



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

Dear Sir/Madam,

ANNUAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that the Annual Meeting of the Town Council of Bognor Regis will take place in the Council Chamber at the Town Hall, Bognor Regis at **6.30pm on MONDAY 14th MAY 2018.**

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Council during an adjournment - agenda item 16. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to such written questions. Questions should be restricted to the functions of the Town Council.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

Prior to the commencement of the Meeting new appointments of the Mayor's Cadets will take place including presentation of badges and certificates

DATED THIS 8th DAY OF MAY 2018

TOWN CLERK

AGENDA AND BUSINESS

1. Election of Town Mayor for 2018/2019
2. The Town Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Town Mayor for 2018/2019
4. The Deputy Town Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by newly elected Town Mayor
6. Apologies for Absence
7. Declarations of Interest

Members and Officers are invited to make any declarations of Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
 - b) whether it is a Pecuniary or Ordinary interest
 - c) the nature of the interest
 - d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
8. To review the Council's Terms of Reference and any delegation arrangement to Committees and Sub-Committees
 9. To receive the decision notice published by Arun District Council following a hearing held before an Assessment Panel on 4th April 2018 and to note the presentation of a further report at the July Council meeting regarding the sanctions recommended by the Panel
 10. To appoint Members (and Chairmen/Vice-Chairmen) to serve on the following Committees. (The Town Mayor and Deputy Town Mayor, ex officio, shall be members of P&R)

Policy and Resources Committee
Community Engagement and Environment Committee
Planning and Licensing Committee
Events, Promotion and Leisure Committee

NOTE: In accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {SO. 20.1(iii)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members) ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101. (2)

11. To appoint representatives to other 'outside' bodies (list attached to Agenda) including a review of membership of the invitees to the BRTC/ADC Liaison Meetings
12. To confirm Bank Signatories
13. To note the Calendar of Meetings 2018/2019 (attached)
14. To APPROVE the Minutes of the Town Council Meeting held on Monday 12th March and the Extraordinary Meeting held on 30th April 2018
15. Written Questions from Councillors
16. Adjournment for public question time

17. To consider any written dispensation requests received from Town Councillors
18. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 18.1 **Policy and Resources Committee Meeting of 9th April 2018** with resolutions, recommendations and reports including: -
 - Recommendation to adopt the Terms of Reference for the Playing Out Scheme Topic Team - Min. 179 refers
 - To recommend to Council the virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation budgets - Min. 181 refers
 - Recommendation to adopt the revised Corporate Strategy - Min. 187.7 refers - copy of final document circulated with agenda
- 18.2 **Community Engagement and Environment Committee Extraordinary Meeting of 14th March and the Meeting of 26th March 2018** with resolutions, recommendations and reports
- 18.3 **Planning and Licensing Committee Meetings of 13th March, 3rd and 24th April 2018** with resolutions, recommendations and reports
- 18.4 **Events, Promotion and Leisure Committee Extraordinary Meeting of 21st March and the Meeting of 16th April 2018** with resolutions, recommendations and reports
- 18.5 **Mayoralty Selection Committee Meeting of 18th October 2017, and 28th March 2018** with resolutions, recommendations and reports including: -
 - Recommendation that Cllr. P. Woodall be appointed as the Deputy Town Mayor for 2018-19 - Min. 11 refers
19. To formally adopt 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
20. To note the List of Payments and Transfers made in February and March and to note the balances, bank reconciliations and financial reports previously copied to Councillors (April not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
21. Consideration of any Resolutions made at the Annual Town Meeting of Electors Meeting of 19th March 2018
22. Notice of Motion (S.O. 9.1) proposed by Cllr. M. Stanley, seconded by Cllr. M. Smith

"We request that Bognor Regis Town Council host an exhibition of the Bognor Regis regeneration proposals. This will demonstrate our willingness to engage with the community, as well as our commitment to act on the motion passed at the annual electors meeting. The exhibition will inform the community of the scope and potential of the various regeneration visions."

23. Notice of Motion (S.O. 9.1) proposed by Cllr. D. Enticott, seconded by Cllr. J. Cosgrove

"I have been in contact with the editorial of the Observer and they have agreed to publish all the regeneration plans in an Observer pullout book and run a poll to the public. This will give the public the chance to see all the different plans in one place and give the public a chance to actually voice their opinion.

The first condition that the observer has said is that this must come from the full council and we must provide the information. The second condition is that the articles will be published as coming from us.

I would like to put a motion forward for the council to agree to provide the Observer with all the necessary information to publish this so we can get the public's opinion rather than keep speculating what they want, without it costing the tax payer money."

24. Arun District Association of Local Councils: to consider the Notes of the meeting held on 25th April 2018 (if available)
25. To note outgoing Town Mayor's Report and duties undertaken
26. Town Crier's Report and duties undertaken
27. Reports from Representatives to other organisations
28. To receive Correspondence
29. To consider arrangements of an Opening Ceremony for the fourth screen of the Picturedrome Cinema - Council Min. 187 refers
30. Redevelopment of the Picturedrome Cinema procurement update
31. Picturedrome Site update - Director's Report, any urgent actions taken for ratification

Agenda item **30** and **31** may contain confidential items and require a resolution to exclude public & press.

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

**AGENDA ITEM 8 - TO REVIEW THE COUNCIL'S TERMS OF REFERENCE
AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB-
COMMITTEES**

REPORT BY THE TOWN CLERK

FOR DECISION

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

As a result of reviewing the Council's governance and owing to the drive by Government for councils to become more transparent, a new layout for the Terms of Reference was proposed in 2015 for Council and each Committee that assists the Town Council in complying with this requirement. This also fits in with the style of the Council's Constitution. The layout gives Members and the public a clear picture of the powers that are available to the Council, some of which are currently used and others which are not.

Members should note that there are no recommended changes to the current Terms of Reference, attached as **APPENDIX 1**.

DECISION

Do Members **RESOLVE** to **ADOPT** the Terms of Reference for the 2018/19 Municipal Year?



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

Adopted by the Council at its Meeting held on **8th May 2017**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

Quorum = 6

Introduction to Powers and Duties of Standing Committees

Subject to the matters to be dealt with solely by Council, set out below and to observance of decisions of Council on matters of principle or policy, the majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. as regards other matters, be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

Function of Council Column 1		Delegation of Functions Column 2
1.	Powers of all Standing Committees	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> • Town Clerk in consultation with Chairman or Vice Chairman
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> • Town Clerk in consultation with Chairman or Vice Chairman
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> • Committee
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> • Committee
1.5	To authorise spending/ issue works orders within budgets delegated to committee	<ul style="list-style-type: none"> • Committee
1.6	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> • Committee, subject to terms of reference of sub-committees being approved by Policy & Resources Committee • Council to ratify permanent sub-committees and working groups
1.7	Appointment of Chairmen of committees, sub-committees and working groups.	<ul style="list-style-type: none"> • Committee chairmen reserved to Council • Council may delegate appointment of Vice Chairman to Committee • Committee may appointment Chairman & Vice Chairman of sub-committee or working group which they establish
1.8	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them	<p>None for committee, but on advice from committee</p> <ul style="list-style-type: none"> • Policy & Resources Committee for sub-committees
1.9	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non- budgeted expenditure or would reduce by more than £500 budgeted income to Policy & Resources Committee, which	<ul style="list-style-type: none"> • Committee

	shall make recommendations to Council on the matter	
1.10	A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.	<ul style="list-style-type: none"> Committee
2	General Governance	
2.1	Adoption and amendment of the Council's Corporate Strategy	None, but to receive advice from Policy & Resources Committee
2.2	Comments on the Strategic Plans or strategies of principal councils	None, but to receive advice from relevant committee
2.3	Approval and amendment of all policies not delegated to a particular committee <ul style="list-style-type: none"> Pensions Discretions Policy Personnel Policies and Employee Handbook 	None except <ul style="list-style-type: none"> Policy & Resources Committee Policy & Resources Committee
2.4	Endorsement of Town Centre Plans etc	None
2.5	Approval of Neighbourhood Plan	None
2.6	Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but on advice of Policy & Resources Committee
2.7	Approving annual budget, Precept, and Medium Term Financial Strategy	None, but on advice of Policy & Resources Committee
2.8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
2.9	Election of the Mayor, appointment of Deputy Mayor	None, but on advice from Mayoralty Selection Committee
2.10	Appointment of Members or Officers to outside bodies	None
2.11	Adopting an allowance scheme for Mayor or other members	None, but for members to be on the advice of Arun District Council panel
2.12	Changing the name of the Town Council	None
2.13	Deciding on honorary titles or awards	None
2.14	Making, amending, revoking, re-enacting or adopting Bylaws	None
2.15	To represent the view of the local community on matters of significance	None, unless specifically delegated to committee or officer
2.16	Power to make payments or provide other benefits in cases of fault or maladministration	<ul style="list-style-type: none"> Policy & Resources Committee up to £1000
2.17	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
2.18	Co-option of a member of Council	None
2.19	Co-option of a non-councillor as a member of a committee	None
2.20	To approve the Annual Calendar of Meetings	None
2.21	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> Strategic overview to Policy & Resources Committee Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information
2.22	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision	None generally <ul style="list-style-type: none"> In cases of urgency, the Town Clerk in consultation with two of: The Mayor, Deputy Mayor or Policy & Resources Chairman

2.23	<p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p>	<ul style="list-style-type: none"> · The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy & Resources Chairman or Community Engagement & Environment Committee Chairman · The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting justification to the next Council meeting
2.24	Election issues and filling of vacancies	None
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> · Town Clerk
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> · Town Clerk
2.28	Attendance at conference	None
2.29	To adopt general power of competence, Local Government Act 2011	None
3.	Personnel Issues	
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> · Policy & Resources Committee
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> · Interviewing for, subject to confirmation by Council is delegated to Policy & Resources Committee & Mayor
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> · As set out in Terms of Reference for Policy and Resources Committee
3.6	Health & Safety Policy- General Statement & Organisation	<ul style="list-style-type: none"> · None · Arrangements to Policy & Resources Committee
4.	Quality & Integrated Management	
4.1	Matters relating to Quality and Integrated Management and Local Council Award Scheme	<ul style="list-style-type: none"> · Policy & Resources Committee
4.2	Administration of the Complaints Procedure	<ul style="list-style-type: none"> · As set out in Complaints Procedure

5.	Finance	
5.1	Authorisation of Payment of accounts.	<ul style="list-style-type: none"> · Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations
5.2	Approval of Annual Return & Statement of Accounts	None
5.3	Approval of Banking Arrangements	None
5.4	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> · Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations

5.5	Audit arrangements	<ul style="list-style-type: none"> · Town Clerk/ RFO to manage in accordance with Financial Regulations · Council to approve annual external audit report · Policy & Resources Committee to consider interim audit report, internal audit report and agree internal audit brief
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
6.	Land	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Community Engagement & Environment Committee for maintenance & management
7.	Delegated Services	
7.1	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
8.	Ethical Framework	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> · Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer · Mayor may obtain declarations of office in the absence of the Proper Officer
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting the justification to the next Council meeting

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018

AGENDA ITEM 9 - TO RECEIVE THE DECISION NOTICE PUBLISHED BY ARUN DISTRICT COUNCIL FOLLOWING A HEARING HELD BEFORE AN ASSESSMENT PANEL ON 4th APRIL 2018 AND TO NOTE THE PRESENTATION OF A FURTHER REPORT AT THE JULY COUNCIL MEETING REGARDING THE SANCTIONS RECOMMENDED BY THE PANEL

REPORT BY THE TOWN CLERK

FOR INFORMATION

Following a complaint submitted to the Monitoring Officer at ADC regarding a Member of Bognor Regis Town Council, Cllr. S. Goodheart, Members are invited to receive the report from the Assessment Panel including recommendations for action by the Town Council, attached as **APPENDIX 1**.

This has been submitted to both the Town Clerk and the Town Mayor, who will now liaise with Cllr. Goodheart, consider the recommendations including sanctions, training (including relevant expenditure) and provide a report to Council at the July meeting to enable Members to decide how the Council wishes to proceed.

ARUN DISTRICT COUNCIL
ASSESSMENT PANEL – 4 APRIL 2018

DECISION NOTICE

Subject Member	Councillor Steve Goodheart
Representing	Bognor Regis Town Council
Assessment Panel Members	Councillor Paul English Councillor Dr James Walsh Councillor Robert Wheal John Thompson – Independent Person

Summary of Complaint

The complaint related to the Subject Member's actions at a meeting of the Bognor Regis Town Council's Extraordinary Policy and Resources Committee held on 21 November 2017. This meeting was considering the award of grant aid funding to external organisations who had made an application to the Town Council. The complaint also referred to subsequent correspondence by the Subject Member with the Town Council about one of the applications considered at this meeting.

The Complainant believed that the Subject Member was in breach of the Bognor Regis Town Council's Code of Conduct on the basis of his actions whilst acting as a councillor. The Subject Member had submitted an application for grant aid on behalf of an external organisation that he was involved in. The basis of the complaint was that the Subject Member had failed to disclose any interest in this external organisation and had used his position as a Town Councillor to put the interests of this organisation above that of others in the community.

How the Code of Conduct applied to this complaint

As required by the Localism Act 2011, all Town and Parish Councils across the Arun District have adopted a Code of Conduct and required each councillor to sign up to this Code. Whilst all the Codes work to the same general principles, Bognor Regis Town Council has established its own rules for defining the general obligations of its councillors and the arrangements for registering and disclosing pecuniary and other interests. The assessment of this complaint was reviewed against the Bognor Regis Town Council's Code of Conduct.

The Panel's Decision

The Complainant had identified seven paragraphs within their complaint that they believed demonstrated that there had been a breach of the Code of Conduct by the Subject Member. The Panel noted that the complaint had originally been supported by three individuals but that subsequently one of the individuals had withdrawn their support.

The Panel considered the report of the Investigating Officer and then heard statements from the Complainant and the Subject Member as well as from witnesses they had brought to the hearing. Having reviewed all the evidence presented, the Panel's decision on each of the seven paragraphs is set out below:

Paragraph 1 - Champion the needs of residents

<i>Decision</i>	BREACH
<i>Reason for the Decision</i>	<ol style="list-style-type: none"> 1. Whilst the Subject Member was not seen to obtain any advantage over any other person at the meeting of the Policy & Resources Committee on 21 November 2017, he was seen to have used his position as a councillor improperly to try to influence other members of the Town Council when he sent a letter following the meeting on 27 November 2017 asking for the decision on the application he had submitted on behalf of an external organisation to be reviewed. 2. The Subject Member's conduct was regarded as bringing his office as a councillor into disrepute by taking this action. 3. On this basis, the Panel determined that the Subject Member had breached paragraphs 3.9 (Disrepute) and paragraphs 3.10 & 3.11 (Improper Advantage) of the Bognor Regis Town Council's Code of Conduct.

Paragraph 8 – Legal Obligations

<i>Decision</i>	BREACH
<i>Reason for the Decision</i>	<ol style="list-style-type: none"> 1. Whilst it was confirmed that the Subject Member's involvement with the external organisation was not a disclosable pecuniary interest, it was determined to be an ordinary interest as defined by the Bognor Regis Town Council's Code of Conduct. 2. The Subject Member had not disclosed this interest in his Register of Interests form completed on 27 May 2015. 3. The Subject Member did not declare this interest at the meeting of the Policy & Resources Committee on 27 November 2017 when he made his request for the Committee to return to the application he had submitted. 4. On this basis, the Panel determined that the Subject Member had breached paragraphs 2 (Scope), 6 (Ordinary Interests) and 8 (Disclosure of Interests at Meetings) of the Bognor Regis Town Council's Code of Conduct.

Paragraph 12 – Registering disclosable pecuniary interests	
<i>Decision</i>	NO BREACH
<i>Reason for the Decision</i>	<ol style="list-style-type: none"> 1. It was confirmed that the Subject Member’s involvement with the external organisation was not a disclosable pecuniary interest. 2. Therefore paragraphs 4 (Disclosable Pecuniary Interests) and 5 (Registration of Disclosable Pecuniary Interests) of the Bognor Regis Town Council’s Code of Conduct did not apply.

Paragraph 13 – Declarations of interests at meetings	
<i>Decision</i>	BREACH
<i>Reason for the Decision</i>	<ol style="list-style-type: none"> 1. It was accepted from the statements made that the Subject Member was not fully aware of the requirements for declaring interests under the Code of Conduct at the time of the complaint. 2. It was also accepted from statements made that it was custom and practice that a councillor would declare any interest either at the start of an item or when the interest became apparent for both disclosable pecuniary interests and ordinary interests. 3. The Subject Member did have an ordinary interest in the external organisation for which he had submitted a grant application which he failed to declare when he raised the application at the meeting of the Policy & Resources Committee on 21 November 2017. 4. On this basis, the Panel determined that the Subject Member had breached paragraph 6 (Ordinary Interests) of the Bognor Regis Town Council’s Code of Conduct.

Paragraph 15 – Participation without a dispensation	
<i>Decision</i>	NO BREACH
<i>Reason for the Decision</i>	<ol style="list-style-type: none"> 1. The Subject Member had not made an application for a dispensation. 2. Further the wording of the Code implies that dispensations can only be requested where the councillor had a disclosable pecuniary interest which it had already been confirmed was not the case for the Subject Member. 3. Therefore paragraph 10 (Dispensations) of the Bognor Regis Town Council’s Code of Conduct did not apply.

Paragraph 16 – Participation in debate without a declaration of interest	
<i>Decision</i>	NO BREACH
<i>Reason for the Decision</i>	1. It had already been confirmed that the Subject

	<p>Member did not have a disclosable pecuniary interest.</p> <p>2. Therefore paragraph 10 (Dispensations) of the Bognor Regis Town Council's Code of Conduct did not apply.</p>
--	---

Sanctions to be recommended to Bognor Regis Town Council

1. The Clerk to the Council should report the findings of the Subject Member's conduct to Bognor Regis Town Council.
2. The Subject Member should be reprimanded for his failure to abide by the Code of Conduct.
3. The Clerk to the Council should arrange appropriate training for the Subject Member on the Code of Conduct, the content to be agreed in consultation with the Monitoring Officer.
4. The Subject Member's Group Leader (or whoever agrees the allocation of seats) should consider suspending the Subject Member from the Policy and Resources Committee until he has completed appropriate training on the Code of Conduct.
5. The Clerk to the Council should review the Bognor Regis Town Council's Code of Conduct in terms of:
 - a. Clearly defining types of interests – the Panel recommended that the Town Council reconsider its decision to not adopt the revised Code of Conduct adopted by Arun District Council
 - b. Defining at paragraph 6 (Ordinary Interests) the requirement for councillors to disclose such interests on their Register of Interests form
 - c. Defining at paragraph 8 (Disclosures of Interests at Meetings) whether this should also refer to Ordinary Interests
 - d. Reviewing the content of the Register of Interests form – this currently does not refer to the requirement to declare Ordinary Interests although statements made confirmed this was recognised to be custom and practice
 - e. Reviewing the wording of agendas to make it clearer what the expectations are of councillors under the item 'Declarations of Interest' about declaring both at the start of an item and whenever the interest becomes apparent, based on the Monitoring Officer's recently issued advice.

Publication of the Decision

1. Following the review period, the decision of the Panel will be published to Arun District Council's website for a period not exceeding six months. If the appropriate training can be completed within three months, the notice shall be removed from Arun's website. In any event, publication shall not exceed 6 months.
2. The Panel's decision will be reported to the next meeting of the Standards Committee.

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

AGENDA ITEM 10 - TO APPOINT MEMBERS (AND CHAIRMEN/VICE-CHAIRMEN) TO SERVE ON THE FOLLOWING COMMITTEES. (THE TOWN MAYOR AND DEPUTY TOWN MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)

- **POLICY AND RESOURCES COMMITTEE**
- **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**
- **PLANNING AND LICENSING COMMITTEE**
- **EVENTS, PROMOTION AND LEISURE COMMITTEE**

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to receive the summaries regarding Committee Membership attached as **APPENDIX 1**. This details the proposed Committee membership for 2018/19, following submissions from the Group Leaders and A.N. Other Members.

