayers prior to the Meeting

The Meeting opened at 6.32pm

38. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. K. Batley and Mrs. S. Daniells who were on annual leave, Cllr. W. Smith owing to a family emergency, and Cllr. Mrs. S. Staniforth who had a medical appointment.

No apologies were received from Cllrs. J. Erskine and H. Jones.

39. 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. Cunard declared a Disclosable Pecuniary Interest in Agenda item 20, 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. Goodheart stated that he would declare any interest as and when they might arise

Cllr. Miss. Needs declared an Ordinary Interest in any discussion relating to the Bognor Regis Carnival Association as the Town Council's appointed Representative

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 20, 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

40. 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.

41. TO APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 9th MAY 2022 AND SPECIAL COUNCIL MEETING HELD ON 14th JUNE 2022

The Minutes of the Annual Town Council Meeting held on 9th May 2022 and Special Council Meeting held on 14th June 2022 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

42. 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.

Cllr. Greenway (WSCC County Councillor for Bersted), seated in the Public Gallery, reported that a decision from WSCC in relation to The Phoenix Centre in Westloats Lane, Bognor Regis, had been pushed back. The Arun County Local Forum Meeting held in Bognor Regis on 20th June 2022 was reasonably well attended and any feedback on meetings was welcomed. Finally, Cllr. Greenway mentioned ongoing concerns with land bordering the Aldingbourne Rife which, although located in the parish of Felpham, was impacting on residents living on the Glenwood Estate. Cllr. Greenway continues to work closely with the Planning Department at ADC, particularly in relation to enforcement.

Cllr. Greenway was thanked for his work with the repairing of the roundabout in Victoria Drive, and the potholes in Burnham Avenue.

Members spoke of roadside damage on Lower Bognor Road caused by HGVs, a pending upgrade to a zebra crossing on Aldwick Road to a pelican crossing, and buddleia growing in roads. Cllr. Greenway said that he was happy to look into these matters but noted that some were out of his boundary.

43. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

44. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.56pm

A member of the public wished to congratulate the Town Council's Events Officer for the recent Drive Through Time Motor Gala organised by them.

Comment was made about protocols for dress code at meetings of the Town Council including the wearing of civic insignia.

The topic of the Picturedrome Cinema renovations was raised by a member of the public.

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary interest in relation to the Picturedrome Cinema and left the Meeting

The member of the public felt that, despite the ongoing works, the cinema continued to be an eyesore and asked that the Town Council address the issue particularly as it is a Grade II Listed Building on which much money had been spent.

Cllrs. Cunard and Reynolds returned to the Meeting

There had been much discussion in the public domain recently following an announcement from Arun District Council about the way in which many of their services were being managed online and by telephone. A member of the public asked whether Town Councillors would be prepared to support in ensuring that Bognor Regis Town Hall, owned by Arun District Council, remains open to the public and continues to be used as offices. Another member of the public spoke about the value of service users being able to discuss issues face-to-face with council staff, and asked Councillors to add their signatures to a petition being circulated to 'Save Our Town Hall'. Members were unanimously in support of this campaign.

A Councillor, seated in the public gallery, asked whether there was an opportunity for the Town Council to write to ADC to reiterate the concern in the community and request that services resume to those traditionally offered pre-Covid. The Clerk explained that this was not possible as this was not an Agenda item, and therefore decisions cannot be made. However, it was suggested that such a letter could be written by the Town Mayor and sent to ADC, which the Town Mayor agreed to do.

The Chairman reconvened the Meeting at 7.18pm

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

There were no written dispensation requests received from Town Councillors.

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

47. Policy and Resources Committee Meeting of 14th June and the Extraordinary Meeting of 29th June 2022

The Chairman of the Committee, Cllr. Waterhouse, reported in relation to the meeting of 14th June 2022. Members were advised that the Minutes of the Extraordinary Meeting of 29th June 2022 were not yet ready and that these would be received at the next Council Meeting.

47.1 Min. 8 - Recommendation to adopt the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Allotments Sub-Committee; and Planning and Licensing Committee

Members unanimously **RESOLVED** to adopt the Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Allotments Sub-Committee; and Planning and Licensing Committee.

48. Community Engagement and Environment Committee Meeting of 13th June 2022

In the absence of the Chairman of the Committee, Cllr. Smith, the Vice-Chairman, Cllr. Brooks, reported.

48.1 Min. 7.2 - Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department

Members unanimously **RESOLVED** to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mr. P. Dillon, Mrs. G. Edom, Mr. E. Fane, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane and a representative from the Arun District Council Parks and Greenspace department.

Cllr. Waterhouse left the Meeting

49. Planning and Licensing Committee Meetings of 17th May, 7th and 28th June 2022

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

50. Events, Promotion and Leisure Committee Meeting of 16th May 2022

In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Woodall, reported.

50.1 Min. 7 - Recommendation to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mr. G. Delurey, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater (Allotment Tenant Representatives)

Members unanimously **RESOLVED** to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mr. G. Delurey, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater (Allotment Tenant Representatives).

Cllr. Waterhouse returned to the Meeting

51. 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'.

52. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY 2022 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JUNE 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 April and May 2022 and to note the balances, bank reconciliations and financial reports (June not yet available) and outturn and approval of the contents and their publication'.

