



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
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Dear Sir/Madam,

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

I hereby give you Notice that a 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 8<sup>th</sup> JANUARY 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 shortly after the meeting has commenced (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 meeting a minute's silence will be observed as a mark of respect following the recent death of serving Town Councillor, Dougal Maconachie***

**TOWN CLERK**

**DATED THIS 2<sup>nd</sup> DAY OF JANUARY 2018**

### **AGENDA AND BUSINESS**

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest
3. To welcome Professor Jane Longmore, Vice-Chancellor of the University of Chichester, and to invite her to report on the University's Bognor Regis Campus
4. To APPROVE the Minutes of the Town Council Meeting held on 6<sup>th</sup> November 2017
5. Reports from WSCC County and ADC District Councillors
6. Written Questions from Councillors
7. Adjournment for public question time

8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 9.1 **Policy and Resources Committee Meetings of 21<sup>st</sup> November, the Extraordinary Meeting of the same date and the 4<sup>th</sup> December 2017** with resolutions, recommendations and reports (recommendations in relation to the Budget from the Minutes of 4<sup>th</sup> December 2017 will be considered under Agenda Item 15)
- 9.2 **Community Engagement and Environment Committee Meeting of 20<sup>th</sup> November 2017** with resolutions, recommendations and reports
- 9.3 **Planning and Licensing Committee Meetings of 14<sup>th</sup> November, 5<sup>th</sup> and 19<sup>th</sup> December 2017** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Extraordinary Meeting of 13<sup>th</sup> November and the Meeting of 11<sup>th</sup> December 2017** with resolutions, recommendations and reports
10. 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
11. To note the death of serving Town Councillor, Dougal Maconachie
12. To agree amendments to the Membership of the Policy and Resources Committee, following the Ex-officio appointment of Cllr. S. Reynolds on his election as Deputy Mayor
13. To note the List of Payments and Transfers made in October and November and to note the balances, bank reconciliations and financial reports previously copied to Councillors. (December not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk/BR-Town-Council> (follow the link, click on Councillors, Strategic Documents and then the documents can be accessed by clicking the appropriate box on the right of the page)
14. To receive details of current liaison arrangements through JWAAC
15. Arun District Association of Local Councils: to consider the notes of the meeting held on 22<sup>nd</sup> November 2017 (if available)
16. To consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2018-2019**
17. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2018-2019**
18. Regeneration including to receive Briefing Notes on Bognor Regis Regeneration Board Meeting held on 25<sup>th</sup> October 2017
19. To note receipt by the Town Clerk of the Deputy Mayor's signed Non-Statutory Declaration of Acceptance of Office following his appointment at the Town Council Meeting on 6<sup>th</sup> November 2017 - Min. 110 refers
20. To note an amendment to the date on which Mayor's Cadets take office
21. Town Mayor's Report and duties undertaken
22. Town Crier's Report and duties undertaken
23. Reports from Representatives to other organisations
24. To receive Correspondence

25. Picturedrome Site update - Director's report, any urgent actions taken for ratification
26. Redevelopment of the Picturedrome Cinema procurement update

Agenda items **25** and **26** 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**



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

**HELD ON MONDAY 6<sup>th</sup> NOVEMBER 2017**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (till Min. 120), Mrs. S. Daniells (till Min. 121), P. Dillon, T. Gardiner, S. Goodheart, M. Lineham, D. Maconachie, M. Smith, S. Reynolds, W. Toovey and Mrs. J. Warr (till Min. 112)

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Mrs. R. Hambleton (Minutes Secretary)  
1 member of the Press (part of meeting)  
OC Golding (part of meeting)  
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)  
Cpt. J. Rouffett (part of meeting)  
6 members of the public (part of meeting)

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

***The Meeting opened at 6.33pm***

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

The Mayor welcomed all those present 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.

Apologies for absence had been received from Cllr. D. Barnes, who was unwell.

### **96. 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. Cunard declared a Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as an employee of the Picturedrome Cinema***

**97. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4<sup>th</sup> SEPTEMBER 2017**

The Minutes of the Meeting held on the 4<sup>th</sup> September 2017 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

**98. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS**

WSCC and ADC Councillor, Cllr. Oppler updated the Council on ADC's plans to move the bandstand and he asked Members to put pressure on ADC not to move it as he felt that it was a significant part of the seafront. Cllr. Oppler also spoke about the London Road Coach park and the decision taken by the University not to build on the site. He understood that alternative options for the site were being prepared by ADC Officers, for the Cabinet Meeting in December.

The matter of cars parking outside the Polish Shop on Longford Road was also discussed, and Cllr. Oppler reported that yellow lines would be painted by WSCC to prohibit parking, but he felt that unless there was enforcement, cars would still park on the road. He had made an additional request to WSCC for the installation of bollards. Arun District Councillors, Cllr. Dillon,

referred to changes in the powers of Enforcement Officers that were currently being investigated to address such parking issues.

Arun District Councillor, Cllr. Brooks, spoke about a recent Southern Water conference and the Sussex Top attraction AGM that he had attended and reported that he had reports available should any Members wish to view.

Cllr. M. Smith was congratulated by fellow Members on his election to ADC for Aldwick West.

**99. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions.

**100. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were none received.

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

**103. Policy and Resources Committee Meeting of 16<sup>th</sup> October 2017**

The Chairman of Committee, Cllr. Cunard, reported.

**103.1 Min. 83 - Adoption of the Town Crier Terms of Engagement, and the Volunteer Agreement**

Members **RESOLVED** to **APPROVE** the adoption of the Town Crier Terms of Engagement, and the Volunteer Agreement.