Members will note that Cllrs. Cunard and Mrs. Daniells have taken the decision to align themselves with the Conservative Group and the allocation of seats is therefore calculated as follows:

Group	Names	Total
Conservatives (inc. 2 Independents aligned)	Pat Dillon Tony Gardiner Stephen Reynolds Adam Cunard Sandra Daniells	5
Labour	Jan Cosgrove Damien Enticott	2
Liberal Democrats	Kenton Batley Martin Smith Matt Stanley Bill Toovey Jeanette Warr Phil Woodall	6
A.N. Others	Jim Brooks Steve Goodheart Martin Lineham	3

Committee Proportionality

Conservatives (inc. 2 Independents aligned)	3 Members per Committee
Labour	1 Member per Committee
Liberal Democrats	3 Members per Committee
A.N. Others	2 Member per Committee
Total	9 Members per Committee

AGENDA ITEM 10

Members should note that no proposals for Chairmen of the Committees have been referred to and will therefore need to be received and considered at the meeting.

These proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor are carried. Should this not be the case then the proposals will need to be revisited and amended accordingly.

The following points are highlighted to Members:

- The Community Engagement and Environment Committee has 1 x Conservative vacancy;
- The Planning and Licensing Committee has 1 x Liberal Democrat vacancy;

Finally, Members should note that the foregoing does not preclude any Member, not currently shown, from being proposed for any of the Committees.

DECISION

To **AGREE** the membership of the Committees.

To **AGREE** the Chairman and Vice-Chairman of the Committees.

AGENDA ITEM 10 – APPENDIX 1
TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor	Stephen Reynolds (C)
Deputy Mayor (TBC)	Phil Woodall (LD)
	Jim Brooks (I)
	Jan Cosgrove (L)
	Adam Cunard (I aligned C)
	Sandra Daniells (I aligned C)
	Steve Goodheart (SBI)
	Matt Stanley (LD)
	Jeanette Warr (LD)

**COMMUNITY ENGAGEMENT AND ENVIRONMENT
COMMITTEE**

	Jim Brooks (I)
	Sandra Daniells (I aligned C)
	Pat Dillon (C)
	Damien Enticott (L)
	Steve Goodheart (SBI)
	Martin Smith (LD)
	Jeanette Warr (LD)
	Phil Woodall (LD)
Vacancy (C)	

PLANNING AND LICENSING COMMITTEE

	Jim Brooks (I)
	Sandra Daniells (I aligned C)
	Pat Dillon (C)
	Damien Enticott (L)
	Steve Goodheart (SBI)
	Steve Reynolds (C)
	Jeanette Warr (LD)
	Phil Woodall (LD)
Vacancy (LD)	

EVENTS, PROMOTION AND LEISURE COMMITTEE

	Kenton Batley (LD)
	Jim Brooks (I)
	Adam Cunard (I aligned C)
	Sandra Daniells (I aligned C)
	Pat Dillon (C)
	Damien Enticott (L)
	Steve Goodheart (SBI)
	Martin Smith (LD)
	Jeanette Warr (LD)

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

**AGENDA ITEM 11 - TO APPOINT REPRESENTATIVES TO OTHER
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA) INCLUDING A
REVIEW OF MEMBERSHIP OF THE INVITEES TO THE BRTC/ADC
LIAISON MEETINGS**

REPORT BY THE TOWN CLERK

FOR DECISION

The previous/current Town Council Representatives to 'Outside' Bodies listing is attached as **APPENDIX 1**.

Members are invited to review this listing, noting any changes/omissions as identified by the Town Clerk, agree any further amendments, including appointments to any current vacancies and therefore determine the Councillor Representatives appointed to the 'Outside' Bodies for the 2018/19 municipal year.

Members will note that this also now includes those appointed to attend the BRTC/ADC Liaison meetings. There is currently no clear agreement about who should attend these meetings with historically the Mayor, Chairman of Policy and Resources Committee, Group Leaders and the Chairman of Community Engagement and Environment all being invited to attend at some time or another.

DECISIONS

To **AGREE** the appointed Councillor Representatives to the 'Outside' Bodies for the 2018/19 municipal year.

To **AGREE** those to be invited to future BRTC/ADC Liaison meetings.

**CURRENT TOWN COUNCIL REPRESENTATIVES TO EXISTING
'OUTSIDE BODIES' MAY 2017**

Armed Forces Day Committee	Representative Officer	Cllr. P. Dillon
Arun Arts Limited	Representative	Cllr. P. Woodall
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. A. Gardiner Cllr. Mrs S. Daniells
Arun Housing/Homeless Forum (Contact by email only)	Representative	Cllr. A. Gardiner
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. A. Gardiner
Bognor Regis BID Board	Representative Officer	Cllr. J. Brooks
Bognor Regis Concert Band	Mayor as President	Town Mayor
Bognor Regis Heritage Partnership	Representative Representative Representative Representative Reserve Reserve Reserve Reserve	Cllr. J. Brooks Cllr. P. Dillon Cllr. Mrs. J. Warr Cllr. S. Goodheart Cllr. A. Gardiner Cllr. J. Cosgrove Cllr. Mrs. S. Daniells Vacant
Bognor Regis Old Town	Ward Rep	Cllr. J. Brooks
Bognor Regis Regeneration Board	Representative Reserve Officer	Cllr. J. Brooks Cllr. J. Cosgrove
Town Centre Manager	Representative Reserve Officer	Cllr. J. Brooks Cllr. Mrs. S. Daniells
Bognor Regis Seafront Lights	Representative	Cllr. P. Dillon
Bognor Regis Twinning Association	Representative	Cllr. Mrs. S. Daniells
BRTC/ADC Liaison Meetings		TO BE CONSIDERED
Chamber of Commerce	Representative Reserve	Cllr. J. Cosgrove Cllr. J. Brooks
Grant Aid Recipients of £5K or over: -		
- Southdowns Folk Festival	Representative	Cllr. W. Toovey
- Bognor Birdman	Representative	TO BE CONSIDERED
Carnival Association	Representative	Cllr. J. Brooks
(Under £5K asked for Rep to remain)		
Rox Music & Arts Charity	Representative	Cllr. P. Dillon

AGENDA ITEM 11 - APPENDIX 1

Joint Action Group	Officer	
Joint Western Arun Area Committee (JWAAC)	Representative Reserve	Cllr. A. Cunard Cllr. S. Goodheart
(JWAAC) Highways & Transport Sub Group	Representative Reserve	Vacant Cllr. S. Goodheart
LSP/AWHP (Ad hoc meetings)	Representative Reserve	Town Mayor Cllr. J. Cosgrove
Parish Liaison Meetings	Representative Representative Reserve Reserve	Cllr. P. Dillon Cllr. A. Gardiner Cllr. J. Cosgrove Cllr. W. Toovey
Public Realm Project (If applicable)	Representative Representative Officer	Cllr. J. Brooks Cllr. P. Dillon
Rural Transport Partnership for Arun District	Representative	Cllr. W. Toovey
Stonepillow (Christian Care Association)	Patron	Town Mayor
VAAC Executive Board	Representative	Cllr. A. Gardiner
West Sussex ALC Ltd	Representative Representative	Cllr. A. Gardiner Cllr. J. Cosgrove

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

AGENDA ITEM 12 - TO CONFIRM BANK SIGNATORIES

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

It was once again agreed at the Annual Town Council meeting last year that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

TOWN MAYOR'S CHARITY ACCOUNT

It is normal practice that the signatories on the Town Mayor's Charity Account are the Town Mayor, Deputy Town Mayor (subject to their agreement) and Town Clerk, with any two of the three signatories being able to sign cheques.

Neither the outgoing Mayor or the new Town Mayor are bank signatories to the Council's bank accounts. Therefore, unless they wish to change this arrangement, it is recommended that the current signatories to the account namely Cllr. P. Dillon and Cllr. Mrs. Warr (both as former Town Mayors) could remain as the signatories to this account for the final year of this administration if they are agreeable.

The Council will need to confirm this arrangement for the coming year for administration purposes.

RESOLUTIONS AS DETAILED IN THE CO-OPERATIVE BANK MANDATE

Members also need to approve that the Resolutions as detailed in the Co-operative Bank mandate as detailed below will continue to apply for all Town Council accounts.

In accordance with the requirements of the Bank Mandate, the following resolutions shall apply in respect of each of the accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and

AGENDA ITEM 12

conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)

- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

DECISIONS REQUIRED BY MEMBERS

RESOLVE that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk

RESOLVE that the signatories for the Town Mayor's Charity account shall remain as the Town Clerk, Cllr. P. Dillon and Cllr. Mrs. Warr (both as former Town Mayors) for the final year of this administration, with any two of the three signatories being able to sign cheques

RESOLVE that the Resolutions as detailed in the Co-operative Bank mandate will continue to apply for all Town Council accounts

Bognor Regis Town Council CYCLE OF MEETINGS 2019
(All meetings begin at 6.30pm unless otherwise stated)

January 2019

Monday	7 th	January	COUNCIL MEETING (Precept)
Tuesday	8 th	January	Planning and Licensing C'ttee
Monday	21 st	January	Community Engagement and Environment C'ttee
Tuesday	29 th	January	Planning and Licensing C'ttee

February 2019

Monday	4 th	February	Policy and Resources C'ttee
Monday	11 th	February	Events, Promotion and Leisure C'ttee
Tuesday	19 th	February	Planning and Licensing C'ttee

March 2019

Monday	11 th	March	COUNCIL MEETING
Tuesday	12 th	March	Planning and Licensing C'ttee
Monday	18 th	March	ANNUAL TOWN MEETING OF ELECTORS
Monday	25 th	March	Community Engagement and Environment C'ttee

April 2019

Tuesday	2 nd	April	Planning and Licensing C'ttee
Monday	8 th	April	Policy and Resources C'ttee
Monday	15 th	April	Events, Promotion and Leisure C'ttee
Tuesday	23 rd	April	Planning and Licensing C'ttee

May 2019

Monday	13 th	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	14 th	May	Planning and Licensing C'ttee
Monday	20 th	May	Community Engagement and Environment C'ttee

June 2019

Monday	3 rd	June	Policy and Resources C'ttee
Monday	3 rd	June	SPECIAL COUNCIL MEETING
Tuesday	4 th	June	Planning and Licensing C'ttee
Monday	10 th	June	Events, Promotion and Leisure C'ttee
Tuesday	11 th	June	Allotments Sub-C'ttee
Tuesday	25 th	June	Planning and Licensing C'ttee

July 2019

Monday	1 st	July	COUNCIL MEETING
Monday	15 th	July	Community Engagement and Environment C'ttee
Tuesday	16 th	July	Planning and Licensing C'ttee
Monday	29 th	July	Policy and Resources C'ttee

August 2019

Monday	5 th	August	Events, Promotion and Leisure C'ttee
Tuesday	6 th	August	Planning and Licensing C'ttee
Tuesday	27 th	August	Planning and Licensing C'ttee

September 2019

Monday	2 nd	September	COUNCIL MEETING
Monday	16 th	September	Community Engagement and Environment C'ttee
Tuesday	17 th	September	Planning and Licensing C'ttee

Monday 30th September Policy and Resources C'ttee

October 2019

Monday 7th October Events, Promotion and Leisure C'ttee

Tuesday 8th October Planning and Licensing C'ttee

Tuesday 29th October Planning and Licensing C'ttee

November 2019

Monday 4th November COUNCIL MEETING

Tuesday 12th November Allotments Sub-C'ttee

Monday 18th November Community Engagement and Environment C'ttee

Tuesday 19th November Planning and Licensing C'ttee

December 2019

Monday 2nd December Policy and Resources C'ttee (Budget)

Tuesday 3rd December Planning and Licensing C'ttee

Monday 9th December Events, Promotion and Leisure C'ttee

Tuesday 17th December Planning and Licensing C'ttee



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

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 12th MARCH 2018

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: K. Batley (during Min. 163), J. Brooks, J. Cosgrove, A. Cunard, Mrs. S. Daniells, P. Dillon, D. Enticott, T. Gardiner, S. Goodheart, M. Lineham, M. Smith, M. Stanley, S. Reynolds, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mrs. S. Norman (Assistant Clerk)
2 members of the Press (part of meeting)
Cpt. J. Rouffet (part of meeting)
OC Golding (part of meeting)
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)
Cllr. P. Wells (ADC Councillor) (part of meeting)

The Mayor's Chaplain, Cpt. Jonathan Rouffet from the Salvation Army, led prayers prior to the meeting

The Meeting opened at 6.37pm

159. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present, in particular the newly elected Town Councillors Enticott and Stanley 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 Mayor gave apologies for Cllr. Batley who would be late to the meeting. There were no apologies for absence.

160. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 9.4 as a supplier to the Kite Festival and advised that he would leave the meeting if there was any discussion

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 24 and 25 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 24 and 25 (Picturedrome), as an employee of the Picturedrome Cinema

Cllr. Goodheart declared an Ordinary Interest in any matters arising regarding Rox, as a Trustee

Cllr. Stanley declared an Ordinary Interest in any matters arising regarding Stonepillow, as a Fundraiser

161. REPORT FROM THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE BY MEMBERS, ELECTED AT THE BY-ELECTION ON 22nd FEBRUARY 2018 OR TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED

The Town Clerk reported that the Declarations of Acceptance had been completed by the newly elected Members, Cllrs. Enticott and Stanley, and had been received by her as the Council's Proper Officer.

162. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8th JANUARY 2018

The Minutes of the Meeting held on the 8th January 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

163. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

West Sussex and Arun District Councillor, Francis Oppler, reported that ADC had confirmed that the bandstand would not be relocated. Regarding the proposed Linear Park for the Hothampton site, Cllr. Oppler stated that neither he, nor Cllr. Wells, had voted in favour of ADC's proposal and added that he felt there was strong opinion amongst local residents who are also opposed to the plans.

Cllr. Oppler went on to speak regarding his desire to keep Political Parity across Committees, having noted that the matter would be discussed under Agenda item 13. He explained that, although it was not a statutory requirement for Town Councils, in his opinion, Political Parity was best practice, to avoid any abuse of power by one political party.

Cllr. Wells stated that he had nothing to add to Cllr. Oppler's report from the District Council and invited questions from Members, but none were forthcoming.

164. WRITTEN QUESTIONS FROM COUNCILLORS

Cllr. Cosgrove put the following written questions to the Mayor:

QUESTION ONE - I am shocked by the results of the Freedom of Information request I made to Arun re their refusal to allow the Kite Festival 2018 to be held over August Bank Holiday, as it was so successfully last year because two Arun Cllrs intervened to allege there were problems but where Arun has admitted they made no investigations, & the Cllrs did not make Declarations of Interest. Will the Mayor please read the article in the BR Herald especially the FoI (link: <https://medium.com/@jancosgrove1945/bognor-regis-herald-arun-gives-answers-4472aa4af7b6>) prior to the Meeting and answer at the Meeting whether he has or not? Does he find Arun's handling of this issue convincing and accountable?

Cllr. Brooks redeclared his Disclosable Pecuniary Interest and left the meeting during the discussion on this item

The Town Mayor confirmed that he had read the article and responded that, as this issue had already been fully discussed by the Events, Promotion and Leisure Committee, and has also been the subject of a previous Mayor's Question, he felt that there was nothing that he could add further as the issue had now been fully resolved and a new venue secured.

Cllr. Brooks returned to the meeting

QUESTION TWO - Will the Mayor please read the Freedom of Information I made to Arun re Estimates for Income from its proposed regeneration of the Regis Centre and Hothampton sites

(link: https://www.whatdotheyknow.com/request/estimates_for_income_bognor_regi?nocache=incoming-1110873#incoming-1110873) and having read it does he agree that it seems very short on detail and thus not very convincing?

The Town Mayor replied that he could not comment on whether the response was short on detail and had to respect the decision to class some information as commercially sensitive. The Town Mayor reminded the Member that if they were dissatisfied with the responses received then he is, as stated in the reply, free to request a review from ADC initially and ultimately to take the matter up with the ICO.

QUESTION THREE - Does the Mayor agree that in the event the Government Inspector finds in favour of the Sir Richard Hotham project planning appeal, Arun Council should meet with SRH to map a way forward for the Regeneration? And does he agree that the SRH project needs to find a realistic settlement with Arun Arts which will preserve an active community theatre on that site at least as good as the current one but without the drawbacks of the current venue?

The Town Mayor stated that as the Town Council is neither the landowner, applicant or planning authority, as Mayor he would not be commenting on future actions should the Appeal be successful. The Town Mayor informed Members that the Town Council continues to support Arun Arts Ltd and their fantastic work at the Alexandra Theatre and he hoped that this support would continue, regardless of the regeneration plans.

165. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

There were none.

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

168. Policy and Resources Committee Meeting of 5th February 2018

The Chairman of Committee, Cllr. Cunard, reported.

168.1 Min. 145.1 - Correspondence re: Wifi and CCTV

A Member asked whether a response had been received from ADC for the financial details. The Assistant Clerk confirmed that no response had been received despite Officers having chased ADC.

168.2 Min. 145.3 - Tablets

Cllr. Mrs. Warr thanked the Civic & Office Manager for recently conducting a home visit and successfully resolving the issues with her hardware.

168.3 Min. 148 - Recommendation that the Council should not adopt the revised Arun District Council Code of Conduct; a fourth appendix relating to Planning be attached to the Town Council's existing Code of Conduct; a training refresher on the application of the Code and the ethical framework should be offered to all Councillors

Members **RESOLVED** that the Town Council would not adopt the revised Arun District Council Code of Conduct. Furthermore, Members **AGREED** that a fourth appendix relating to Planning be attached to the Town Council's existing Code of Conduct and that a training refresher on the application of the Code and the ethical framework should be offered to all.

168.4 Min. 154.1 - Recommendation to approve the reconfirmation of the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2018/2019

Members **RESOLVED** to approve the reconfirmation of the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2018/2019.

168.5 Min. 154.2 - Recommendation that the Annual Audit Plan for 2018/2019 be approved

Members **RESOLVED** to approve the Annual Audit Plan for 2018/2019.

168.6 Min. 155 - Recommendation that the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 be referred to the Town Council for approval

Members **RESOLVED** to approve the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018. The Action Plan will now be signed by the Town Mayor, as Chairman of the Council and Town Clerk.

169. Community Engagement and Environment Committee Meeting of 22nd January 2018

The Chairman of Committee, Cllr. Smith, reported.

169.1 Min. 84.3 - Update on the Youth Services Provision Review

Having attended the JWAAC Meeting held in February, a Member reported that, in his opinion, it would have been the perfect opportunity to showcase the Town Council's relevant projects and that it would be advantageous to do so at the JWAAC Meeting to be held in June. The Town Clerk referred Members back to Min. 84.3, of the Community Engagement and

Environment Committee Meeting held on 22nd January 2018, under which it was stated that it may be possible to have a stand prior to the June JWAAC Meeting and Officers are progressing this. Cllr. Cunard, as the Vice Chairman of the JWAAC Committee, reported that there had been a misunderstanding at a pre-meeting session, as it had originally been thought that the Town Council wished to make a presentation during the meeting, rather than having a stand prior.

169.2 Min. 85 - Update on Community Forums and Councillor Surgeries including; recommendations for the 2018 programme, an invitation to attend an engagement session at Grandad's Front Room and consideration of a Member's proposal to invite the Government Minister for Housing and Planning to visit Bognor Regis

A Member asked for an update regarding the engagement with South Bersted Community School, as referred to in the Minutes. The Mayor informed Members that himself, Cllr. Smith as Chairman of the Community Engagement and Environment Committee, Cllr. Mrs. Daniells, and the Projects Officer had recently attended a forum with the school children and a report on the visit would be made at the next Committee Meeting.

169.3 Min. 86 - Consideration of a Member's proposal for a new Topic Team project

Comment was made by a Member that the agreed proposal for a new Topic Team project to develop a Playing Out Scheme for the Town was an excellent way to engage with the community and encourage people to play an active part. The Chairman of the Committee reported that the workshop he had attended in Bristol, with the Projects Officer, had been really insightful and that a full report would be given to the Community Engagement and Environment Committee at their next meeting.