53. TO RECEIVE AN UPDATE ON THE PROVISION OF ADEQUATE EQUIPMENT TO SUPPORT ANY CONTINUATION OF LIVE STREAMING OF MEETINGS AND AGREE ANY NEXT STEPS - MIN. 27 REFERS (IF AVAILABLE)

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

The Town Clerk informed Members that whilst it had been agreed at the last meeting for Officers to carry out research into the provision of adequate equipment, owing to circumstances beyond their control, this

had not happened and, therefore, suggested that this item be deferred to allow for proper research to be carried out by Officers.

Cllr. Brooks, who had himself provided a report to Members prior to the meeting, offered to share his expertise and pricing examples. The Town Clerk drew Members attention to the Council's Financial Regulations and the requirement to obtain 3 quotations for equipment that was not deemed to be specialist, of which this equipment is not considered to be since there is genuine competition in place to purchase elsewhere.

A Member commented on the importance of the equipment being accessible to all particularly in reference to microphones that needed to be independently operated.

Whilst several Members commented on the importance of abiding by the Financial Regulations some Members also felt uncomfortable at not following the advice given by the Town Clerk. Cllr. Cunard shared this concern and asked for this to go on record.

Cllr. Brooks stated that if the Town Clerk were to carry out research into the provision of adequate equipment to support any continuation of live streaming of meetings then, in his opinion, there were three possible options: -

- the set-up as detailed in the report supplied by Cllr. Brooks
- using Microsoft Teams, or Zoom
- equipment such as that used by ADC, with push-button mics

It was proposed, and seconded, that the Town Clerk be given Delegated Authority to research the simplest system and proceed with obtaining quotations. This was **AGREED** by Members. Cllr. Cunard abstained from the vote.

54. TO NOTE THE NOTES OF THE MEMBERS BRIEFING HELD ON 23rd MAY 2022 AND TO CONSIDER THE PROPOSAL THAT BOGNOR REGIS TOWN COUNCIL LEAD ON THE DEVELOPMENT OF A SHARED VISION FOR BOGNOR REGIS BY ENGAGING PROFESSOR DAVE COOPER, HEAD OF BUSINESS SCHOOL, UNIVERSITY OF CHICHESTER TO ASSIST IN A FORMAL VISIONING PROCESS

The Assistant Clerk's report, and the Notes of the Members Briefing held on 23rd May 2022, were **NOTED**.

A Member asked for an update on the suggestion made at the Members Briefing regarding the pier. The Town Clerk explained that as the idea had come out of a Members Briefing, and not a Council Meeting, no decision could be made, or action agreed in relation to this matter. The Clerk went on to advise that it would have to be formally discussed as an Agenda item and suggested that it could come to the next Policy and

Resources Committee Meeting, to which the Committee Chairman agreed.

Members **APPROVED** the **RECOMMENDATION** from the Members Briefing that BRTC lead on the development of a shared vision for Bognor Regis by engaging Professor Cooper's assistance in a formal visioning process with the cost of £650 coming from an appropriately identified budget.

55. TO NOTE THE BRTC PROJECT PROPOSALS SUBMITTED TO ADC IN RESPONSE TO THE UK SHARED PROSPERITY FUND (UKSPF) CONSULTATION

The Assistant Clerk's report, and the related appendix, were **NOTED**.

Cllr. Cunard left the Meeting

There was a brief discussion about some of the projects included in the proposals with the point being made that these were just a selection of the Town Council's preliminary ideas to be included in discussions at ADC.

Cllr. Cunard returned to the Meeting

The Council **RESOLVED** to **NOTE** the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation as appended to the report.

56. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th APRIL 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS

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

The Town Clerk informed Members that the Regeneration Board's AGM would be held on 20th July 2022. A reminder was also given about the Wayfinding Strategy Workshop, taking place on 11th July 2022, to which Members were invited to attend. The Clerk asked that Members wishing to participate in the workshop email Rebecca White, at the Regeneration Board, to let her know of their intention to attend.

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board Meeting held on 27th April 2022.

57. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

58. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

59. 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.

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

59.2 Cllr. Woodall – BRTC/ADC Liaison Meetings; Rox Music & Arts; Bognor Shopmobility; Sussex Police Focus Group

60. TO RECEIVE CORRESPONDENCE

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

61. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (SECOND QUARTER PAYMENT 2022)

Cllr. Cunard and Cllr. Reynolds redeclared their Disclosable Pecuniary Interests

61.1 A Member asked Cllr. Cunard, as the tenant of the Picturedrome Cinema, to give an update prior to his leaving the meeting.

Cllr. Cunard reported that trying to get the necessary trades people was continuing to prove difficult. Specialist brickwork was required owing to the building's Listed Building status and quotes were awaited for replacement Georgian glass in the sash windows, to avoid any mismatch. Cllr. Cunard stated that he was aware that the dusty appearance at the front of the building was off putting but he explained that the grounding of the newly laid marble floor in the foyer creates a residue that unfortunately coats nearby surfaces. As soon as these works to the floor were complete, the front of the building would be cleaned up.

Cllrs. Cunard and Reynolds left the Meeting

Following on from the update given by Cllr. Cunard, a Member commented that as a regular user of the Picturedrome Cinema they believed that the work would be worth the wait. It was suggested that the Town Council and Cinema could do a joint promotional piece, showing the progress on site, to help any misunderstanding or misdirection and that regular updates could be provided on the Town Council's website.

The Town Clerk advised those present that she had received an email update from the tenant earlier in the evening which would be circulated to Members following the meeting.

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

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

61.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (second quarter payment 2022)

Receipt of the £9,000 Management fee from The Bognor Pier Company Ltd. (second quarter payment 2022) was **NOTED**.

The Meeting closed at 8.30pm