



ANNUAL GENERAL MEETING
Wednesday 20th July 2022, 6pm
Held at The_Track, Bognor Regis Railway Station

ATTENDING:

Board Members

Raof Daud, Dicentra Developments (Chair) [RD]
Cllr Steve Waight, WSCC [SW]
Caroline Wood, CWSP [CW]
Jeremy Pardey, Butlins [JP]
Sean Clarke, Covers [SC]

Cllr David Edwards, ADC (Dty Chair) [DE]
Paul Hanson, Landlink Estates [PH]
Prof David Cooper, Uni of Chichester [DC]
Angela Van Der Pump, BRBID [AP]

Guests

Cllr Sean Gunner, Leader, ADC [SG]
Cllr Samantha Jayne Staniforth, Chair, ADC [SJS]
Cllr Clare Needs, ADC & BRTC [CN]

James Hassett, CEO, ADC [JH]
Cllr Steve Goodheart, BRTC [SGo]

Officers

Rebecca White, Advisor [RW]
Neil Taylor, ADC [NT]

Denise Vine, ADC [DV]
Glenna Frost, BRTC [GF]

Apologies

Henry Green, Covers
David Wride, S2C Consulting Ltd

Nick Laurence, Metamorph

INTRODUCTION

RW gave a brief introduction, identifying how the Board had developed its role as a facilitator over the last year, particularly through its hosting of the Town Centre Forum. An informal discussion group of stakeholders, the Forum had used the shared town values as a starting point to identify and agree strategic priorities for the town and examine opportunities for delivery. As a result of this work, the BRBID were taking forward initiatives on town centre security with the District and Town Councils, shared proposals had been submitted to Arun District Council for the UK Shared Prosperity Fund, and partnership work on wayfinding was in hand. RW noted that it was encouraging to see individual stakeholders come forward as active participants and supporters. Working together was the only way to secure real progress for Bognor Regis and RW thanked all those present for their support in attending.

PRESENTATIONS

BRRB BRAND IDENTITY/WEBSITE

RW noted that the existing logo had been 'inherited' from previous partnership work and did not exist in a useable format. The need to create a working logo had given an opportunity to develop something new which had the shared town values at its heart, referenced a sense of place and strongly represented both the progress and dynamism of the Board and the ambition it holds for Bognor Regis. A presentation was given by Rachel Markie of Seaglow Media, introducing the Board's new brand identity and giving a preview of the new website. Seaglow have worked closely with RW & the Management Committee in developing the new look, with reference to the Board's own principles and the shared town values. A copy of the presentation would be shared with members. RD invited members to give feedback to RW by email.

WAYFINDING STRATEGY PROGRESS UPDATE

The need to improve both the visitor experience and navigation between key sites in the town centre had been identified as a shared priority through the Town Centre Forum and the Board had raised funds through partnership donations to commission the first stage: a wayfinding strategy. The consultant, Richard Wolfstrome, a specialist in cultural placemaking particularly through wayfinding and public art, explained his use of the term 'wayfaring' for this type of more creative wayfinding, leaving the word 'wayfinding' for that which is directly directional – including in the design and strategy development. Richard noted that Bognor Regis has 'legible city' type totems already in place and so the use of the term 'wayfaring' helps to differentiate between the overall approach and direct interventions. He then gave a presentation defining the benefits of good wayfaring schemes: building local pride & identity, improving links and trails between different areas of town, supporting accessibility, highlighting local heritage whilst creating a modern image for the town, encouraging visitors & residents to use the town centre and establishing a sense of welcome and security. Richard advised that his approach was to build ideas from the ground up, working with communities and stakeholders, those who live in the place, examining their stories, how they move, how they engage and how visitors need engagement. Different types of schemes and interventions were shown, giving members a sense of how the strategy could be implemented to deliver tangible improvements to the perception and experience of Bognor Regis. RW confirmed that an extensive programme of engagement was in hand with key town centre stakeholders to inform the development of the strategy which was expected in late September. Once available, RW would liaise with stakeholders to examine how delivery of stages two and three, design and implementation, would be secured. Very positive feedback was given by members with RD inviting all those present to follow up by email to RW with further comments or suggestions. The presentation would be shared with members.

AGM MINUTES

1. WELCOME, INTRODUCTION AND APOLOGIES

The Chair [RD] opened the meeting, welcoming all present, particularly guests and those acting as substitute representatives for member organisations. Apologies were noted as listed.

2. DECLARATIONS OF INTEREST AND PROXY NOTICES

RW confirmed receipt of proxy notices from Covers and Landlink Estates. No declaration of interests were made.

3. ELECTION OF CHAIR

Nomination forms, voting procedures and guidance on nominations for the roles of Chair, Deputy Chair and Management Committee members had been circulated in advance of the meeting to all BRRB members, in accordance with the approved Management Committee Terms of Reference. The Management Committee's report on its recommendations had been previously circulated to the membership and RW confirmed that she had received consent to serve from all those listed. RD reminded members that at the last AGM, BRRB made the decision to rotate the Management Committee members, with Dicentra Developments Ltd, RD's own company, being elected to the MC for one year. RD therefore noted he was standing down both as a MC member and Chair of the BRRB. ADC and Landlink Estates would serve until the AGM in 2023, while Butlins and Covers continue until 2024.