169.4 Min. 87 - Youth Services Provision Review including update from the Youth Worker Steering Group Meeting held on the 9th January 2018

A Member suggested that the Council look into the facilities available to young people at The Phoenix Centre, Westloats Lane, Bognor Regis. The Chairman of the Committee advised that the subject had been discussed at the recent Youth Worker Steering Group Meeting, and that discussions are ongoing.

169.5 Min. 88 - Consideration of the criteria, procedures and name for the Grant Aid Discretionary Fund - Policy and Resources Committee 4th December 2017 Min. 138 refers

A Member asked for an update on the re-draft of the existing criteria in a less rigid format. The Assistant Clerk reported that the matter was the Agenda item to be considered at the Extraordinary Community Engagement and Environment Committee Meeting to be held on 14th March 2018.

170. Planning and Licensing Committee Meetings of 9th and 30th January, and 20th February 2018

The Chairman of Committee, Cllr. Mrs. Warr, reported.

A Member asked whether there had been any further update following the pre-meeting briefing that took place prior to the Planning and Licensing Committee Meeting held on 9th January 2018. The Civic & Office Manager advised that no further update was available but that Cllr. Lanzer had agreed to share with the Town Council the findings of the data collection study carried out on The Esplanade, Bognor Regis, once they were available.

171. Events, Promotion and Leisure Committee Meeting of 12th February 2018

The Chairman of Committee, Cllr. Brooks, reported.

171.1 Min. 112 - To receive the notes of the Bognor Regis Brand Task & Finish Group Meeting held on 14th December 2017

A Member enquired whether there was any update on the Branding exercise being carried out by ADC. The Chairman of the Committee informed that he had met with Hemingway Design, who are working with ADC on the place branding of the Town, and that there is the possibility that any agreed strapline could be used on the Town Council's posters and banners.

171.2 Min. 113 - Consideration of website stats from BRTC and partners websites - Report from the Chairman - Min. 93 refers

Following a request for an update from a Member, the Chairman of the Committee advised that he was still awaiting some statistics from the Sussex by the Sea website administrator.

172. 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 Committees, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

173. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER AND JANUARY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE)

The Council **RESOLVED** 'to note the payments and transfers made in December and January and to note the balances, bank reconciliation and financial reports'.

174. LOCALISM ACT 2011 SECTION 28(2) MAINTAINING HIGH STANDARDS OF CONDUCT IN LOCAL GOVERNMENT: THE COUNCIL'S DUTY TO MAINTAIN A HIGH STANDARD OF CONDUCT BY MEMBERS

The Town Clerk's report was noted. Cllr. Dillon recommended that all Members retain a copy of the report, and refer to its contents often, as it contained valuable information for Councillors.

175. TO RECEIVE AN UPDATE FROM GROUP LEADERS REGARDING REMOVAL OF FUTURE REQUIREMENT FOR POLITICAL PARITY ACROSS COMMITTEES (S. O. 20.1 (III) REFERS); TO CONSIDER ANY REQUIRED AMENDMENTS TO THE STANDING ORDERS (REFERRED FROM COUNCIL MEETING ON 8th JANUARY 2018, MIN. 135.3 REFERS); TO AGREE WHETHER CHANGES TO COMMITTEE MEMBERSHIP SHOULD BE IMPLEMENTED IMMEDIATELY OR AT THE ANNUAL TOWN COUNCIL MEETING AND, IF CHANGES ARE TO BE IMPLEMENTED IMMEDIATELY, TO AGREE COMMITTEE MEMBERSHIPS FOR THE REMAINDER OF THE MUNICIPAL YEAR

The Assistant Clerk's report was noted. Group Leaders reported back on the outcome of discussions within their Group and Members went on to discuss the future requirement for Political Parity across Committees.

Following the debate, Members **RESOLVED** not to remove S.O. 20.1 (iii) regarding Committee Political Parity from the Standing Orders.

Cllr. Lineham asked that his abstention be noted

Cllr. Cosgrove stated that, following the election of Cllr. Enticott to the Town Council, the Labour Party should now be recognised as a Group with Cllr. Cosgrove appointed as Group Leader for the next three months.

Since Members were minded not to remove Political Parity from the Standing Orders, and in order to retain Political Parity following the formation of the Labour Group, Members considered whether to defer any changes in membership until the Annual Town Council Meeting or agree to amend the membership of each Committee for the final meeting cycle of the year. Following discussion Members **RESOLVED** to **AGREE** to the following changes in membership: -

- Cllr. Enticott to take the Labour seat as a Member of the Planning and Licensing Committee for the final meeting cycle of the year
- Cllr. Enticott to take the Labour seat, in place of Cllr. Cosgrove, as a Member of the Community Engagement and Environment Committee for the final cycle of the year. Whilst it is standard procedure for the Chairman and Vice-Chairman of Committees to be appointed by Council, due to the timing of this change in Membership, a new Vice-Chairman will need to be appointed at the next Community Engagement and Environment Committee Meeting to be held on 26th

March 2018 for that meeting only, to replace Cllr. Cosgrove who had held the position.

- Changes to the Membership of the Events, Promotion and Leisure Committee will be deferred until the Annual Town Council Meeting when all Committee Membership is again reviewed and appointed. In the meantime, the Chairman of the Committee, Cllr. Brooks, invited Cllr. Enticott to become a Member of the Bognor Regis Brand Task and Finish Group. Cllr. Enticott accepted this offer.

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

The Town Clerk's report was noted.

Members **RESOLVED** that the Town Council's internal control procedures and practices are adequate and operating effectively.

177. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT

"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes, community groups etc concerning the issue of homelessness in the area, and to report and make recommendations accordingly."

The Town Clerk's report was noted.

Cllr. Cosgrove spoke in favour of the Motion and, following a brief discussion, Cllr. Cunard proposed that with the agreement of Cllr. Enticott as seconder to the Motion, the Motion be withdrawn, and the item placed on a future Agenda of the Policy and Resources Committee Meeting. It was noted that as Cllr. Enticott does not sit on the Policy and Resources Committee, the Motion would immediately fall without a member of the Committee to second the Motion. Cllr. Cunard agreed to fulfil this requirement and therefore, with the agreement of Cllrs. Cosgrove and Enticott, the Motion was withdrawn and will be included on the agenda for the June meeting of the Policy and Resources Committee.

178. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 22nd NOVEMBER 2017

The Town Clerk's report was noted, which included the Notes of the meeting held on 22nd November 2017.

179. TO RECEIVE THE CIVIC & OFFICE MANAGER'S REPORT ON LOCAL RAIL MATTERS - MIN. 137 REFERS

The Civic & Office Manager's report was noted and Cllr. Gardiner spoke briefly on the matter and suggested that no further action be taken by the Town Council.

180. UPDATE ON THE TOWN COUNCIL NEWSLETTER FOR 2018 - REPORT BY CIVIC & OFFICE MANAGER

The Civic & Office Manager's report was noted, and discussions included requests from Members that consideration be given to visually impaired readers of the newsletter, and that the breakdown of the Town Council Budget be accurately presented. It was **AGREED** by Members that the phrase 'Our Town' would be used in place of 'Your Town' in the 2018 newsletter. The matter of offering advertising space in the newsletter was also addressed. Members spoke for and against this and it was suggested that this was something that could be discussed for next year's newsletter.

Members **RESOLVED** to **AGREE** that the suggestions for editorial, numbered 1-12 in the report, be included in the 2018 newsletter.

Members **RESOLVED** to **AGREE** that the 2018 newsletter be produced as an A4, 8-page, publication in a matte finish.

Subsequent to the decision made above, Members **RESOLVED** to **AGREE** that Company A be chosen to design and produce the 2018 newsletter at a cost of £1187 plus VAT. It was also noted that, when taking into account the cost of £1375 plus VAT for distribution to the six Wards, the total cost would be £2562 plus VAT, slightly in excess of the £2500 budget. Members therefore **RESOLVED** that the additional expenditure should be funded through General Reserves.

Finally, a Member referred to the use of the strapline "Back to the Best of Bognor" and asked that consideration be given to the removal of this from Town Council documents and its replacement with a more forward-looking slogan. No decision was taken on this proposal.

181. REGENERATION

Cllrs. Brooks, Dillon and Reynolds left the meeting as Members of either ADC's Planning Committee or Regeneration Sub-Committee should any pertinent issues be discussed

Members discussed at length their concerns over the plans for the Regeneration of the Town and challenged that the proposals were redevelopment rather than regeneration. Members debated at length the public consultations carried out regarding current regeneration proposals with questions raised concerning the statistical validity in the number of people that responded to the consultation. Questions were also asked by a

Member concerned as to whether ADC had allowed for competition of preferred developer status amongst developers tendering for proposed regeneration sites. Finally, a suggestion was made that the Town Council should facilitate an opportunity for Members and the public to hear directly from ADC about their Linear Park plans and to enable the community to raise questions.

Cllrs. Brooks, Dillon and Reynolds returned to the meeting

A vote was taken, and Members **RESOLVED** that the Town Clerk write to the Chief Executive of ADC seeking clarification on the preferred developer status and confirmation of the competitive tendering process.

Cllrs. Brooks, Dillon and Reynolds asked that their abstention be noted

Members further **RESOLVED** that a letter be sent to an appropriate Officer at ADC inviting them to attend a meeting of the Town Council in July to speak regarding the Linear Park plans and to hear comments from Members and the public regarding the proposals.

Cllrs. Brooks, Dillon and Reynolds asked that their abstention be noted

182. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

183. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

184. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS INCLUDING A WRITTEN REPORT FROM CLLR. GARDINER REGARDING HIS ATTENDANCE AT THE NALC LARGER COUNCILS CONFERENCE IN DECEMBER 2017

It was noted that reports had been received from the following Representatives to other organisations, and had been emailed to all Councillors: -

- 184.1 Cllr. Mrs. Daniells** - ADALC and Bognor Regis Twinning Association
- 184.2 Cllr. Gardiner** - ADALC, Arun Housing/Homeless Forum, NALC Larger Councils, Parish Liaison Meetings, VAAC Executive Board, WSALC, and Bognor & Bersted United Charities
- 184.3 Cllr. Goodheart** - Bognor Regis Heritage Partnership, JWAAC Highways & Transport Sub Group, and WSCC A27 Working Group
- 184.4 Cllr. Toovey** - Southdowns Folk Festival
- 184.5 Cllr. Woodall** - Arun Arts Ltd, Bognor Regis Concert Band, LSP/AWHP, and Stonepillow

185. CORRESPONDENCE

The Clerk reminded Members to complete their electronic contact permissions form and return these to Officers this evening.

The Committee noted receipt of correspondence as detailed in the lists.

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interest and left the meeting during the discussion on the Picturedrome cinema

186. PICTUREDROME SITE UPDATE INCLUDING: -

Director's Report, any urgent actions taken for ratification

The Director's Report was received, and actions taken as detailed were ratified. It was noted that an element of the update would require discussion under Confidential Business.

186.1 A.G.M. of The Bognor Pier Company Ltd. - to adopt the accounts year ended 31st December 2017 and to note the Director's Report

Members **RESOLVED** to **ADOPT** the accounts year ended 31st December 2017, of Bognor Pier Company Ltd, as circulated to Members and noted the Director's Report.

186.2 To note receipt of the £25k Management Fee from The Bognor Regis Pier Company

Members noted receipt of the £25k Management Fee from the Bognor Pier Company Ltd.

187. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's Report was noted, and Members were informed that an element of the report would need to be discussed under Confidential Business.

A Member suggested that the Council should start thinking about arrangements for an Opening Ceremony, to which the Town Clerk responded that the matter could be considered at the Annual Town Council Meeting on 14th May.

188. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (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 (SO.31.1) - Agenda items 24, 25 and 26 (contractual).

189. PICTUREDROME SITE UPDATE

Members received and noted the confidential, verbal report from the Town Clerk in relation to 1a Linden Road.

190. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

Members received and noted the confidential, verbal report from the Town Clerk.

Cllrs. Cunard and Mrs. Daniells returned to the meeting

191. PRESERVING THE HERITAGE OF BOGNOR REGIS - PRE-FEASIBILITY STUDY FOR THE ACQUISITION OF A HISTORIC BUILDING

Members received and noted the confidential, verbal report from the Town Clerk.

Following discussion, Members **RESOLVED** that a pre-feasibility study be carried out subject to agreement of the costs for the study to be agreed by the Chairman, and Vice-Chairman, of the Policy and Resources Committee together with Group Leaders.

The Meeting closed at 9.28pm



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

MINUTES OF THE EXTRAORDINARY MEETING

OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 30th APRIL 2018

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard, Mrs. S. Daniells, P. Dillon, D. Enticott, T. Gardiner, S. Goodheart, S. Reynolds, M. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. P. Cooper (LCS - Town Council's Consultant)

The Meeting opened at 7.00pm

192. 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.

Apologies had been received from Cllr. M. Lineham, who had a medical appointment.

193. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Brooks declared an Ordinary Interest as a Member of Arun District Council and stated that he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

Cllr. Mrs. Daniells declared an Ordinary Interest as a Member of Arun District Council

Cllr. Dillon declared an Ordinary Interest as a Member of Arun District Council

Cllr. Reynolds declared an Ordinary Interest as a Member of Arun District Council

Cllr. Smith declared an Ordinary Interest as a Member of Arun District Council

Cllr. Stanley declared an Ordinary Interest as a Member of Arun District Council

194. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

195. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1)

The Committee **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. 31.1) - Agenda item 5.

196. TO RECEIVE A REPORT REGARDING POTENTIAL PROPERTY PURCHASE AND TO AGREE FURTHER ACTIONS

Members were provided with confidential reports to read, prior to the meeting.

The Mayor introduced Mr. Peter Cooper, from Local Community Solutions Ltd, and thanked him for joining the meeting. Mr. Cooper then presented a report he had prepared regarding potential property purchase.

Cllr. Cunard left the Meeting for a short period during the presentation

Following the presentation of the report, the Mayor invited Members to put questions to Mr. Cooper.

Members went on to discuss the matter at length. Consideration was given to the possible purchase of Bognor Regis Town Hall, and the subsequent possible use of the property. Alternative property purchase options were also discussed. Of particular concern to Members was the financial commitment required to purchase any property, and the impact that any possible loan taken on by the Town Council would potentially have on the Precept in future years.

Cllr. Enticott left the Meeting for a short period during the debate

Members expressed concern at making any decisions without the opportunity to first carry out investigations into matters such as: potential, viable uses for any properties purchased; site visits to inspect the standard of the property being considered; the availability of rental office space elsewhere within the Town and associated costs to the Town Council.

Cllr. Cunard suggested that a proposal be made whereby no decision be taken at this time until further investigations into some of the suggestions made were carried out. Cllr. Cosgrove seconded such a proposal.

Cllr. Cosgrove moved that the question be now put on this proposal, which Members approved and subsequently **AGREED** to a short adjournment to enable the exact wording of the proposal for Members consideration to be finalised.

The Mayor adjourned the Meeting at 8.07pm

The Mayor reconvened the Meeting at 8.29pm

The Mayor read to Members the final proposal put forward by Cllr. Cunard, and Members were asked whether they would like to vote en bloc for the proposal, or on each individual part. A vote was taken, and Members **AGREED** to vote en bloc for the proposal. Cllr. Gardiner abstained from this decision and asked that this be noted.

Cllr. Cunard therefore proposed the following resolution, and this was seconded by Cllr. Cosgrove.

That there be no immediate action to submit an offer to Arun District Council to purchase the Town Hall.

To agree in principle (subject to obtaining prior costs) to take architectural and commercial advice on potential uses of the building along with associated costs to prepare the building for preferred uses, which will inform the Council should they wish to submit an offer at a future date.

To continue to investigate alternative property which could provide accommodation for the Town Council and facilitate the Council's strategic proposals.

To investigate the availability and price of purchasing and/or leasing suitable office accommodation in the Town.

A recorded vote was requested, the results of which were as follows.

FOR	AGAINST	ABSTENTIONS
Cllr. Batley		
Cllr. Brooks		
Cllr. Cosgrove		
Cllr. Cunard		
Cllr. Mrs. Daniells		
Cllr. Dillon		
Cllr. Enticott		
Cllr. Gardiner		
Cllr. Goodheart		
Cllr. Reynolds		
Cllr. Smith		
Cllr. Stanley		
Cllr. Mrs. Warr		
Cllr. Woodall		

The Motion was **CARRIED**.

The Meeting closed at 8.35pm



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

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 9th APRIL 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 173), S. Reynolds, M. Smith, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillors in the public gallery

The Meeting opened at 6.30pm

170. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. There were no apologies for absence.

171. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify

the Monitoring Officer of all Disclosable Pecuniary Interests, 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 26, as the tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 26, as an employee of the Picturedrome Cinema

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda Item 21 as a member of the Bognor Regis Seafront Lights

172. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th FEBRUARY 2018

The Minutes of the Meeting held on 5th February 2018 were approved as a correct record and signed by the Chairman.

173. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.31pm

A Councillor in the public gallery urged Members to work together and support each other, with all decisions made within the Council Chamber.

Cllr. Goodheart arrived at 6.32pm

A Councillor in the public gallery informed Members that he had circulated notes for Members consideration on several items that came before the Committee this evening.

Meeting reconvened at 6.36pm

174. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

174.1 5th February 2018 - Min. 145.3 - Tablets

Members were advised that Cllrs. Batley, Brooks and Goodheart have retained their tablets and will therefore be responsible for updating and charging the units prior to meetings.

174.2 5th February 2018 - Min. 161 - Olby's Clock

Members were invited to note that the clock was to be reinstalled the following day, Tuesday 10th April and Town Force will be assisting with the installation.

175. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

175.1 Members noted that the Town Force team had sourced a boat for planting from Chichester Harbour and therefore it was **AGREED** that a donation of £25 be made to Chichester Harbour Conservancy in recognition of this.

175.2 Following discussion regarding potential sponsorship sites, Members **AGREED** that the Queensway planters should be re-advertised for sponsorship, that adhesive should be used to secure the signs and an annual charge of £200 be levied together with the cost of the sign.

Furthermore, Members **AGREED** that two of the Queensway planters should be used for the promotion of the 2 Hour Free Parking Scheme, that the signage should be affixed using adhesive and the cost of the signs and installations should be met through the 2 Hour Free Parking budget. The exact location of the two planters to be used should be determined by the Car Parking Strategy Working Group.

176. TO NOTE AND RECEIVE A REPORT REGARDING THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION IN MAY 2018 - MIN. 147 REFERS

The Deputy Clerk's report was noted including the absolute requirement to appoint a Data Protection Officer (DPO). It was noted that few companies are currently offering the required services, but this may expand as the new Regulations take effect.

Members **RESOLVED** to outsource the function of Data Protection Officer with associated support as detailed in the report, to Company A, with the inclusion of the annual visit, at a cost of £650 plus VAT per annum. Furthermore, Members **RESOLVED** that this expenditure should be met through General Reserves with a specific budget identified when appropriate for the 2019/20 budget.

It was suggested that a six month review of the service be undertaken and a report made back to this Committee on how it was working.

177. TO RECEIVE THE NOTES OF THE CAR PARKING STRATEGY WORKING GROUP MEETINGS HELD 20th FEBRUARY AND 21st MARCH 2018

The Project Officer's report was noted and the following recommendations ratified:

177.1 Members **RESOLVED** to **AGREE** that a letter be sent to Arun District Council to seek the relevant permissions to fix a small informative sticker

to promote the 2 Hour Free Parking Scheme to the relevant pay and display machines.

177.2 Members **RESOLVED** to **AGREE** that a letter be sent to WSCC requesting consideration of providing free or low-cost sponsorship for the promotion of the 2 Hour Free Parking Scheme on out of Town grass verges or roundabouts.

177.3 Members **RESOLVED** to **AGREE** in principle that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval of the Working Group of the final draft.

178. **TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 26th FEBRUARY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING: APPROVAL OF THE APPLICATION FORM AND EXPENDITURE FOR THE BLUE PLAQUE SCHEME; CONSIDERATION OF A TOWN COUNCIL CONTRIBUTION TO THE REYNOLDS CLOCK PROJECT**

The Project Officer's report was noted, and the following recommendations ratified:

178.1 Members **RESOLVED** to **AGREE** with the revised draft of the Blue Plaque Application Form as circulated.

178.2 Members **RESOLVED** to **AGREE** with expenditure totaling £1278.50 plus VAT from the existing Heritage Partnership Finances Budget to fund the purchase and installation of the initial plaques.

178.3 Members **AGREED** in principle to consider making provision for financial funding of between £4,000 and £8,000 for the Reynolds Clock project, subject to the additional match funding being met through crowdfunding. However, before making a final decision, Members requested that a public consultation be carried out, via Facebook, to ascertain the public's appetite for Council expenditure in this regard and to also gauge the potential response to a Crowdfunding appeal. Once in receipt of the feedback, the issue should be referred to this Committee for further debate.

179. **TO RECEIVE AND IF ACCEPTABLE APPROVE THE TERMS OF REFERENCE DRAFTED FOR THE PLAYING OUT SCHEME TOPIC TEAM AS DISCUSSED AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22nd JANUARY 2018 - MIN. 86 REFERS**

The Deputy Clerk's report was noted.

Members **RESOLVED** to **AGREE** that the drafted Terms of Reference for the Playing Out Scheme Topic team be **RECOMMENDED** to **COUNCIL** for adoption.

180. TO RECEIVE THE RECOMMENDATION FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 14th MARCH 2018 REGARDING THE GRANT AID DISCRETIONARY FUND - MIN. 99 REFERS

The Deputy Clerk's report was noted, and Members debated the continuation of this grant initiative and also alternatives such as reincorporating into the standard Grant Aid process.

It was suggested, and Members **AGREED** to continue with this separate initiative for a further year after which the process would be reviewed once again. Members subsequently **RESOLVED** to **AGREE** the revised Guidelines/Criteria and Application Form including the following:

- i) The initiative be re-named, the Flexible Community Fund (FCF)
- ii) Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extraordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- iii) Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- iv) Point 4 of the Guideline/Criteria and Checklist to change, *"small sums between £0 and up to £5,000"* to now read, *"Grants **from** £25.00 will be considered at the discretion of the Committee"*
- v) Point 5 of the Guideline/Criteria and Checklist that the wording be changed to reflect any changes that may be made to the Town Council's Corporate Strategy
- vi) That an extra point be added to include reference to General Data Protection Regulation (GDPR)

The Town Clerk highlighted that the original recommendation from the Committee had included a point (vii) referring to the delegation of approval of small amounts of £100 or less. The Town Clerk reported that as it is not legally possible for delegated authority to be given to individual Members of the Council, and therefore it had been necessary to amend point (vii) to the following:

- vii) On receipt of applications for small amounts of £100 or less, approval will be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

Members subsequently **RESOLVED** to **AGREE** the revised wording for point (vii).

Members went on to discuss the inclusion of a clause requiring evidence of a local connection and **AGREED** that the Chairman of the Community Engagement and Environment Committee will investigate and report back to the Committee as to whether this is already included or whether an additional clause should be added.

181. COUNCILLOR ALLOWANCES - TO CONSIDER REQUESTS FOR VIREMENT OF BUDGET FOR UNDRAWN ALLOWANCE TO ORCHARD WARD AND HATHERLEIGH WARD ALLOCATION BUDGET

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** to Council the virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation budgets.

182. TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12th FEBRUARY 2018 REGARDING THE EARMARKING AND VIREMENT OF FUNDS (MINS. 105, 106.2, 106.3 & 107 REFER)

The Deputy Clerk's report was noted.

Cllrs. Cunard and Mrs. Daniells declared an Ordinary Interest in any discussions regarding expenditure for a film at the Drive Through Time event due to their employment at the Picturedrome Cinema

182.1 Members **RESOLVED** to **AGREE** that the overspend on events in the 2017/18 financial year of £98.13 be met through General Reserves. The Chairman expressed concern that this was not the first time that there has been an overspend on the events' budgets and asked that a similar request not be made at the end of the 2018/19 financial year.

182.2 Members **RESOLVED** to **AGREE** that £2,000 be vired from the 2018/19 Funshine Days Budget to the Royal Commemoration Budget to fund expenditure for the Royal Wedding event.

182.3 Members **RESOLVED** to **AGREE** that £750 be vired from the 2018/19 Bognor Regis Brand Budget to the Drive Through Time Budget to fund the expenditure incurred for the film element during the evening.

182.4 Members **RESOLVED** to **AGREE** that the underspend from the Town Guide Budget for 2017/18 financial year be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

183. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (INTERIM UPDATE)

Members **RESOLVED** to **NOTE** the Internal Audit Report 2017-2018 (Interim Update).

184. TO RATIFY RELEASE OF 2018-2019 CCTV PARTNERSHIP FUNDING

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

A Member recalled that previously an offer of a tour of the CCTV monitoring facility had been offered but at that time, no Councillors could attend. It was therefore **AGREED** that the Town Clerk should write to the appropriate Officer at ADC and ask whether such a tour would now be possible.

185. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER

The Projects Officer's report was noted.

186. TO CONSIDER MEMBERSHIP FOR THE DEPUTY CLERK OF THE INSTITUTE OF SAFETY & HEALTH (IOSH)

The Town Clerk's report was noted.

Members **RESOLVED** to **AGREE** that the Deputy Clerk may take membership in IOSH at a cost of £153 per annum.

187. TO CONSIDER THE AMENDED CORPORATE STRATEGY FOLLOWING THE MEETING HELD 27th FEBRUARY 2018 AND TO MAKE RECOMMENDATIONS TO COUNCIL ACCORDINGLY - MIN. 120 OF THE MEETING HELD 21st NOVEMBER 2017 REFERS

The Deputy Clerk's report was noted including the Appendix with the recommended actions arising from the Corporate Strategy Review Meeting held 27th February 2018. It was noted that the decision regarding the weather observations would need to be deferred until later in the meeting and discussed under confidential business, and that the decision taken at that time would need to be incorporated into the final Strategy document.

187.1 With regard to the Wifi remaining within the Corporate Strategy under Priority 1: Project 1 - Promoting the Bognor Regis Brand and Town Area, following debate it was **AGREED** that the entry should be retained by amended to read:

“We will support the provider of a Wifi network for the beach to encourage a new kind of tourism”.

Members **AGREED** that the form that the support should take would need to be agreed by this Committee when appropriate.

NOTE - When considering the support to be provided, due consideration will need to be given to the Partnership, Promotion and Sponsorship Policy.

187.2 Members debated the inclusion of a new Priority 2: referring to partnership working with ADC on improvements to the seafront and promenade and this was **AGREED**.

187.3 With regard to the accrued Seafront Strategy Earmarked Reserves, that had specifically accrued for the possible devolution of services including car parks and concessions and was now recommended for removal from the Strategy, it was **RESOLVED** that these Earmarked Reserves should be returned to General Reserves.

187.4 Members also discussed the possible improvements to the seafront that could be made including improvements to access, and it was suggested that an invitation be extended to the ADC Engineer to give a presentation to Council on possible improvements and any engineering challenges.

187.5 Members noted that the objective regarding BBQs on the beach was recommended for removal and whilst there was no objection to this, it was suggested, and Members **AGREED** that ADC be asked to consider the inclusion of public BBQs within the Linear Park.

187.6 Members **AGREED** that the “Back to the Best of Bognor” strapline should be removed and discussed what, if anything, should replace it. Following debate, it was **AGREED** that the existing “Sunniest Bognor Regis”, as already used on much of the Events promotional material, should be used as the strapline for the Corporate Strategy.

187.7 Having noted the amendments as detailed above, together with the proposed changes as detailed in Appendix 2 of the report, Members **RESOLVED** to **RECOMMEND** to Council the revised Corporate Strategy.

188. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Town Clerk declared an Ordinary Interest as one of the potential suppliers was known to her

The Deputy Clerk’s report was noted. Members were also informed that whilst the machines to be provided were all new machines, the proposal from Company B was a newer model than for Company C.

Following debate, in which it was noted that the costs for Companies B and C were almost identical, Members **RESOLVED** to **AGREE** to instruct Company C for the provision of the 4-year photocopier contract at a quarterly cost of £365 (exc VAT) plus per copy charges.

189. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR ARUN ARTS (YEAR 3 OF 3)

The Deputy Clerk's report was noted.

Cllrs. Cunard, Mrs. Daniells and Dillon declared an Ordinary Interest as Members of Arun Arts Ltd

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 Arun Arts Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year, being the final year of this 3-year agreement.

190. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3)

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 Arun Arts Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year, being the first year of this 3-year agreement.

191. TO NOTE DATE OF 23rd APRIL 2018 FOR SAFEGUARDING TRAINING FOR ALL MEMBERS

The Deputy Clerk's report was noted with Members asked to confirm their attendance at this training session as soon as possible.

192. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE PURCHASE OF A WIDE-ANGLE LENS FOR THE TOWN COUNCIL'S CANON EOS 600D CAMERA AT A COST OF £330 PLUS VAT

The Deputy Clerk's report was noted.

Following discussion, Members **RESOLVED** to **RATIFY** the purchase of a wide-angle lens for the Town Council's Canon EOS 600D camera at a cost of £330 plus VAT.

193. FINANCIAL REPORTS INCLUDING: -

193.1 To note Committee I&E Reports for the month of February 2018 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2018.

- 193.2 **To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations**
The verification of bank reconciliations as detailed was **NOTED**.

194. **CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists.

195. **PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Whilst Cllrs. Cunard and Mrs. Daniells had previously declared interests, the Town Clerk informed the meeting that, as there was no report to make, they would not be required to leave the meeting.

Members **NOTED** receipt of the Cinema Theatre Association Bulletin Vol. 52 No. 2 for March/April 2018.

196. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (CONTRACTUAL)**

The Committee **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.31.1) - Agenda items 28 and 29 (contractual).

197. **TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

Cllr. Cunard declared an Interest in the Post Newspapers' sponsorship of a floral display on the Butlins roundabout

The Committee noted the list (confidential).

198. **JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 28th MARCH 2018**

The Town Clerk's confidential report was noted, and Members **RESOLVED** to **RATIFY** the recommendations from the meeting of the Joint Consultative Sub-Committee (Staffing), which included:

- With regard to late arrivals at meetings, that the Chairman's assistance be sought in this regard and when a Member arrives after the start of

the meeting, the Chairman asks for a pause in proceedings while the Member quickly takes their seat, after which the meeting may proceed.

- Maternity cover provision
- The continued inclusion of the weather observation process within the Corporate Strategy

The Meeting closed at 8.09pm

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

AGENDA ITEM 18.1c - POLICY AND RESOURCES COMMITTEE MEETING OF 9th APRIL 2018 WITH RESOLUTIONS, RECOMMENDATIONS AND REPORTS INCLUDING RECOMMENDATION TO ADOPT THE REVISED CORPORATE STRATEGY - MIN. 187.7 REFERS - COPY OF FINAL DOCUMENT CIRCULATED WITH AGENDA

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to receive the final draft of the Corporate Strategy 2018-2020 following the review meeting held on 28th February and the Policy and Resources Committee Meeting on 9th April 2018 (attached as **APPENDIX 1**).

Members are further invited to receive a report from L.C.S. Ltd. with regard to some recommended additional changes following the Extraordinary Council Meeting on 30th April and with reference to the planned Extraordinary Council Meeting on 29th May 2018 (attached as **APPENDIX 2**).

DECISION

Do Members **AGREE** with the **RECOMMENDATIONS** of the Policy and Resources Committee together with the proposed amendments by L.C.S. Ltd. and **ADOPT** the Corporate Strategy 2018-2020 as circulated?



Bognor Regis Town Council

Corporate Strategy 2018-2020

Sunniest Bognor Regis

Purpose

Our purpose is to lead Bognor to a better future improving the quality of life for locals, listening to and acting upon their views to improve facilities for residents and visitors and delivering bespoke value for money services.

Vision

Our vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

Main Priorities

Our Main priorities are:

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Acquiring and creating more community assets

The Bognor Regis Community Promise

In achieving our vision Bognor Regis Town Council promises to be trustworthy, honest, reliable and accessible. The Council will have a clear identity and the authority to take ownership of community problems and issues, ensuring it does a good job for all.

Implementing the Corporate Strategy

The Bognor Regis vision sets out a 3-year target to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling its own destiny to deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

The Town Council intends to do this through three priority areas.

Priority 1. Promoting the Bognor Regis Brand and Town Area

Priority 2. Partnership Working and Community Engagement and Empowerment

Priority 3. Acquiring and creating more community assets

Each of these priorities will be delivered through one or more projects for which action plans have been developed and are set out below. Implementation of the action plans will be the responsibility of the Town Clerk who will formulate the basis of more detailed and costed actions which will inform the budget setting process for 2018-2020.

In addition to the activities laid out under these priorities, the Council will carry out the day to day functions of the Council.

- i. The Council will continue to fulfil its statutory and democratic role through the meetings of the Council, its Committees and through the holding of the Annual Electors Meeting.
- ii. The Council will continue to fulfil its civic role through the Mayor's diary and by working with other organisations to arrange annual ceremonies such as Remembrance Sunday.
- iii. The Council will continue to engage with the electors of the Town through the handling of enquiries, the provision of information through the Town Council website and Facebook pages.

PRIORITY 1.

Promoting the Bognor Regis Brand and Town Area

The Council will identify a clear brand for Bognor Regis which reflects our core purpose to create an image that identifies the uniqueness of the council's services and differentiates it from other councils' services, so that over time this image becomes associated with our community promise, leading to increased credibility, quality and satisfaction in the mind of everyone who comes into contact with the Bognor Regis Town Council.

Project 1. Promoting the Bognor Regis Brand and Town Area

The Town Council brand is one of its greatest assets. It's not just a logo and design scheme, but reflective of its community, and visitors experience of its services. The brand is reflective of the community promise the Council's values, personalities and, the way it communicates with residents and visitors. It is in the way services are packaged and style in answering the telephone. Communicating the brand clearly and honestly will spread confidence and goodwill. It is a badge of trust that will provide a competitive edge. The brand will tell the community exactly what to expect from Bognor Regis always delivering on promises leading to a better future for all.

The Council will promote Bognor Regis and the Town area **by enhancing the locality** and facilities for residents and visitors.

The Council will continue to use the well-recognised "Sunniest Logo".

The Council will continue to promote and utilise the Town Crier both within and outside of the Town.

The Council will support the provider of a Wifi network for the beach to encourage a new kind of tourism

The Council will continue to deliver a programme of events throughout the year for residents and visitors to enhance their experience of the town and its environment including

- Drive Thru Time
- Christmas Lights
- Park Day
- Proms in the Park

The Council will continue to prepare and distribute a guide for all Town Council events.

The Council will capitalise on the Meteorological site/Information and publicity relating to the record breaking sunshine hours in Bognor Regis. This will be included within the branding strategy.

Active monitoring and reporting.

The Council will continue to make additions to the photo library and circulation of existing stock

Project 2. Neighbourhood Planning.

Neighbourhood planning will allow the Town Council to both shape and give the community more of a say in its development (within certain limits and parameters). The plan will be used to help decide the future and protect the sense of place of Bognor Regis and will give local choice around where new houses, shops and offices are to be built, give influence over what buildings should look like and enable the granting of planning permission for the new buildings that the Town Council want to see go ahead.

The Bognor Regis Neighbourhood Plan has now been formally "made" by Arun District Council and should be referred to when they consider planning applications for the Town.

Bognor Regis Town Council, to effectively use the Neighbourhood Plan to influence development in the Town, identifies that Development Control knowledge is important for both Members and Officers.

The Council will maintain a watching brief of the NP and review if necessary.

The Council will continue to alert and encourage Members to attend training and refresher courses when available.

Development Control:

The Council's Planning and Licensing Committee, as Statutory Consultee, will comment on all Planning & Licencing Applications

Project 3. Improving the Environment We Live In.

Bognor Regis Town Council recognises that the state of its local environment reflects the quality of the Town and has identified actions to supplement the Neighbourhood Plan to improve the local environment for all ages particularly the old and vulnerable. Also, to provide facilities and services for younger people.

The Council will investigate the feasibility of introducing a Play Street Scheme.

The Council will continue and expand the Community Engagement opportunities.

The Council will investigate the potential for the Town Council to take responsibility for planting and maintenance of Steyne Gardens.

The Council will continue the Children's Summer Activity programme including possible extension into other school holiday periods.

The Council will continue with the Youth Worker Steering Group, working with the appointed Youth Worker, to further investigate enabling and improving the environment for young people.

The Council will continue with the Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes.

The Council will continue with the provision and maintenance of 100 + allotment plots

The Council will continue to support the Bognor Regis in Bloom initiative

The Council will continue with maintenance of Town Assets i.e. lampposts, clocks, blacksmiths art

PRIORITY 2. Partnership Working

Bognor Town Council realise that they can't deliver the vision in isolation and better results will be obtained through partnership working.

Project 1. Developing Partnership Working.

Working with our partners to manage and improve local services. Develop the ethos of partnership working amongst all Town Councillors and staff aligning all activities with the Corporate Strategy.

The Council will continue with the requirement for Members to provide a brief report in writing following attendance at each external meeting.

The Council will continue to arrange regular liaison meeting with Arun District Council and West Sussex County Council.

The Council will continue to prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy.

The Council will continue to provide Ward Allocations

The Council will continue to work in partnership with the Bognor Regis Heritage Partnership Board to preserve and enhance the heritage of the Town.

The Council will continue with Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area

The Council will strive to work in partnership with ADC on improvements to the seafront and promenade

PRIORITY 3. Acquiring and Creating more Community Assets

The Council will strive to acquire and develop more community assets

Project 1.

The Acquisition of more Community Assets is desirable to not only ensure future provision of facilities and services but to also provide a new source of income for future years so as to reduce the reliance on the Precept.

The Council will at the appropriate time seek to purchase or lease suitable property to provide for its office, reception and meeting accommodation.

The Council will seek to provide suitable community space.

The Council will continue discussions regarding the acquisition of the Town Hall by the Town Council

The Council will investigate the acquisition of Town assets of historical value.

Report to the Annual meeting of Bognor Regis Town Council on 14th May 2018.

MINOR STRENGTHENING OF EMPHASIS IN THE REVISED CORPORATE STRATEGY.

1. Background

Glyn Chambers of LCS has worked with councillors on revising and updating the Bognor Regis Town Council's Corporate Strategy 2018-2020 "Sunniest Bognor Regis" and Policy and Resources Committee have recommended the attached draft for adoption at Council.

At the special meeting of the Town Council on 30th April 2018, members discussed in detail the next steps to take in their consideration of whether to submit an offer to buy the Town Hall from Arun District Council (ADC) and inevitably consideration of alternative properties came in to the mix. Council made a series of firm and linked resolutions on their next steps, which are set out in the Council Minutes elsewhere on this agenda.

One thing that came across clearly from the discussions, was that members wished to consider the purchase and improvement of property for purposes stated in their corporate strategy and not merely because an opportunity arose. As a revised Corporate Strategy is to be adopted at the Council meeting also considering the minutes of the special meeting, it is right that these latest discussions are fully reflected in the final document.

2. Introduction

Council, on 30th April considered that whilst there were several good reasons for considering the purchase of the Town Hall, before proceeding any further they needed to further investigate the uses to which the building could be put in order to make both the business case and community benefit case add up.

Council clearly re-stated that it would like to provide community and event space in the future, an ambition which although desirable was not feasible for inclusion in the extension to the Picturedrome. So, reasons for purchasing the Town Hall or other property in the Town would need to satisfy at least some of the following purposes, as well as satisfying a business case.