As outgoing Chair, RD acted as 'Returning Officer' in the nominations for the role of Chair and DE withdrew from the meeting. Explaining that DE had been unanimously nominated to serve as Chair by the Management Committee, RD then reminded all present that the membership were entitled to put forward their own names or candidates and invited any other nominations to the role of Chair, with none proposed. RD stated that as Chair and Deputy Chair he and DE had worked closely

together with RW over the last year, with succession in mind, and that he was pleased to recommend him to the Board as its next Chair.

RD proposed, seconded by JP, that DE be elected as Chair which was unanimously carried

DE returned to the meeting and took the Chair, being congratulated on his appointment by RD. He thanked the members for their confidence and support.

A presentation was then made to RD in recognition of his chairmanship of the Board since 2019 of a unique piece of artwork, commissioned from local independent artist Hope Bullen, which celebrated the investment made in Bognor Regis since the Board's establishment in 2007. DE commented that the passion and dedication RD had demonstrated over 15 years meant that the BRRB was better understood and respected with a really positive team in place to drive change forward. These comments were echoed by members who all delivered messages of thanks to RD for his service to the Board.

4. ELECTION OF DEPUTY CHAIR

RW advised that internal changes were taking place within several member organisations which potentially restricted representatives from making the commitment to serve as Deputy Chair. The Management Committee had therefore not been able to nominate a candidate for the position. RW recommended that the election be deferred until September 2022 to allow the affected organisations to confirm their representatives availability.

DE proposed that RW's recommendation be adopted, which was unanimously agreed.

5. ELECTION OF MANAGEMENT COMMITTEE

The Management Committee had put forward its recommendations for appointment to the Committee by way of a report previously circulated to the membership and RW noted that all those listed had consented to serve.

DE proposed, seconded by RD, that Arun District Council, Butlins, Covers and Landlink Estates be elected to the Management Committee in accordance with the terms of service listed in the report.

6. APPOINTMENT OF DIRECTORS

RW noted that five directors of BRRB Ltd (Company No. 13522662) were currently in post, with RW being both director & Company Secretary. It was noted that RD had served as both Chair of the BRRB and as Chair of the Board of Directors of BRRB Ltd. Whilst RD would be stepping down as Chair of the BRRB, he had agreed to stay on as a director at the request of the Management Committee. **This was noted.**

7. MINUTES OF 27TH APRIL 2022/MATTERS ARISING

RW noted minutes had been previously circulated with no member queries and published to website. All agreed actions had been progressed and there were no matters arising.

RD proposed, JP seconded, that the minutes be signed as a true record and this was unanimously approved.

8. MANAGEMENT COMMITTEE REPORT INCLUDING 2022 MEETING DATES

A written report arising from the Management Committee meeting of 29th June 2022 had been circulated to members in advance of the meeting with all items requiring resolution appearing as separate items on the agenda. The report was therefore noted with agreed meeting dates as follows:

BRRB	2022	2023	
Management C'ttee – 12noon	28th September	18th January	12th April
Board – 6pm	19th October	1st February	26th April

9. APPROVAL OF INCOME AND EXPENDITURE STATEMENT FOR THE FINANCIAL YEAR 2021/22

The income and expenditure summary from 1st May 2021 to 30th April 2022 had been circulated. The Board carried forward a fund of £59,800.27 at the year end, against a starting balance of £43,593.47 at 1st May 2021.

JP proposed, seconded by PH, that the I&E Statement for the Financial Year 2021/22 be approved, which was unanimously carried.

10. APPROVAL OF ANNUAL REPORT FOR THE FINANCIAL YEAR 2021/22

The annual report, giving an overview of the year's activities had been prepared with RD as Chair for the financial year 2021/22 and circulated with the agenda. RD took the opportunity to read out the summary as follows: "The Board has raised its profile and activity levels over the last year and is consolidating a reputation for independence, ambition and consistency. With clear objectives and an agreed strategic approach to membership recruitment and financial planning, the Board is in a good position to develop its role as a strong local partner over the coming year. On behalf of the Management Committee, I would like to acknowledge the enduring support of all our members towards the success of the Board; those that contribute towards our funds, those that provide their time to stand as Management Committee members and Directors, those that participate in and contribute towards our activities and so on. Finally, thanks go to our Executive Director, Rebecca White for her tireless enthusiasm, energy and hard work which defines the Board and its tenacity to facilitate improvement and regeneration for the benefit of Bognor Regis and its community. On a personal note, I am truly honoured to have served as Chair of the Board and appreciate all the support our members, partners and stakeholders have given during my tenure."

JP proposed, seconded by PH, the Annual Report for the Financial Year 2021/22 be approved, which was unanimously carried.

11. MEMBERS Q&A

DE invited the members to raise any questions or suggestions they may have regarding any of the agenda items.

DV asked whether the Board would consider using the "I am Bognor Regis" vox pop videos ADC have recently produced which promote the town and were available via YouTube. RW noted that the new website was under construction and she would examine how these could be showcased.

JP advised Butlins are in final stages of their new plans and there will be a planning application in next few weeks. Butlins were looking for support amongst the Board members and in the local community and would be hosting an information evening in August.

PH asked what the timings for implementation of the Wayfinding project are. RW advised that the first stage, delivery of the strategy, should be completed by end September 2022. A joint Taskforce proposal, requesting funding for stages 2 & 3 (design and implementation) had been submitted to ADC for their consideration in their investment plan to draw down Arun District's allocation of the UK Shared Prosperity Fund.

Members then expressed their thanks for RD's work and commitment during his chairmanship.

RW thanked members of their support over the last two years

Meeting closed at 7.51pm

NEXT MEETING DATE: WEDNESDAY 19TH OCTOBER 2022, 6PM