- I. Provide for the office, reception and meeting accommodation of the Town Council.
- II. Provide suitable community space for the Town.
- III. Create other community assets, facilities or services, either directly or through additional income.
- IV. Help to preserve or enhance assets of historic value.

3. Evaluation of these points against the revised Corporate Strategy.

Parts of the attached Strategy, highlighted in green are as recommended by Policy and Resources Committee, but areas where the points set out in 2. above particularly fit in to the Corporate Strategy.

In Priority 1, there is clear recognition that "Promoting the Bognor Regis Brand and Town Area" is not just about marketing but also about improving the "Bognor Product" where possible. The priority as stated certainly covers points II, III and IV. It is recommended that the words "and facilities" shown in the document in blue are added to add clarity.

Priority 3, "Acquiring and Creating more Community Assets" accommodates all four of the points above in general terms. It is suggested that the additional wording shown in blue are added to clarify the Council's ambitions in respect of community space and office/meeting accommodation.

4. Recommendation

To amend the draft Corporate Strategy as recommended in the report prior to adoption by Council

Pete Cooper
Director.



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

MINUTES OF THE EXTRAORDINARY MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

HELD ON WEDNESDAY 14th MARCH 2018

PRESENT: Cllrs. M. Smith (Chairman), J. Brooks (from Min. 99),
P. Dillon, Mrs. S. Daniells, D. Enticott, P. Woodall and
Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)

The Meeting opened at 10.03am

97. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

No apologies had been received. Members noted that Cllr. J. Cosgrove was no longer sitting on the Committee as it had been agreed at the Council Meeting held on 12th March 2018 that Cllr. D. Enticott would take the Labour Party seat. Therefore, as Cllr. Cosgrove had been the Vice-Chairman to the Committee, Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. P. Woodall be nominated Vice-Chairman for the Extraordinary Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly appointed.

98. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their

interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations of interest at this time

99. FURTHER CONSIDERATION OF THE DRAFT OBJECTIVES AND INITIATIVES INCLUDING POSSIBLE CHANGE OF NAME FOR THE GRANT AID DISCRETIONARY FUND AS PROPOSED AT THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE ON THE 22nd JANUARY 2018, MIN. 88 REFERS

Members considered the draft Application Form and draft Guidelines/Criteria and Checklist. Following discussion, a number of amendments and additions were proposed as follows:

- The initiative be re-named, the Flexible Community Fund (FCF)
- Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extra-ordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- Point 4 of the Guideline/Criteria and Checklist to change, *"small sums between £0 and up to £5,000"* to now read, *"Grants from £25.00 will be considered at the discretion of the Committee"*
- Point 5 of the Guideline/Criteria and Checklist that the wording be changed to reflect any changes that may be made to the Town Council's Corporate Strategy
- That an extra point be added to include reference to General Data Protection Regulation (GDPR)

Members did not make any amendments to the Application Form.

Members requested Officers make the relevant amendments to the Guideline/Criteria and Checklist and **AGREED** to **RECOMMEND** the amended document and the Application Form to the Policy and Resources Committee for approval.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that any applications received for small amounts of £100.00 or less, be considered and approved by the Chairman and Vice-Chairman in liaison with the Town Clerk with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

The Meeting closed at 10.37am



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

MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 26th MARCH 2018

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, D. Enticott (from Min. 100), S. Goodheart and Mrs. J. Warr.
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 member of the public

The Meeting opened at 6.31pm

100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. P. Dillon due to being unwell and Cllr. P. Woodall who had a Mayoral engagement.

101. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a. The item they have an interest in
- b. Whether it is an Ordinary Interest and the nature of the interest
- c. Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the

Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Goodheart declared an Interest in anything related to re-generation or Rox

102. APPOINTMENT OF A VICE-CHAIRMAN FOR THIS MEETING ONLY FOLLOWING THE RESIGNATION FROM THE COMMITTEE OF CLLR. COSGROVE

Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. S. Goodheart be nominated Vice-Chairman for the Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Goodheart be duly appointed.

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 22nd JANUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 14th MARCH 2018

The Minutes of the Meeting held on the 22nd January 2018 and the Extraordinary Meeting held on 14th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

104. ADJOURNMENT FOR PUBLIC QUESTION TIME, EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

The Chairman adjourned the Meeting at 6.40pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

A member of the public spoke regarding the toilets and Foreshore Office on the Promenade. He understood from the ADC consultation plans that once the existing Foreshore Office is demolished, there would be provision made within the new toilet block for the Foreshore Officers, but that doesn't seem to be the case now.

After discussion Members **AGREED** to make this an agenda item for the next meeting and asked the Projects Officer to prepare a background report.

The member of public then further asked whether, in Councillors opinion, they felt that ADC were trying to make Bognor Regis a dormant Town or a thriving seaside Town?

The Chairman reconvened the Meeting at 6.55pm

105. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

105.1 Min 84.2 - 22nd January 2018 - Update on the Youth Services provision review

The Projects Officer reported that an application to have a stand prior to the next JWAAC meeting in June will be requested.

105.2 Min. 85 - 22nd January 2018 - Update on Community Forums and Councillor Surgeries

The Projects Officer reported that, to date, no response had been received from the Government Minister although there had been a response from Nick Gibb MP. Members asked for another letter to be sent to the Government Minister and to further ask Nick Gibb MP to take this matter up with him directly.

105.3 Min. 93 - 22nd January 2018 - Citizen's Award for Young People

The Projects Officer reported that Members of the Policy and Resources Committee at their meeting on 5th February 2018, Min. 162 refers, **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People, and the expenditure met through the Civic Fund.

105.4 Min. 94 - 22nd January 2018 - Funding for electric car charge points

The Projects Officer confirmed that a letter had been sent to the relevant Cabinet Member at ADC but to date no response had been received.

105.5 Min. 71 - 20th November 2017 - Interpretive Signage Board

There was no update to report.

106. CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING THE LOCAL ASSISTANCE NETWORK (LAN) AND COMMUNITY 4 COMMUNITY

At the last Councillor surgery held at Grandads Front Room on 6th March 2018, a Community Leader expressed his concerns that Grandads Front Room and My Sisters House were not included on the Local Assistance Network sheet, that is issued by ADC. Both Grandads Front Room and

My Sisters House provide help and assistance to the homeless, vulnerable and those most at need and the work they undertake alleviates some of the pressure placed on ADC resources. Grandads Front Room is considering producing an alternative sheet called Community 4 Community and Members are asked to consider supporting this initiative.

Members asked if either of the organisations have a local connection scheme in place which may be the reason ADC do not include them on the LAN. (A local connection scheme would ensure that those who seek help have a connection with the wider Bognor Regis area).

Members **AGREED** for a letter to be written to ADC asking them for their policy on the local connection scheme and their reasons not to include Grandads Front Room and My Sisters House on the LAN.

Members further **AGREED** to invite the Community Leader to a future meeting to give Members more detail on the Community 4 Community initiative.

A Member raised the issue regarding homeless migration to the Town from other areas and understood that neighbouring districts were encouraging homeless and other vulnerable people to come to Bognor Regis. The Committee **AGREED** for a letter to be sent to West Sussex County Council to seek clarification on this. Members were also asked to lobby their County Councillors.

107. TO REVIEW THE FORMATION OF THE COMMUNITY ENGAGEMENT FORUMS AND ANY AMENDMENT TO THE TITLE OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL ACCORDINGLY - MIN. 80 COUNCIL MEETING 4th SEPTEMBER 2017 AND MIN. 139 COUNCIL MEETING 9th JANUARY 2017 REFERS

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to Council to continue with the bi-monthly Community Open Forums.

Members **AGREED** to **RECOMMEND** to Council not to change the name of the Community Engagement and Environment Committee.

108. UPDATE ON COMMUNITY OPEN FORUM HELD AT SOUTH BERSTED SCHOOL ON 7th FEBRUARY 2018 AND CONSIDERATION OF AN ISSUE RAISED BY THE STUDENTS REGARDING PLASTIC AND RECYCLING

The Projects Officer reported on the individual items she had been able to address, and Members discussed the issue raised by students regarding plastic and recycling.

Members discussed the seriousness of plastic and recycling and were keen to promote awareness and lead by example. The Committee **AGREED** to look at the possibility of becoming ambassadors and to encourage the community to look at appointing and recruiting a bank of volunteer recycling champions. Members asked for this decision to be reported back to South Bersted School and to see if they would like to begin the process by appointing their own champions for the school. The issue would also be raised at forthcoming Open Forums to encourage other groups to be involved.

More research will be undertaken and reported back to the Committee to consider further. Members further **AGREED** that a copy of the notes from the South Bersted School Open Forum be forwarded to the relevant Cabinet Member at ADC for response.

Members discussed possible venues for the next Open Forum and **AGREED** to see if residents of Seaward Court would like to meet with Councillors for the April session. Cllr. Brooks offered to make the initial approach to Seaward Court. Another venue that was **AGREED** for a future Open Forum was the Bowls Club.

109. UPDATE ON MEETING WITH THE RIGHTS RESPECTING SCHOOL AMBASSADORS OF THE REGIS SCHOOL ON 5th MARCH 2018

The Projects Officer's report was noted.

Members were asked to consider if they would like to hold the June Open Forum meeting at the Regis School and if there were any issues or items they would like to discuss with the students.

Following discussion Members **AGREED** that they would like to meet with the students of the Regis School and would welcome their views on the Community Engagement and Environment Committee's idea to initiate a community bank of volunteer recycling champions; anti-social behaviour among young people and how they perceive the role of a Town Councillor.

110. UPDATE ON COUNCILLOR SURGERIES HELD 6th FEBRUARY 2018 AND 6th MARCH 2018 AT GRANDADS FRONT ROOM AND CONSIDERATION OF THE RECOMMENCEMENT OF THE DROP-IN EVENTS

The Projects Officer's reports were noted.

Members **AGREED** to recommence the drop-in events, to be held at various locations and times. One suggestion was for an event to be held in or near local schools and to promote the Playing Out Scheme to parents and guardians as they drop the children off at school. Members asked Officers to make the necessary arrangements. Members further **AGREED** that they would continue to attend the sessions at Grandads Front Room.

111. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETINGS HELD ON THE 6th FEBRUARY 2018 AND 12th MARCH 2018

The Projects Officer's report was noted.

Members **AGREED** to support an external funding application for more hours for the Youth Worker.

112. TO RATIFY SECOND PAYMENT OF £15,000 TO ARUN DISTRICT COUNCIL FOR THE 2017/2018 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

Members **AGREED** to ratify the second payment of £15,000 to Arun District Council for the 2017/2018 partnership contribution for public conveniences (revenue) as agreed in the service level agreement.

113. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: EXPENDITURE OF REMAINING 2017/18 BUDGET; TO EARMARK FUNDS FOR THE VICTORIA ROAD CAR PARK PROJECT AND PLAY RANGERS EVENT AND TO NOTE THE PROGRESS REPORTS

The Projects Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Hotham Ward Allocation funds of £303.60 to fund some extra hours for the Youth Worker as part of the Town Council's Youth Provision Review.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Orchard Ward Allocation funds of

£436.00 for a series of play day events during the 2018 summer holidays.

Subsequent to the meeting it was confirmed that the sum remaining from the Orchard Ward Allocation was £305.00 rather than £436.00 as reported at the meeting. All members were notified of this via email

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to earmark the remaining Marine and Marine North Wards funds of £375.00 and £125.00 respectively to fund a sign for the parking area at Victoria Road subject to receipt of approval from the newly appointed Ward Member.

Members **AGREED** for Officers to make the necessary arrangements for play day events during the summer holidays.

Regarding the car parking at Victoria Road Members **AGREED** the following:

- To apply for a licence from SSE at a cost of £100
- The sign to be metal
- That Town Force should take the necessary measurements for the positioning and estimate costs for installation

Members further **AGREED** that the wording for the sign would be considered by Cllr. Brooks and the West End traders and would forward the details to the Projects Officer.

Members also noted that if a Certificate of Lawful Use or Development is required, the associated costs may affect the ability to proceed. Officers would monitor the situation.

114. PLAYING OUT TOPIC TEAM - MIN. 86 REFERS INCLUDING; UPDATE ON ATTENDANCE AT ACTIVATOR DAY EVENT AND CONSIDERATION OF WAY FORWARD

The Chairman and the Projects Officer gave an update of the Playing Out Scheme Activator Day Workshop that they attended in February. The workshop gave a useful insight of how to set up a local scheme and provided some useful promotional tools and templates. One of the key points of advice was not to pick a street or road, but to promote the scheme through engagement and wait for the community to approach the Council for help. This method has proved to be the most successful and sustainable.

Following discussion Members **AGREED** for the Projects Officer to have delegated authority in liaison with the Chairman and Vice-Chairman to proceed with the setting up of the Playing Out Scheme.

115. UPDATE ON APPLICATION TO REGISTER THE TOWN HALL AS A COMMUNITY ASSET - MIN. 84.1 REFERS

The Projects Officer read out a reply received from VAAC supporting the Town Council's application to register the Town Hall as a community asset. Members felt that the ADC call for the Town Council to provide evidence of use by user groups was unwarranted as the Town Hall is undeniably a community asset.

Members **AGREED** to continue with gathering the evidence but asked for the Projects Officer to seek some advice from Locality regarding ADC's instruction.

116. BOGNOR IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 23rd JANUARY 2018 AND 20th MARCH 2018 (IF AVAILABLE)

Members received the notes of the Meetings held 23rd January and 20th March 2018.

Members **RESOLVED** to **APPROVE** that the £1,000 remaining in the Environmental Projects budget be earmarked for use at the Health Centre.

Members **RESOLVED** to **APPROVE** expenditure of £7.58 for refreshments for volunteers during National Tree Week.

Members **RESOLVED** to **APPROVE** expenditure of £18.75 for a plaque and £15.00 for a voucher funded from the current year's Competition Expenses budget for the Guides Competition Winner.

Members **RESOLVED** to **APPROVE** that the £126.00 remaining in the Fundraising budget be earmarked for use by the Bognor Regis in Bloom Working Group.

Members **RESOLVED** to **APPROVE** expenditure of £17.91 for cherry tomato seeds be funded from the current year's Competition Expenses budget for the school's competition.

Members **RESOLVED** to **APPROVE** expenditure of £25.00 for a donation to be made to the Sussex Wildlife Trust funded from the 2018/2019 Environmental Projects budget.

117. REPORTS:

a. To note financial reports, previously circulated
The reports were noted.

b. Any further reports
There were no further reports.

118. CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated including the following additional items:

Email sent from Cllr. Smith to WSCC Highways re potholes
Email from Blueprint 22 re speaking during public question time

The Meeting closed at 8:29pm



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 13th MARCH 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
P. Dillon, D. Enticott, S. Goodheart, and S. Reynolds

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.30pm

173. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies of absence were noted from Cllr. Batley who was working, and Cllr. Woodall who had another meeting.

174. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's Development Control Committee, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

175. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th FEBRUARY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 20th February 2018 as an accurate record of the proceedings and the Chairman signed them.

176. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

177. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

178. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 16165: 19 HIGH STREET, BOGNOR REGIS

Licensing Act 2003

Premises: 19 High Street, Bognor Regis

Licence Number: 16165

The Committee noted the Licence application received for the supply of alcohol Monday to Thursday from 12:01 until 22:00 hours, Friday and Saturday from 12:01 until 23:00 hours, and Sunday from 12:01 until 21:30 hours. Members noted that the premises will be a burger restaurant seating approximately 65. There will be a small bar serving alcohol to tables with food only.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

179. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23rd FEBRUARY, 2nd and 9th MARCH 2018

179.1 The Committee noted that there were no views from Town Councillors to report.

179.2 The Committee noted that no representations had been received by the Town Council from the public or neighbouring parishes in respect of these applications.

179.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

180. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 23rd FEBRUARY, 2nd and 9th MARCH 2018

There were no significant planning applications that Members wished to raise on lists dated 23rd February, 2nd and 9th March 2018.

181. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

182. ARUN DISTRICT COUNCIL (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2010 - LETTER ADVISING OF VARIATION TO CAR PARKING CHARGES EFFECTIVE 1st MAY 2018 - COPIED TO COUNCILLORS. ANY RESPONSE TO BE SUBMITTED BY 6th APRIL 2018

Members considered the proposal to vary the charges for parking in Culver Road, Gloucester Road and Rock Gardens in Bognor Regis, with effect from the 1st May 2018.

Following discussion Members **RESOLVED** to submit **NO COMMENT** in relation to the proposed changes.

183. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

183.1 WSCC - Proposed Temporary Traffic Regulation request for various roads in Aldwick, Bognor Regis and Felpham.

183.2 Notification of upcoming West Sussex Highway Works: 7th-21st March 2018. Emailed to Committee and on Town Council Facebook page.

183.3 WSCC - Notification of the Public Rights of Way services Summer Surface Vegetation Clearance Programme for 2018. If Members believe that there are paths that should be added to the list for Bognor Regis, or removed, then the Access Ranger must be notified by Monday 26th March 2018. Certain paths were identified that Members felt should be added to the list for Bognor Regis and the Officer will notify the WSCC Access Ranger by the date required.

The Meeting closed at 7.18pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th MARCH 2018

REPRESENTATIONS ON LISTS DATED 23rd FEBRUARY, 2nd and 9th MARCH 2018

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p>BR/43/18/T The Scout Hut Brent Road Bognor Regis PO21 5NW</p>	<p>Fell 1 No. Poplar tree</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/39/18/PL First & Second Floor Offices 2-8 Queensway Bognor Regis PO21 1QT</p>	<p>Alterations to previously permitted & implemented scheme for 24 units to form balconies to flats 1-10; external lift & staircase shaft; external walkway; winter gardens to flats 11-18; a further bedroom & shower room to flat 19 & an extension to living room to flat 22. This application may affect the character & appearance of The Steyne Conservation Area & may affect the setting of a listed building</p>	<p>NO OBJECTION</p>

<p>BR/38/18/PL Yeomans Nissan Unit 1 Arun Business Park Bognor Regis PO22 9SX</p>	<p>Enlargement of glazing at showroom & fully glazed/sliding folding doors on SE elevation, block up 3 No. existing windows on NE elevation & overclad existing profiled cladding & brickwork with micro-rib cladding panels</p>	<p>NO OBJECTION</p>
<p>BR/6/18/PL 66 Hawthorn Road Bognor Regis PO21 2DD</p>	<p>Loft conversion to No.1 residential unit Incorporating 1 No. dormer on north east elevation, 1 No. dormer on south west elevation & 2 No. roof windows to south east elevation</p>	<p>NO OBJECTION</p>
<p>BR/41/18/PL University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>Proposal 1: upgrading of provisions within existing substation compound to include provision of new concrete hardstanding, a GRP enclosure will be situated on base in compound. Proposal 2: upgrading of provisions on land adjacent to existing substation compound to include new concrete hardstanding & construction of shiplap wooden fence as means of closure. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building</p>	<p>NO OBJECTION</p>

<p>BR/48/18/PL Brodick 1 Castle Close Bognor Regis PO21 2FG</p>	<p>Variation of condition imposed under BR/71/12/ relating to condition 2- approved plans relating to insertion of 4 No. rooflight windows to rear elevation, 3 No. rooflight windows to side elevations of front roof & double sliding sash window to front gable</p>	<p>NO OBJECTION</p>
<p>BR/44/18/T Pagham Court 262 Hawthorn Road Bognor Regis PO21 2UP</p>	<p>Reduce crowns of 1 No. Holm Oak by 2.5m, 1 No. Red Oak by 4m & 1 No. English Oak by 4m</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/53/18/PL Unit 13 Arun Business Park Bognor Regis</p>	<p>Installation of MOT Bay (Class 4) within existing preparation centre</p>	<p>NO OBJECTION</p>
<p>BR/49/18/HH 11 Elmwood Avenue Bognor Regis PO22 8DE</p>	<p>Two storey side & single storey rear extensions</p>	<p>NO OBJECTION</p>



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd APRIL 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
P. Dillon, D. Enticott, S. Goodheart, S. Reynolds, and
P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.33pm

184. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies of absence were noted from Cllr. Batley who had a prior engagement.

185. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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. In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's Development Control Committee, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

186. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th MARCH 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th March 2018 as an accurate record of the proceedings and the Chairman signed them.

187. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

188. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

189. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 16236: THE MEZZE, 3 THE ARCADE, HIGH STREET, BOGNOR REGIS

Licensing Act 2003

Premises: The Mezze, 3 The Arcade, High Street, Bognor Regis

Licence Number: 16236

The Committee noted the Licence application received for the supply of alcohol consumption on the premises Sunday to Thursday from 11:00 until 23:00 hours, Friday to Saturday from 11:00 until 00:00 hours. A question was asked regarding the shutters installed at either end of The Arcade in relation to the proposed hours of business for the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

The Civic & Office Manager advised Committee Members that it had come to her attention, whilst reviewing ADC's website, that Arun District Council had received an application for a Premises Licence Review, under Section 51 of the Licensing Act 2003, as follows;

Licensing Act 2003

Premises: TAO – Sladebars Ltd, 41/43 High Street, Bognor Regis

Reference Number: 14603

The grounds of the review are that the Licensing Objectives of: - The Prevention of Crime & Disorder; Public Safety have been seriously undermined.

Members expressed their disappointment at not being advised of this review at the time by Arun District Council and felt that the review was a major matter that they should have been made aware of by ADC out of courtesy. The Civic & Office Manager informed Members that an email had been sent to the Licensing Department at ADC asking if it would possible to advise the Town Council of this in future.

Following discussion, Members felt that without further details into the cause of the review it was not possible to make any comment at this time. It was **AGREED** that the Civic & Office Manager would contact the Licensing Team at ADC and report back to the Committee in due course.

190. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 16th, 23rd and 30th MARCH 2018

190.1 The Committee noted that there were no views from Town Councillors to report.

190.2 The Committee noted that no representations had been received by the Town Council from the public or neighbouring parishes in respect of these applications.

190.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

191. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 16th, 23rd and 30th MARCH 2018. ALSO:

P/134/16/OUT: Land North of Sefter Road & 80 Rose Green Road, Pagham - Outline application for the development of up to 280 dwellings (including affordable homes), land for a replacement scout hut, land for an Ambulance Community Response Post Facility and land for either a 1FE primary school or care home. Provision of a primary vehicular access from Sefter Road and demolition of No. 80 Rose Green Road and creation of a pedestrian and emergency only access. Provision of Public Open Spaces including associated children's play areas, landscaping, drainage and earthworks - Departure from the Development Plan. This application also falls within the parish of Aldwick

Following a lengthy debate Members **RESOLVED** to **OBJECT** to Planning Application P/134/16/OUT on the grounds that it will impact significantly on

the infrastructure of Bognor Regis and exacerbate problems regarding the weight of traffic. The Town Council continues to support Pagham Parish Council in their objection to this planning application.

192. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

193. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.31pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd APRIL 2018****REPRESENTATIONS ON LISTS DATED 16th, 23rd and 30th MARCH 2018**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/42/18/PL 86 Annandale Avenue Bognor Regis PO21 2EX	2 No. 2 bedroom flats, one on first floor & one on second floor over existing single storey flat	NO OBJECTION although Members expressed a desire that as many trees as possible be preserved on the site
BR/64/18/HH 14 Brooksmead Bognor Regis PO22 8AS	Single storey rear flat roof extension	NO OBJECTION
BR/67/18/HH 111 Highcroft Crescent Bognor Regis PO22 8DT	Rear & side single storey extension	NO OBJECTION
BR/69/18/HH 30 Mansfield Road Bognor Regis PO22 9EY	New roof with first floor accommodation, dormer to side elevation, porch to side elevation & single storey rear extension (revision to previously approved BR/305/17/HH)	NO OBJECTION

BR/62/18/HH 58 Hillsboro Road Bognor Regis PO21 2DY	Demolition of existing rear extension & construction of single storey rear extension	NO OBJECTION
BR/65/18/PL The Claremont Scott Street Bognor Regis PO21 1UH	First floor extension. This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION
BR/63/18/PL 77 Aldwick Road Bognor Regis PO21 2NW	First & second floor rear extension to create 3 No. studio apartments	NO OBJECTION
BR/71/18/HH 168 Aldwick Road Bognor Regis PO21 2YQ	Single & two storey side extension	NO OBJECTION



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

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 24th APRIL 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
P. Dillon, S. Goodheart and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.33pm

194. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies of absence were noted from Cllr. Reynolds who had another engagement. There were no apologies of absence received from Cllr. Batley or Enticott.

195. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned

to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's (ADC) Development Control Committee, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

No other declarations were received

196. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd APRIL 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 3rd April 2018 as an accurate record of the proceedings and the Chairman signed them.

197. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

198. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

199. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO:

Licensing Act 2003

Premises: Dog & Duck, 71 High Street, Bognor Regis, PO21 1RZ

Licence Number: 16265

The Committee noted the Licence application received for the supply of alcohol for consumption, on and off the premises, from 11:30 to 21:30 hours Monday to Thursday, 11:30 to 22:00 hours Friday and Saturday, and 12:00 to 18:30 hours on Sunday. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

200. TO RECEIVE NOTICE OF ACTIONS FOLLOWING RECEIPT OF NOTICE OF HEARING (LAR1) FROM ADC IN RELATION TO A REVIEW OF THE LICENCE FOR PREMISES LOCATED AT 41/43 HIGH STREET, BOGNOR REGIS, PO21 1RX

Cllr. Dillon stated that, as a Member of Arun District Council's Licensing Sub-Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

Cllr. Goodheart declared an Ordinary Interest as the premises licence holder is a personal friend

Members noted receipt of the Notice of Actions following receipt of the Notice of Hearing (LAR1) from ADC in relation to a review of the licence for premises located at 41/43 High Street, Bognor Regis.

Following discussion Members **AGREED** that no representative from Bognor Regis Town Council should be present at the hearing to be held on 2nd May 2018, at the Arun Civic Centre, and that the Civic & Office Manager should complete and return the Notice of Actions accordingly.

201. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th, 13th AND 20th APRIL 2018

201.1 The Committee noted that there were no views from Town Councillors to report.

201.2 The Committee noted that no representations had been received by the Town Council from the public or neighbouring parishes in respect of these applications.

201.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

202. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 6th, 13th AND 20th APRIL 2018. ALSO:

WSCC/020/18/FP: Felpham Community College, Felpham Way, Felpham, Bognor Regis, West Sussex, PO22 8EL - New three storey building, extension of existing science lab building, addition of first floor to changing rooms, provision of additional hard play areas and car parking, new bike storage, and four-class temporary

accommodation for duration of build, to allow expansion of school from 8 to 10 forms of entry

Following discussion Members **RESOLVED** to raise **NO OBJECTION** to Planning Application WSCC/020/18/FP.

There were no other significant planning applications that Members wishes to raise on lists dated 6th, 13th and 20th April 2018.

203. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

204. CONSIDERATION OF DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAY AT UPPER BOGNOR ROAD TO FELPHAM WAY, BOGNOR REGIS, PO22 7B

Members **RESOLVED** to raise **NO OBJECTION** to the draft Order for proposed stopping up of Highway at Upper Bognor Road to Felpham Way, Bognor Regis.

205. It was **RESOLVED** to vary the order of business to take the additional agenda item next.

206. TO CONSIDER A RESPONSE TO THE NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

The Civic & Office Manager reported to Members that the Government are currently consulting on changes to the National Planning Policy Framework.

The Campaign to Protect Rural England (CPRE) have particular concerns about Chapter 2 'Achieving Sustainable Development'. In an email sent by CPRE to Parish/Town Councils they state:

"While CPRE welcomes protection for Neighbourhood Plans, Footnote 9 proposes that this protection extends for only two years after referendum. Neighbourhood Plans are supposed to cover a 15-20 year planning period. It will be impossible for a town or parish to review and update its Neighbourhood Plan every 2 years. Every 5 years would be much more realistic. We think that the 2-year period specified in footnote 9 should therefore be increased to 5 years in line with proposals for Local Plan Reviews.

If you agree, it would be very helpful if your Council (or if insufficient time its Chair) would make an appropriate response to the MHCLG consultation, which ends on 10 May 2018.

To respond, please complete Question 4 of the attached document stating that footnote 9 should give protection for Neighbourhood Plans for 5 years from referendum..."

Having considered the matter, and following discussion, Members **RESOLVED** to **AGREE** in supporting CPRE's concerns and instructed the Civic & Office Manager to complete Question 4 of the consultation response document, stating that footnote 9 should give protection for Neighbourhood Plans for 5 years from referendum.

Furthermore, Members **RESOLVED** that a letter be sent to Mr Nick Gibb MP sharing the view of the Town Council with regard to the above.

207. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated and the following was brought to Members attention:

Additional correspondence included:-

- 207.1** Housing Communities and Local Government Committee - Publication of report - Pre-legislative scrutiny of the draft Non-Domestic Rating (Property in Common Occupation) Bill.
- 207.2** WSCC - Planned roadworks in West Sussex 18th April-2nd May 2018 - Forwarded to Members.
- 207.3** WSCC - Early Warning Notice - Temporary Traffic Regulation Order - Chichester Road, Bognor Regis - Proposed start date 12/07/2018.

The Meeting closed at 7.39pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24th APRIL 2018****REPRESENTATIONS ON LISTS DATED 6th, 13th AND 20th APRIL 2018**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/18/18/PL Bruce Dixon South Bersted Garage Shripney Road Bognor Regis PO22 9LN	Change of use from garage & vehicle hire company to vehicle hire branch including the demolition of existing building to replace with modular unit. This application may affect the setting of a listed building	NO OBJECTION
BR/70/18/A 91 Hawthorn Road Bognor Regis PO21 2BE	1 No. internally illuminated fascia sign & 1 No. internally illuminated projecting sign on front elevation	NO OBJECTION
BR/81/18/A Yeomans Nissan Unit 1 Arun Business Park Shripney Road Bognor Regis PO22 9SX	5 No. internally illuminated fascia signs, 1 No. internally illuminated pylon & 1 No. non-illuminated directional sign on various elevations	NO OBJECTION
BR/83/18/HH 8 Sandymount Avenue Bognor Regis PO22 9ES	First Floor extension	NO OBJECTION

<p>BR/52/18/PL Bradlaw House 5 Sudley Road Bognor Regis PO21 1EJ</p>	<p>Change of use from mixed use development consisting of Dental Surgery (D1 Non-Residential Institutions), night club (Sui Generis) & part residential (2 No. units existing) (C3 Dwellinghouse) to conversion to 8 No. flats with associated services (6 No. new units). This application may affect the setting of a listed building</p>	<p>NO OBJECTION Members expressed regret at losing a leisure venue in the Town, although the facility has been inactive for some time</p>
<p>BR/55/18/PL 2 Lennox Street Bognor Regis PO21 1LZ</p>	<p>Change of use from shop (A1 Shops) to (A3 Food & Drink/A4 Drinking Establishment. This application may affect the setting of a listed building & affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/90/18/PL Formerly Westside Supplies Unit West of 17 & 18 Durban Road Bognor Regis PO22 9QT</p>	<p>Demolition of two storey building & erection of three storey block of 8 No. one bedroom flats & 6 No. two bedroom flats with access from Durban Road (resubmission following BR/87/16/PL)</p>	<p>NO OBJECTION</p>
<p>BR/80/18/A 22 London Road Bognor Regis PO21 1PY</p>	<p>1 No. internally illuminated fascia sign & 1 No. internally illuminated hanging sign to the front elevation</p>	<p>NO OBJECTION</p>

BR/79/18/PL 22 London Road Bognor Regis PO21 1PY	2 No. outdoor AC condenser units to rear flat roof	NO OBJECTION
BR/95/18/PL 65 High Street Bognor Regis PO21 1RY	Change of use from vacant shop (A2 Financial & Professional Services) to restaurant/cafe (A4 Restaurant & Cafe). This application affects the setting of a listed building & affects the character & appearance of The Steyne, Bognor Regis Conservation Area	NO OBJECTION



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

MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 21st MARCH 2018

PRESENT: Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, M. Smith and Mrs. J. Warr.

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)

The Meeting opened at 2.00pm

121. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. Batley due to work commitments and Cllrs. Dillon and Lineham as they were both unwell. No other apologies had been received.

122. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no Declarations of Interest at this time

123. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present and no written questions had been received.

124. CONSIDERATION OF SECOND DRAFT OF EVENTS PAMPHLET - MIN. 107 REFERS

The Chairman was very disappointed that the pamphlet did not include reference to Bognor.today or the webcam and stated that he was not aware that the Town Council's Partnership, Promotion and Sponsorship Policy restricted the promotion of these two services without prior approval from the Policy and Resources Committee. The Chairman went on to report that he was upset that Officers had not mentioned this to him ahead of the meeting and asked that these comments be recorded in the Minutes.

The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was **AGREED**.

Following discussion Members **AGREED** to the following amendments and changes to the second draft of the pamphlet:

- For a larger header on the front page to include the heading;
Bognor Regis 2018
Free Family Events
- Remove the Facebook and Twitter logos from the front
- Remove the picture of the chalk
- If possible add a hat to the donkey or replace with a different donkey picture
- If room replace the picture of the sunset behind the Pier with a picture of the Drive Through Time event
- The selected background colour on the back page to be the darker option
- To change the order of listings so that the Kite Festival is above the Illuminations Gala and the Hotham Park Country Fair is above the Funshine Days to reflect the order in which these events happen
- Use the white outlined version of the "Sunniest Bognor Regis" logo as listed in the guidelines

The Projects Officer will take these comments back to the Events Officer to action prior to publication and print.

The Meeting closed at 3.50pm



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

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

HELD ON MONDAY 16th APRIL 2018

PRESENT:

Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, S. Goodheart,
M. Smith and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) – until Min. 134
1 Councillor in the public gallery
1 member of the public

The Meeting opened at 6.30pm

125. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley, who was on annual leave and Cllrs. Dillon and Lineham who were both unwell.

126. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. J. Brooks declared a Disclosable Pecuniary interest in Item 17 as a supplier to Armed Forces Day and would leave the meeting if discussion proved this necessary

127. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12th FEBRUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 21st MARCH 2018

The Chairman requested that an additional sentence be inserted into Min. 124 of the Minutes of the Extraordinary Meeting of the 21st March 2018, as he felt that the following paragraph could be mis-interpreted and wanted to clarify that the decision was in no way a poor reflection on the work delivered by Bognor.today;

The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was AGREED.

The Chairman asked for the following line to be inserted:

This decision did not reflect in anyway on Bognor.today or the Webcam.

Some Members felt this addition to be unnecessary as the comment was clearly not a criticism and the Town Council could be setting a precedent by justifying its decision. Following discussion and a vote, Members **AGREED** to the Chairman's proposal and the line will be inserted into the Minutes and the Chairman will initial the amendment.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 12th February 2018 and the Extraordinary Meeting, held on 21st March 2018, along with the agreed amendment and these were signed by the Chairman.

128. ADJOURNMENT FOR PUBLIC QUESTION TIME

Members **AGREED** to allow Cllr. Stanley, who was in the public gallery, to speak when the Committee considered the additional agenda item.

There were no other questions and no written questions had been received.

129. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

Min. 118 - 12th February 2018 – To consider outside use of the Town Council Logo and use of the Bognor Regis Brand.

The Projects Officer read out the response from the Group Head of Economy, Director of Place for Arun District Council to her letter regarding the use of the logo. She thanked the Committee for providing a copy of the 'Guidance for the use of the Bognor Regis Town Logo' and assured Members that ADC would be mindful of the guidance for use of the logo in the future.

Members noted the response and were pleased with the comments.

130. UPDATE ON EVENTS PROGRAMME FOR 2018 - REPORT BY EVENTS OFFICER

The Events Officer's report was noted, and its content debated, after which the following were **RESOLVED**:

130.1 Day in the Park - 30th May 2018

The Events Officer reported that unfortunately Julia Donaldson was not able to attend the event. Members were asked to contact the Events Officer if they wished to participate or assist on the day.

130.2 Royal Wedding - 19th May 2018

Following discussion Members **AGREED** to distribute 500 red, white and blue balloons on sticks at the event. These along with a pump, will be funded from the Bognor Regis Brand Budget and the costs confirmed and ratified at the next meeting. Members would also like to encourage those attending the event to dress in the colours of the Union Flag. Members further **AGREED** that the Events Officer should source concessions for the event both merchandising and refreshments.

130.3 Drive Through Time - 8th July 2018

Members noted that the film "Chitty Chitty Bang Bang" had been confirmed and asked for the lyrics of the songs to be included inside the DTT brochure to encourage a sing-a-long.

130.4 Proms in the Park - 23rd June 2018

Following discussions Members **AGREED** that a Swing/Jazz band would perform for the first half of the event with a String Quartet for the Classical Proms in the second half. During the interval there will be a "cockney knees-up" style sing song. Lyrics for all songs will be included in the brochure.

Members considered setting an advance date for the 2019 Proms in the Park to enable the Haltingen Music Club from the Twinning Town of Weil am Rhein

to participate at the event. Members subsequently **AGREED** for the Events Officer to arrange a suitable date that did not clash with any other major event in 2019 as the dates previously proposed clashed with the Carnival and to relay this to the Music Club and report back to the Committee in due course.

130.5 Funshine Days - August 2018

Members noted the Events Officer's update and that further details regarding the 2-week, 3-day programme will be made available at the next meeting.

130.6 February 2019 Half Term Events

Members noted there was no update at this time.

130.7 Armed Forces Day - 16th June 2018

Members noted that this was a separate agenda item.

130.8 WWI Centenary - 11th November 2018

As had been agreed at the previous meeting, the order for 4 Silhouette Soldiers had been placed and delivery is awaited (Min. 106.8 refers). Members were therefore asked to consider where they would like to site the Soldiers to mark the Centenary Commemoration. After discussion Members **AGREED** to have two located by the Bognor Regis War Memorial Hospital and for two to be placed on the Town Hall balcony. Members asked Officers to seek the relevant permissions.

Members further **AGREED** that the Commemoration event would be simple and respectful and follow the national guidelines which include a piper, followed by the Last Post performed by a bugler and then the lighting of the beacon.

Members further **AGREED** to release 100 bio-degradable helium sky doves. Furthermore, it was suggested that a searchlight be used to light the event.

Members noted that the Events Officer had requested the attendance of a Military Band but due to the enormity of the occasion all bands have received an inordinate number of requests. Therefore, their presence at events will be determined by a draw but to date there has not been any confirmation of the result.

130.9 Christmas Illuminations - 24th November 2018 (TBC)

Members noted there was no update at this time.

131. REVIEW OF THE PUBLISHED 2018 EVENTS PAMPHLET AND RECOMMENDATIONS FOR PRODUCTION OF 2019 EDITION

The Events Officer circulated the finished pamphlet, distribution of which was under way. Members commented that they were pleased with the finished product, but the Chairman stated that he would like a longer period of consultation next year. The Chairman further requested a copy of the distribution list and for a PDF version of the pamphlet to be made available to Members to promote on social media sites.

132. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019 INCLUDING CONSIDERATION OF CONTINUANCE OF MAINTENANCE OF DECORATIVE LIGHTING IN "OLD TOWN" - REPORT BY PROJECTS OFFICER

Members noted the Projects Officer's report and **AGREED** to include a request for costings for continuance of maintenance for the "Old Town" display lights to be included within the specification for the new contract.

Members **AGREED** with the Contractors Specification and Brief as circulated but also suggested that Quotation 2 include an "exciting" high-tech display with a number of additional features. Furthermore, Members wished to include costs for wall mounted Christmas trees for the "Old Town" area and for the lighting in the Queensway to be extended.

With regard to the number of tender invitees, it was **AGREED** that this should be limited to three companies.

Members further **AGREED** for the University to be approached to see if their New Technology students would like to design a display.

133. CONSIDERATION OF A REQUEST TO ARUN DISTRICT COUNCIL FOR FURTHER IMPROVEMENTS TO THE HOTHAMTON PLAY AREA - COUNCIL MEETING 8th JANUARY 2018 MIN. 131 REFERS

The Projects Officer's report was noted which referred to the question posed to the Mayor at the Council Meeting held 8th January and the request to lobby ADC to carry out safety improvements including a new safety gate and higher fencing at the Hothamton Play Area. Members **AGREED** to write to the Chief Executive of ADC to raise the points included within Cllr. Cosgrove's question to the Mayor and furthermore, also request they consider the installation of wheelchair friendly play equipment within the Hothamton play area.

134. CONSIDERATION OF INSTALLING "NOGGIN" UNITS TO MEASURE FOOTFALL AT TOWN COUNCIL EVENTS INCLUDING IDENTIFICATION OF FUNDING FOR ANY EXPENDITURE - POLICY AND RESOURCES COMMITTEE 5th FEBRUARY 2018 MIN. 149 REFERS

Members noted the Project Officer's report.

Following discussion, Members **AGREED** not to hire in "Noggins" for use at Town Council Events. Members felt that extension of the existing Noggins in the Town centre to the promenade may be something the BID would like to consider when they hold their summer events and asked Officers to raise this at one of the BID board meetings. The Chairman showed a report he used to record footfall at events and would circulate to other Members.

The Events Officer left the meeting

135. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE

A spreadsheet of expenditure was circulated, and Members noted the current balance of £11,858.82.

136. TO RECEIVE THE NOTES AND RECOMMENDATIONS OF THE TASK & FINISH GROUP MEETING HELD ON 1st MARCH 2018 INCLUDING RATIFICATION OF ANY PROPOSED EXPENDITURE

Members received the notes of the Events Promotion & Leisure Task and Finish meeting of the 1st March 2018 including confirmation of the two chosen projects for the Group; Merchandising and Advertising Space on the Promenade.

Members **AGREED** the **RECOMMENDATIONS** to fund the costs for the draft production of artwork for postcards and posters from the Bognor Regis Brand Budget and will ratify the costs when available.

137. CONSIDERATION TO PURCHASE AND INSTALL BUNTING IN THE PRECINCT FOR THE SUMMER SEASON INCLUDING AGREEMENT FOR COSTS TO BE MET FROM THE BOGNOR REGIS BRAND BUDGET

The Projects Officer's report was noted, and Members **AGREED** the following:

Union Flags to be purchased and erected in the High Street from the Post Office to Iceland and the London Road into Station Road. These will be displayed until after the Royal Wedding then replaced by multi-coloured bunting for the remainder of the season.

Officers will investigate costs and report to Members for ratification at the next meeting with the expenditure met through the Bognor Regis Brand Budget.

Members were asked to identify other areas for bunting and to bring any suggestions to future meetings.

138. CONSIDERATION OF "STOCK PHOTOGRAPHS" FOR PROMOTION AND MARKETING PURPOSES FOLLOWING NEW GENERAL DATA PROTECTION REGULATION (GDPR) GUIDELINES

The Projects Officer's report was noted.

With the forthcoming implementation of the new GDPR, governing data use, Members were asked how they wished to proceed regarding future use of photographs in Town Council material and publications.

One of the guidelines state that photographs cannot be used if people are recognisable without written consent. Members would like clarification on what is classified as recognisable. For example, someone may still be recognisable even if their face is not visible.

Following discussion Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Policy be produced in line with that of Arun District Council's policy and to start building a library of stock photographs based on a list of situations to cover a broad range of stock. Following further investigation this item will be reconsidered by the Committee including details of any expenditure.

139. FURTHER CONSIDERATION OF BEACON LIGHTING ON THE PROMENADE FOLLOWING TEST RUN OF BURNERS - 12th JUNE 2017
MIN. 13 REFERS

The Projects Officer's report was noted and, following discussion, Members **AGREED** to undertake a test run of the beacon using wood along with a review of the Risk Assessment. Members would be invited to attend, and the Chairman asked that details of the test be made available on Facebook, so members of the public can come along and give their comments. Members asked Officers to make the necessary arrangements.

The issue will then be placed on a future agenda of the Committee for the final decision to be taken in time for the World War 1 Commemorations in November.

140. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES – REPORT FROM THE CHAIRMAN - MIN. 113 REFERS

The Chairman reported that he had completed his report on the website stats and would circulate to Members. However, he would like to liaise with the Tourist Officer at ADC in the first instance regarding their Sussex By the Sea website and Members **AGREED** to this. The Chairman's report had highlighted some concerns with the Town Council's own website but acknowledged that the Town Council's Civic & Office Manager was aware of the concerns and was already looking to address the situation.

141. TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018

Members noted the Events Officer's report and the previously circulated Minutes of the Bognor Regis Armed Forces Day Committee Meeting of the 29th March 2018.

Members **AGREED** to reserve the weekend of the 22nd/23rd June 2019 for the Armed Forces Day Event subject to the future agreement by the Town Council to support the event.

142. It was **RESOLVED** to vary the order of business to take the additional agenda item next

143. TO CONSIDER A PROPOSAL FOR A FUTURE PRESENTATION TO THE COMMITTEE BY VINCO MARKETING REGARDING THE LOVE BOGNOR INITIATIVE AND TO MAKE RECOMMENDATIONS REGARDING FUTURE PARTNERSHIP WORK WITH LOVE BOGNOR IN ACCORDANCE WITH THE COUNCIL'S PARTNERSHIP PROMOTION AND SPONSORSHIP POLICY

The Chairman invited Cllr. Stanley to speak as previously agreed by Members.

Cllr. Stanley asked Members to consider inviting Vinco Marketing to attend the June meeting of the Events, Promotion and Leisure Committee to give a presentation on Love Bognor. In a short time, Love Bognor have attracted four and half thousand followers to their Facebook page, produced the literature for the Christmas event, worked with The Trust on their photograph competition and held a successful Easter Egg hunt in the Town.

Following discussion Members **AGREED** to invite Vinco Marketing to attend the June Meeting, however, Members requested that Cllr. Stanley liaise with the Projects Officer prior to the meeting to agree a brief and to ensure that the presentation would not incur any cost to the Council.

144. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

145. DATE OF NEXT MEETING

Monday 11th June 2018.

The Meeting closed at 9.15pm



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

MINUTES OF THE MAYORALTY SELECTION COMMITTEE MEETING

HELD ON WEDNESDAY 18th OCTOBER 2017

PRESENT: Cllrs: J. Brooks, P. Dillon and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Norman (Assistant Clerk)
Mrs. J. Davis (Civic and Office Manager)

The Meeting opened at 9.30am

1. TO APPOINT CHAIRMAN OF THE COMMITTEE

It was **RESOLVED** to appoint Cllr. Mrs. Warr as Chairman for this meeting.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed all to the meeting. All Committee Members were in attendance.

3. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Assistant Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all

Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st OCTOBER 2016**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 31st October 2016 as an accurate record of the proceedings and the presiding Chairman signed them.

5. **TO CONSIDER REPLACEMENT NOMINEE FOR THE POSITION OF DEPUTY MAYOR 2017-2018, TOGETHER WITH NOMINATIONS FOR MAYOR AND DEPUTY MAYOR 2018-2019, AND MAKE RECOMMENDATION TO ANNUAL COUNCIL MEETING 2018**

It was noted that the current Deputy Mayor, Cllr. A. Cunard, had informed the Town Clerk that he did not wish to pursue the nomination for the position of Mayor for the 2018/19 municipal year due to unforeseen work and other commitments. Furthermore Cllr. Cunard had requested that, if possible, he be relieved of his position as Deputy Mayor as soon as possible.

Members were therefore being asked to make recommendations for the appointment of a replacement Deputy Mayor for the remainder of the current 2017/18 municipal year who would then be recommended as the Mayor for 2018/19 year. In addition, as is usual practice, a nomination for a Deputy Mayor for the 2018/19 municipal year would also need to be determined.

Members noted that Cllr. J. Cosgrove had written to the Town Clerk via email on 16th October 2017 requesting that the Mayoral Selection Committee consider him for the role made vacant by Cllr. Cunard and for the position of Mayor in 2018/19.

A nomination of Cllr. S. Reynolds for Deputy Mayor for the remainder of the current year and Mayor for 2018/19 municipal year was also put forward and was noted together with the proposal that Cllr. W. Toovey take the role of Deputy Mayor for the 2018/19 term.

Members discussed at length all nominations and subsequently **RESOLVED** to **RECOMMEND** that Cllr. S. Reynolds be appointed as Deputy Mayor for the remainder of the current year.

It was further **RESOLVED** to **RECOMMEND** that, in accordance with S.O. 2.6 (which states that it is a convention of the Council that the Deputy Mayor in any year shall, unless he/she resigns, becomes disqualified or is not re-elected as a councillor, be put forward by the Mayoralty Selection

Committee as Mayor for the following year) Cllr. Reynolds having taken on the appointment of Deputy Mayor for the remainder of the current year, should then be put forward by this Committee as Mayor for the 2018/19 municipal year with Cllr. W. Toovey appointed as Deputy Mayor for the 2018/19 term.

It was noted that for the appointment of Cllr. Reynolds as Deputy Mayor for the remainder of the current year to be effective immediately, this recommendation would need to be considered by Council at the next meeting in November with the remaining recommendations relating to the appointments of Mayor and Deputy Mayor for 2018/19 considered by Council as is usual at the Annual Council Meeting on 14th May 2018.

Finally, Members discussed the importance for the Mayor and their Deputy to receive training in the Chairmanship of Meetings and it was **AGREED** that the Clerk should arrange such training as soon as possible to ensure that this is undertaken prior to the recommendation to Council of their appointments as Mayor and Deputy Mayor in May next year.

The Meeting closed at 9.59am



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

MINUTES OF THE MAYORALTY SELECTION COMMITTEE MEETING

HELD ON WEDNESDAY 28th MARCH 2018

PRESENT: Cllrs: J. Cosgrove, P. Dillon and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Norman (Assistant Clerk)
Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 10.06am

6. TO APPOINT CHAIRMAN OF THE COMMITTEE

It was **RESOLVED** to appoint Cllr. Mrs. J. Warr as Chairman for this meeting.

7. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed all to the meeting. There were no apologies for absence.

8. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Assistant Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all

Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no Declarations of Interest at this time

9. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th OCTOBER 2017**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 18th October 2017 as an accurate record of the proceedings and the presiding Chairman signed them.

Cllr. Cosgrove abstained as he had not been present at the meeting held on 18th October 2017

10. **TO RESOLVE TO SUSPEND STANDING ORDERS (S. O. 16.1)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to reconsider the nomination for the position of Deputy Mayor for the 2018/19 municipal year following the decision of the current nominee to withdraw from the position.

Therefore, in view of the information, received Members **RESOLVED** to reconsider their previous decision.

11. **TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2018-2019, IN LIGHT OF DECISION OF PREVIOUS NOMINEE TO WITHDRAW, AND MAKE RECOMMENDATION TO ANNUAL COUNCIL MEETING 2018**

It was noted that Cllr. W. Toovey had informed the Town Clerk that he did not wish to pursue the nomination for the position of Deputy Mayor for the 2018/19 municipal year due to work and other commitments.

Members were therefore being asked to make recommendations for the appointment of a replacement nominee for the position of Deputy Mayor for the 2018/19 municipal year.

Members noted that Cllr. S. Goodheart had contacted Members to request that the Mayoralty Selection Committee consider him for the position of Deputy Mayor in 2018/19.

A nomination of Cllr. Mrs. S. Daniells was also put forward and was noted together with the proposal that Cllr. P. Woodall take the role of Deputy Mayor for the 2018/19 term.

Members discussed at length all nominations and subsequently **RESOLVED** to **RECOMMEND** that, in accordance with S.O. 2.6 (which states that it is a convention of the Council that the Deputy Mayor in any year shall, unless he/she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by the Mayoralty Selection Committee as Mayor for the

following year) Cllr. P. Woodall should then be put forward by this Committee as Deputy Mayor for the 2018/19 term.

Cllr. Cosgrove asked that his abstention be noted

The Meeting closed at 10.26am

AGENDA ITEM 20

AGENDA ITEM 20 - TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS PREVIOUSLY COPIED TO COUNCILLORS

Please note that the Balance Sheet for 31st March 2018 is not yet available as this will be subject to possible changes as part of the end of year accounts.

The same is applicable for the Income and Expenditure Summary and Detail pages.

These documents will all be published as soon as these become available.

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018

AGENDA ITEM 21 - CONSIDERATION OF ANY RESOLUTIONS MADE AT THE ANNUAL TOWN MEETING OF ELECTORS MEETING OF 19th MARCH 2018

REPORT BY TOWN CLERK

FOR INFORMATION

BACKGROUND

At the Annual Town Meeting of Electors, one Resolution was passed and therefore is due to be considered, following customary practice, at the first appropriate full Council Meeting. The Resolution is detailed below, and Members will need to consider whether and how this should be taken forward:

This Annual Meeting of Electors believes that local residents in the Bognor Urban Area must have a say in the final Regeneration outcomes for the Town.

Proposed Cllr. Cosgrove and Seconded Cllr. Enticott

Any Resolutions from the Annual Town Meeting of Electors would normally be referred to the July Town Council meeting. However, as this Resolution ties in with the themes of the Motions to be considered under Agenda items 22 & 23, it is the Clerk's recommendation that this Resolution be considered at the same meeting as the Motions.

DECISION

Members need to consider the resolution passed at the Annual Town Meeting of Electors and decide whether, and if so how, the Council wishes to proceed

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018

AGENDA ITEM 22 - NOTICE OF MOTION - S.O. 9.1 - PROPOSED CLLR. M. STANLEY, SECONDED BY CLLR. M. SMITH

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. M. Stanley and seconded by Cllr. M. Smith: -

"We request that Bognor Regis Town Council host an exhibition of the Bognor Regis regeneration proposals. This will demonstrate our willingness to engage with the community, as well as our commitment to act on the motion passed at the annual electors meeting. The exhibition will inform the community of the scope and potential of the various regeneration visions."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee. However, whilst the issue of devolution does not fall within the remit of the Terms of Reference for any single Committee and therefore, the subject would ordinarily be considered by Council, as there would be expenditure required to fulfil the Motion, a budget for which has not been identified, the issue should be referred to the Policy and Resources Committee for discussion and agreement on further action.

DECISION

Do Members wish to move and second the Motion before them and therefore instruct that the issue be placed on the agenda for the June Policy and Resources Committee meeting, in accordance with S.O. 9.5?

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

AGENDA ITEM 23 - NOTICE OF MOTION - S.O. 9.1 - PROPOSED CLLR. D. ENTICOTT, SECONDED BY CLLR. J. COSGROVE

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. D. Enticott and seconded by Cllr. J. Cosgrove: -

"I have been in contact with the editorial of the Observer and they have agreed to publish all the regeneration plans in an Observer pullout book and run a poll to the public. This will give the public the chance to see all the different plans in one place and give the public a chance to actually voice their opinion.

The first condition that the observer has said is that this must come from the full council and we must provide the information. The second condition is that the articles will be published as coming from us.

I would like to put a motion forward for the council to agree to provide the Observer with all the necessary information to publish this so we can get the public's opinion rather than keep speculating what they want, without it costing the tax payer money."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee. However, whilst the issue of regeneration does not fall within the remit of the Terms of Reference for any single Committee and therefore, the subject would ordinarily be considered by Council, as the Officer recommendation for the previous Motion is to defer to the Policy and Resources Committee, it would seem appropriate to defer this Motion to the same meeting due to the commonality of the subject matter.

DECISION

Do Members wish to move and second the Motion before them and therefore instruct that the issue be placed on the agenda for the June Policy and Resources Committee meeting, in accordance with S.O. 9.5?

AGENDA ITEM 24

**BOGNOR REGIS TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING - 14th MAY 2018**

AGENDA ITEM 24 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 25th APRIL 2018 - (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the meeting of the Arun District Association of Local Councils held on 25th April 2018 will be circulated at the meeting if available.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 14th MAY 2018**

**AGENDA ITEM 25 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 12th MARCH - 14th MAY 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Monday 12.03.18	:	Opening of new Pharmacy premises, The Precinct, West Meads, Aldwick, BR
Thursday 15.03.18	:	'The Big Sing 2018', The Regis School, Westloats Lane, BR
Thursday 15.03.18	:	Felpham College 'Purple for Polio' Afternoon Tea, Felpham College, BR
Thursday 15.03.18	:	Bersted Parish Council Chairman's Reception, Bersted Jubilee Hall, Bersted
Friday 16.03.18	:	Meeting with UK Harvest Charity re Stonepillow, Stonepillow premises, Hunston
Saturday 17.03.18	:	Opening of new village Vape shop, Felpham Rd, Felpham
Sunday 18.03.18	:	BR Twinning Association Cream Tea with Kant Gymnasium school students from Weil am Rhein, Methodist Church Hall, BR
Wednesday 21.03.18	:	Rotary Arun Youth Community Awards, The Windmill Theatre, Littlehampton
Friday 23.03.18	:	Mayor of Bognor Regis' Civic Reception, Butlins BR
Friday 23.03.18	:	<i>Deputy Mayor attended: BR Museum Preview Evening 2018, BR Museum, West Street, BR</i>
Saturday 24.03.18	:	Chairman of Arun District Council Masquerade Ball, Butlins
Sunday 25.03.18	:	Southdowns Concert Band Concert, Regis Centre, BR
Sunday 25.03.18	:	Chichester Festival Theatre 63 rd Anniversary Concert, Westbourne House School, Shopwyke Chichester
Monday 26.03.18	:	Nautical Training Corps TS Montrose Awards Presentation Evening, Rose Green Junior School, Rose Green

AGENDA ITEM 25

- Tuesday 27.03.18 : Meeting with Arun Valley Line re BR Railway Station, Town Council offices, BR
- Saturday 31.03.18 : RAFA Branch 381 Centenary Celebration, RAFA Club, Waterloo Square, BR
- Sunday 08.04.18 : Chairman of Arun District Council Civic Service, Arundel Cathedral, Arundel
- Wednesday 11.04.18 : Grand Opening of Warren's Bakery, The Arcade, BR
- Thursday 12.04.18 : BR in Bloom Beach Clean, BR Seafront
- Friday 13.04.18 : Tesco 'Pink for Cancer' Launch, Tesco, Shripney Rd, BR
- Tuesday 17.04.18 : Sandmartin's Care Home Re-launch Day, Stocker Rd, BR
- Wednesday 18.04.18 : Photo op at Picturedrome site, Canada Grove BR
- Saturday 21.04.18 : Seaside Rox, Hotham Park, BR
- Saturday 21.04.18 : Elizabeth House Care Home Open Day, Victoria Drive, BR
- Sunday 22.04.18 : BR District Scouts St George's Day Parade, Our Lady of Sorrows Church, BR
- Wednesday 25.04.18 : Chairman of Felpham Parish Council's Annual Grant Awards Evening, Felpham Community Hall, Felpham
- Saturday 28.04.18 : Bognorphenia 'Our Generation' Young People's Day, Hotham Park, BR
- Monday 30.04.18 : Visit to Stonepillow site to see progress, Stonepillow, Ellasdale Rd, BR
- Monday 30.04.18 : Interview with Spirit FM for 'Scare the Mayor' week
- Friday 04.05.18 : Proclamation with Town Crier for 'Scare the Mayor' week
- Friday 04.05.18 : 2nd BR (St Mary) Sea Scouts AGM, St Mary's Hall, Glamis Street, BR
- Saturday 05.05.18 : Unite4Sight Music Festival of Colour, Hotham Park, BR

AGENDA ITEM 25

- Sunday 06.05.18 : Mayor of Littlehampton's Civic Service, St Mary's Church, Littlehampton
- Monday 07.05.18 : Scare the Mayor- Giant Inflatable Slide Challenge, BR Seafront
- Tuesday 08.05.18 : Scare the Mayor- Hydraulic Platform, Worthing Fire Station, Worthing
- Wednesday 09.05.18 : Scare the Mayor- Spinnaker Tower, Portsmouth
- Thursday 10.05.18 : Scare the Mayor- Climbing Wall, Arena Sports Centre, BR
- Thursday 10.05.18 : BR in Bloom 2nd Bersted Rainbows Meadow Planting, Hotham Park, BR
- Thursday 10.05.18 : Opening of new landscaped front entrance, BR War Memorial Hospital, BR
- Thursday 10.05.18 : Grand unveiling of new Rolls Royce car, Rolls Royce, Goodwood
- Friday 11.05.18 : Photo op at Picturedrome site, Canada Grove, BR
- Friday 11.05.18 : Scare the Mayor- Zip wire, Lodge Hill Centre, Watersfield, Pulborough
- Saturday 12.05.18 : Scare the Mayor- Inflatable Sofa Water Challenge, Chichester Water Sports Centre, Chichester
- Sunday 13.05.18 : Scare the Mayor- Speed boating, BR Yacht Club, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 14th MAY 2018**

**AGENDA ITEM 26 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 12th MARCH – 14th MAY 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 23.03.18	:	Mayor of Bognor Regis' Civic Reception, Butlins, BR
Sunday 25.03.18	:	Ancient & Honourable Guild of Town Criers Board Mtg, Wotton on Edge
Monday 02.04.18	:	Mells Town Crier Competition, Mells village, Frome
Thursday 05.04.18	:	Diary mtg, Town Council offices
Friday 06.04.18	:	Mumpreneurs Networking event 'Flying High', With Worthing Town Crier, Worthing Town Centre
Thursday 12.04.18	:	Visit to Sage House Dementia Support Hub, Tangmere with Chichester Town Crier
Saturday 21.04.18	:	Seaside Rox, Hotham Park, BR
Monday 23.04.18	:	Royal Baby Announcement in Town Centre, BR
Saturday 28.04.18	:	Yeovil Town Crier Competition, Open Air Entertainment Centre, Yeovil
Friday 04.05.18	:	Proclamation in Town Centre, BR
Monday 07.05.18	:	Haslemere Town Crier Competition, Haslemere Educational Museum gardens, Haslemere
Wednesday 09.05.18	:	Scare the Mayor- Accompanying Mayor at Spinnaker Tower, Portsmouth
Friday 11.05.18	:	Scare the Mayor- Accompanying Mayor and partaking in Zip Wire, Lodge Hill, Watersfield, Pulborough
Saturday 12.05.18	:	Ilminster Town Crier Competition, Ilminster Town
Monday 14.05.18	:	Proclamation in Town Centre, BR

**BOGNOR REGIS TOWN COUNCIL MEETING
14th MAY 2018**

AGENDA ITEM 28 - CORRESPONDENCE

FOR INFORMATION

1. Housing, Communities and Local Government Committee - Private rental sector needs to be more affordable
2. SSALC - GDPR training
3. Westminster Briefing - 1) Being an Effective Councillor Briefing, 7th June, Central London - 2) reminder to book places on the Being an Effective Councillor Briefing
4. Inside Government - Defra and Environment Agency examine resilience strategy - 25th April 2018, Central London
5. Sussex Police - Weekly News Update - 10.4.18
6. Govconnect - Dementia 2020 - 17th April SSM London - Implementing Mindfulness at Work - 4th June Central London
7. Velo South - information on information sheets to be sent out to Parish Councils affected by the 100-mile closed road cycle event 23 September 2018
8. Arun District Council - Invoice no 8133130177 for reimbursement of fees for By-elections in Marine and Hatherleigh Ward held on 22 February 2018
9. Arun Arts - Receipt for 3rd of 3 cheques for £10,000 for support for The Regis Centre and Alexandra Theatre with an email of thanks
10. BT email with link to quarterly bill of £812.83
11. SSALC - Email reminder to complete the Local Government Ethical Standards consultation document previously circulated
12. Training Courses and Careers Update - Mindfulness for Managers Workshop - Southampton - 8th June 2018
13. Arun District Council – Further structural changes to ADC staffing
14. Arun District Council - Nomination of Asset of Community Value - request for further information in order to process the application before 19th April deadline
15. Arun District Council - CCTV letter confirming receipt of the Town Council's contribution of £2000 towards CCTV coverage in 2018
16. SSALC - offer of the 10th edition of the Charles Arnold Baker publication at a 50% reduction in actual cost at £52.50 + F7 postage

AGENDA ITEM 28

17. Arun District Council - Weekly Despatch Information Service - Notice that a previously planned Local Plan Sub Committee planned for 23 April has been cancelled
18. e-mango - April 2018 edition of The Digital Local Council email newsletter
19. SSALC - information on their upcoming new website
20. SSALC - Anna Beams email re Chief Executive's Bulletin 15 - 13 April 2018: attachment - Model Standing Orders 2018 England
21. SSALC - GDPR training now fully booked
22. Local Council Public Advisory Service - Getting ready for the New Data Protection Regulations - training in Bury St Edmunds April 24th and May 2nd
23. British Red Cross - Find a quality first aid course at a location to suit you
24. SSALC - Have your say on plan for West Sussex Fire and Rescue Service - copied to Councillors and posted on Website and Facebook/Twitter
25. West Sussex Fire & Rescue Stop the Cuts - email regarding the consultation on the Fire & Rescue Service
26. JWAAC Chairmanship of JWAAC to be agreed at the next meeting
27. NFP Workshops - Bid Writing Workshops for Charities, Schools and Not for Profit Organisations - Nationwide
28. SSALC - Information on Playpark Inspection Course to be held in Polegate
29. VAAC Weekly e-bulletin 18th April 2018 - Forwarded to Councillors
30. ADC Weekly Despatch Information Service - week beginning 16 April 2018
31. Arun District Association of Local Councils - Agenda 25th April and Minutes of Meeting held on 22 November 2017. Copied to Councillors
32. VAAC Fundraiser Networking Meeting - How to read and interpret a set of accounts 10th May 2018
33. Sussex Police - In the Know 9th April to 15th April
34. Co-operative Bank - Import information regarding changes to your Community Directplus tariff
35. Regis School Newsletter Issue 13 20/4/18
36. Sussex PCC Newsletter - 20/4/18 - Stalking, Rural Crime Survey and PAM
37. Sussex Police - Action Fraud: In the Know - Fifa World Cup 2018 Ticket Alert 20/04/2018

AGENDA ITEM 28

38. NALC - Chief Executives Bulletin 16 - 20 April 2018
39. Open 4Community - Funding Alerts and News for the VCSE Sector
40. SSALC - Anna Beams National Rural Crime Survey 2018
41. Parliament.UK - Call for evidence on Property Rating and Council Tax on Empty Dwellings
42. West Sussex County Council - Join the West Sussex Crowd - forwarded to Councillors and posted on Social media - new service assisting with crowdfunding for projects across West Sussex
43. ADALC - Apologies form Clymping Parish Council for meeting
44. Sussex Police - Action Fraud: In the Know FIFA World Cup Ticket Alert
45. Chairman of Bognor Regis BID Ltd - email regarding the recent visit to Bognor Regis by Katie Bourne and the Deputy Chief Constable on Monday 23rd April 2018 following Ms Bourne's attendance at the Electors Meeting in March 2018
46. My Sister's House - Campaign to find alternative accommodation for My Sister's House as they are to be evicted from premises at Clock Walk on 4th May
47. Bognor Regis BID - Business Training for BID Businesses on Marketing on a Small Budget and Shop Presentation
48. SSALC - article from Action for Deafness Community Links Co-ordinator regarding working closer with the deaf community
49. In the Know - Weekly Bulletin Arun District 16 April 2018 - 22 April 2018 and "What you need to know about Phishing" forwarded to Councillors and on Social Media
50. ADC Weekly Despatch Information Service - week beginning 21 April 2018
51. SSALC - information on the GDPR Bill and an amendment affecting Town and Parish Councils
52. WSCC - Bognor Regis Community Winter 2018/19 - Salt stock deadline 8th June - assessing salt stock levels
53. WSCC - County News Arun District April 2018
54. HCLG Committee Newsletter - 4th edition - Evidence Session - Land Value Capture Tuesday 8 May 4.00pm
55. Parish Online Newsletter April 2018
56. Ellis Whittam Bulletin - Latest HR, Employment Law and Health & Safety news and tips

AGENDA ITEM 28

57. Sussex Police and Crime Commissioner - Newsletter 27.04.18
58. WSCC - NCS 2018 Community Mapping - informing young people about local area and issues faced
59. WSCC West Sussex Crowd - new approach to grant funding
60. WSCC - Traveller Update 1/5/2018
61. ADC - CCTV upgrade delay - installation planned within 8 weeks
62. VAAC Funding Focus - May 2018 forwarded to Councillors
63. ADC - Travellers Update 2/5/2018 & 3/5/2018
64. Inside Government - On 19th June 2018 - bringing together a selection of transformation, digital and organisational development specialists to examine how to drive service integration and smarter working across the public sector.
65. WSCC County News for the Arun District: April 2018 - forwarded to Councillors
66. In the Know - Weekly Bulletin Arun District 23 April - 29 April
67. Fibrous Funeral Supplies - Remembrance items for sale
68. British Red Cross - Quality First Aid Training you can trust
69. JWAAC - Poster advertising the next meeting on Wednesday 13 June 7.00pm at The Regis School
70. Sussex Police and Crime Commissioner - Newsletter - 4.5.18 - New power to combat drug dealers
71. In the Know - 2018 National Rural Crime Survey - Forwarded to Councillors and on Social Media
72. West Sussex fire and Rescue Stop the Cuts - email on the consultation - forwarded to Councillors
73. In the Know - Café Break-ins in Aldwick and Felpham - forwarded to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL MEETING
14th MAY 2018**

Additional correspondence

1. ADC Small Grant Scheme - very small grants to communities who want to engage in remembrance activity but who may have a financial barrier to doing so. - Circulated to Councillors
2. ADC Small Grant Scheme - further information on the provider of the grants
3. ADC Weekly Despatch Information Service - week beginning 8 May 2018
4. Inside government - The Way We Work seminar 19th June 2018 Central London - applications for representation from BRTC requested
5. PWLB Audit statement 08277 - 31 March 2018
6. Westminster Briefing - Being an Effective Councillor: Serving your Area & Developing your Career in Local Government - briefing 7th June in Central London
7. ADC - Travellers at Hunston - Forwarded to Councillors

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING 14th MAY 2018**

**AGENDA ITEM 30 - REDEVELOPMENT OF THE PICTUREDROME CINEMA
PROCUREMENT UPDATE**

REPORT BY THE TOWN CLERK

FOR INFORMATION

INTRODUCTION

This is the latest in a series of procurement updates relating to the development of a 4th cinema screen at the Picturedrome Cinema.

PICTUREDROME PROJECT CONSTRUCTION UPDATE

Since the last progress report the plaster boarding and suspended ceilings have been completed within the auditorium with both the ceilings and partitioning completed within the toilets and store rooms. The mechanical heating and cooling installation to the auditorium are nearing completion prior to commissioning. The Auditorium stepped seating platform has been constructed and the structural alterations have been carried out in the 1st floor area that will form the escape route from screen 2. The internal door linings have been installed. Some external doors have been installed and the rain screen cladding installation is now nearing completion, with only the lower quadrants left for fixing.

Members will be aware that the original contract completion date has passed but the current report against Contract Programme is – 10 weeks behind, with a final target completion date of June. The latest construction programme is attached at **Appendix 1** for Members attention.

PROJECT ISSUES

Costs associated with surface water drainage

Members will be pleased to learn that the work required to connect surface water drains to the main surface water sewer has been calculated at around £18,153 which is less than the estimated provisional sum of £25k resulting in a saving of around £6,847.

Electric Power Supply

Within the stage 2 tender report dated 20th April 2017 prepared by the Council's Quantity Surveyor and subsequently accepted by full Council, the Q.S identified further costs relating to the capacity of the existing electrical system. These costs were not included within the tender Contract Sum and relate to the requirement for a new incoming power supply and ancillary work required within the cinema to receive it.

AGENDA ITEM 30

Applications have been made to SSE, the power supply company who are scheduled to complete the new mains installation at the beginning of June. Written permission as the entitled land owner by way of a Wayleave Agreement has also been required to enable SSE to install underground cables for the new supply within the land retained by the Council. In addition, the new power supply was intended to be connected under the stairs within the flat adjacent to the cinema. However due to the size of the required switchgear the area will not accommodate the equipment which will now be housed within the cinema tower. Alterations are required within the tower to meet electrical regulations, and final costs for the installation of the new main and ancillary works are awaited.

Some of these costs can be offset from savings within the highway drainage connection, in addition to which the tenant has offered to contribute to the electrical works. There is however a further risk that if there are any delays by SSE in providing the new mains then final commissioning of plant and equipment within the cinema cannot be completed within the proposed timeframe. This would lead to prolongation of the contract with associated costs.

Members will be updated on this situation as it unfolds to include a statement on prolongation, installation of the new power supply and associated costs.

Joint Insurance Requirements

The Council currently has in place through its insurers a joint policy with the contractors covering the Picturedrome Cinema. This policy was due to expire in April but has been extended in line with the revised contract completion date.

Members will be updated on any additional costs payable in due course when this information is available. Any prolongation to the revised contract completion date may also result in an additional premium being payable.

Additional work required by the tenant

During the contractual works the tenant has requested additional work to be completed under the terms of the contract. The tenant having confirmed in writing that he would pay for such work prior to the Clerk authorising the work to be undertaken by the contractor.

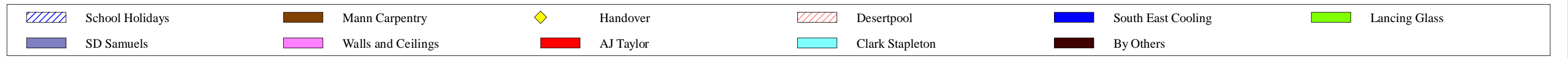
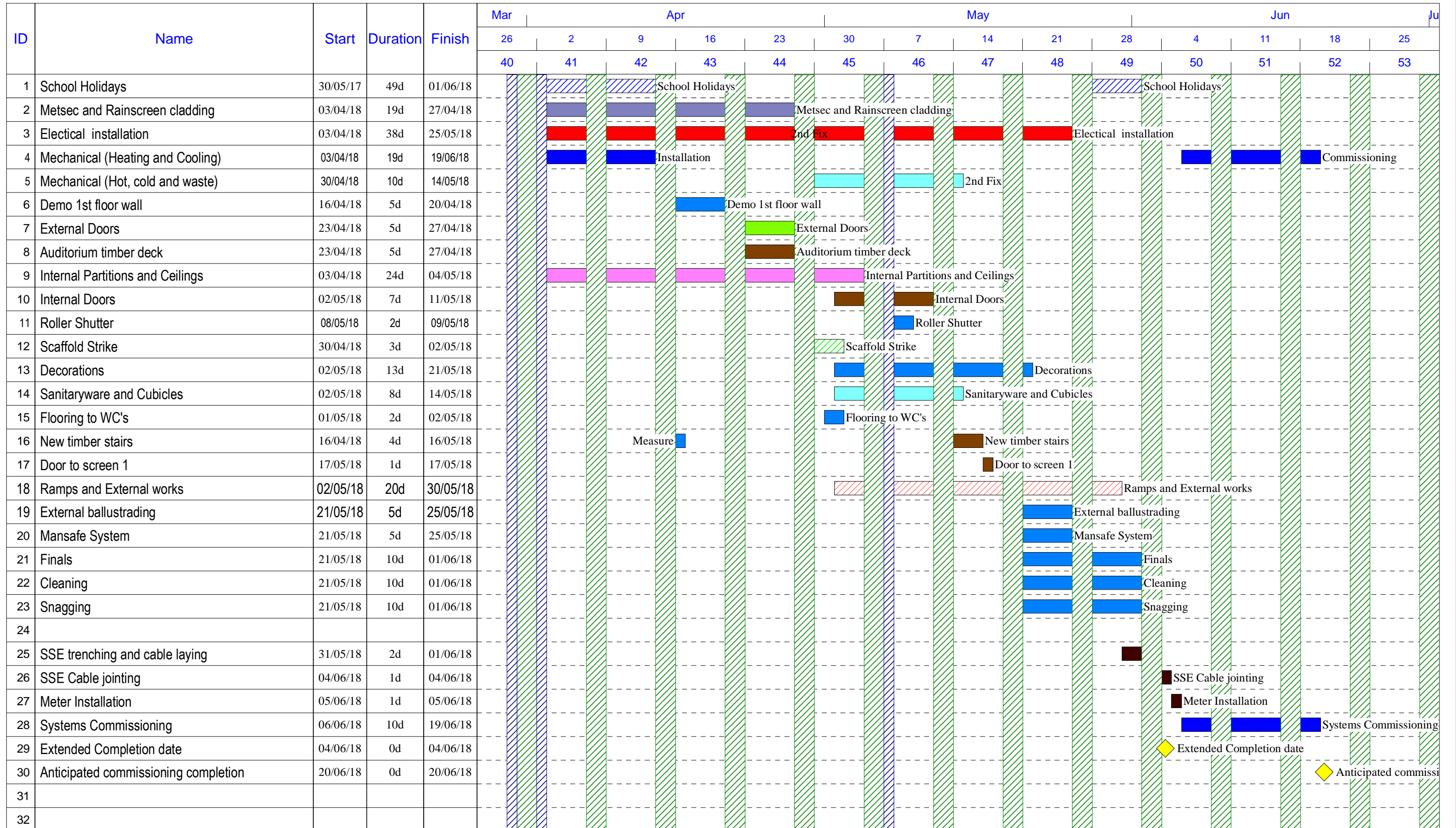
The additional work included:

- § Additional service ducts
- § Introduction of drop down bulkhead within the auditorium
- § Contribution to procurement of new electrical supply

Bognor Picturedrome Cinema

Completion Programme

26/04/18



**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 14th MAY 2018**

**AGENDA ITEM 31 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Progress Reports on Picturedrome Expansion Project - a further update to inform the public of progress with the expansion project was posted on the Town Council website in April 2018 and circulated to Councillors.

Balance Sheet for Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 31st March 2018 will be copied to Councillors for information under separate cover.

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 52, No. 3 for May/June 2018 has been received which is available for Members to view if required.

Extension of Fire Alarm to include the Regis Burger Restaurant and Kiosk - the contract sum for the Picturedrome extension allows for upgrading the fire alarm system. However, it does not cover the ancillary areas within the Regis Burger Bar and Kiosk. The restaurant operations do present a risk from fire and to mitigate this, the Clerk reported to Members in the latter part of last year that the fire alarm system would be extended into these units as they adjoin the cinema. The cost for this work is £3,162.44 and the works will be completed through the main Cheesmur contract and will be funded from the original budget identified for the Schedule of Works to the Picturedrome site.

Disrepair to the Picturedrome Cinema Tower Roof - during investigation of the Cinema tower to house the electric switch gear required for the new power supply, the contractors identified that the roof to the tower was leaking and required repair. The estimate for this work is £582.00 for access scaffolding and a provisional sum of £1,500 to complete repairs.

For expediency the work will be carried out by Cheesmur but will be funded from the Schedule of Works budget and will not impact on the main extension project budget.

Kiosk 1a Linden Road - as reported to the last Town Council meeting, further improvements by the installation of heating to ensure the property does not suffer from damp is being investigated. It was hoped to be able to run pipes from the boiler in the Cinema into the Kiosk that could supply a couple of small radiators. However, it has now been established that this will not be possible. The cost of the installation of energy efficient electric heaters is now being investigated as an alternative.

AGENDA ITEM 31

Kiosk 1a Linden Road, Electrical Safety Certificate - it has been established that the last electrical test was carried out on the property in 2012. Therefore, to ensure that the premises is fully compliant with current regulations prior to being relet, an electrical inspection will be undertaken at an estimated cost of £100 plus VAT. Any works identified as a result, will also be undertaken. Going forward, the annual electrical retest will then be down to any incoming tenant.

Kiosk 1a Linden Road - further information in relation to marketing of the premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.

Regis Burger - 1b Linden Road - further information will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.