**103.2 Min. 85 - To note a response from Arun Arts Ltd in response to the Town Council's letter extending an invitation to attend a meeting and update on their future plans**

Disappointment was expressed by a Councillor that Arun Arts would not meet with the Town Council. The improvements made to the building were acknowledged. It was noted however that a further range of dates were being offered to Trustees.

***Cllr. Dillon declared an Ordinary interest in Arun Arts Ltd***

As a member of Arun Arts, Cllr. Dillon explained that the Town Council's representative on Arun Arts, Cllr. Woodall, would be invited to attend the next meeting of the Finance Committee, which take place once a year. In

addition, Cllr. Dillon invited Cllr. Woodall to attend the next meeting of the Trustees.

The Mayor was asked by a Member whether there was a way to explain to ADC that as 'owners' of the regeneration site, residents of Bognor Regis should be forefront in any decision. The Mayor advised that he would investigate the matter and report back.

### **103.3 Min. 86 - Review of Corporate Strategy Document**

The Town Clerk asked Members to confirm whether they still wished to review the Corporate Strategy Document, as there had been a poor response to dates previously suggested.

Members **AGREED** that they did wish to review the Corporate Strategy Document. The Town Clerk advised that she would investigate dates.

### **103.4 Min. 88 - Adoption of the Policy for the Exhibition and Transportation of Billy Bulb Mascot with proposed amendments**

Members **RESOLVED** to **APPROVE** the adoption of the Policy for the Exhibition and Transportation of Billy Bulb Mascot with proposed amendments.

### **103.5 Min. 91 - Adoption of the Partnership, Promotion and Sponsorship Policy**

Members **RESOLVED** to **APPROVE** the adoption of the Partnership, Promotion and Sponsorship Policy.

### **103.6 Min. 93 - Consideration of introduction of a Civic/Citizen's Award for young people - to be referred to Community Engagement and Environment Committee**

Members **RESOLVED** to **APPROVE** the consideration of a Civic/Citizen's Award for young people by the Community Engagement and Environment Committee.

## **104. Community Engagement and Environment Committee Meeting of 11<sup>th</sup> September 2017**

The Chairman of Committee, Cllr. Smith, reported.

### **104.1 Min. 48 - Update on Youth Services Provision**

Comment was made on the welcome the Town Council initiative and the new Youth Worker were receiving from County and Parish Councils. Following a suggestion it was **AGREED** that the Youth Worker be invited to meet all Councillors at a meeting of the Council and that the possibility of her making a presentation to JWAAC be investigated.

Officers were asked to look at the wording on the Town Council's website about the Community Engagement and Environment Committee, which it was felt was in Council's speak and did not engage with the public.

**104.2 Min. 49 - Ward Allocation**

The Committee Chairman reminded all Members of their unspent Ward Allocation funds.

**105. Planning and Licensing Committee Meetings of 12<sup>th</sup> September, 3<sup>rd</sup> and 24<sup>th</sup> October 2017**

The Vice-Chairman of Committee, Cllr. S. Reynolds, reported.

**106. Events, Promotion and Leisure Committee Meeting of 9<sup>th</sup> October 2017**

The Chairman of Committee, Cllr. Brooks, reported.

**107. 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'.

**108. TO RECEIVE AND ADOPT THE REVISED STANDING ORDERS INCORPORATING PREVIOUSLY AGREED AMENDMENTS**

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the adoption of the amended Standing Orders document.

**109. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (OCTOBER NOT YET AVAILABLE)**

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

**110. TO APPROVE THE RECOMMENDATION OF THE MAYORALTY SELECTION COMMITTEE THAT CLLR. S. REYNOLDS BE APPOINTED AS DEPUTY MAYOR, WITH IMMEDIATE EFFECT, FOR THE REMAINDER OF THIS MUNICIPAL YEAR, FOLLOWING THE RESIGNATION OF THE CURRENT POST HOLDER**

The Town Clerk's report was noted. The current Deputy Mayor, Cllr. Cunard was thanked for his work by Members and disappointment was expressed over his resignation.



Members unanimously **RESOLVED** to **AGREE** with the recommendation of the Mayoralty Selection Committee that Cllr. Reynolds be appointed as Deputy Mayor for the remainder of the 2017/18 municipal year, with immediate effect.

The Town Clerk asked the Deputy Mayor to come into the office once the meeting concluded, to complete his Non-Statutory Declaration Acceptance of Office.

**111. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2017 ACCOUNTS**

The Town Clerk's report was noted.

Members **RESOLVED:**

To **NOTE** receipt of the External Auditor's Certificate and Report;

To **NOTE** that on the basis of the External Auditor's review of the annual return, in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Town Clerk and her Officers were thanked for their hard work which had resulted in a clean audit with no recommendations.

**112. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. J. COSGROVE**

*"In order to promote a safer and more vibrant Town Centre and after appropriate consultation with all stakeholders, the Bognor Regis High Street should be permanently closed to ALL traffic (except emergency vehicles) between Sussex Street and York Road. Appropriate arrangements should be agreed for retail deliveries within specified times.*

*Achieving this permanent closure will create a natural square for a wide variety of year round events and live performances as well as reducing traffic pollution plus bringing a much safer shopping experience for pedestrians.*

*The proposed 6 week closure of the Esplanade at the height of the holiday season would be wholly detrimental to the High Street economy and improvements."*

The Town Clerk's report was noted. As the proposer Cllr. Cosgrove spoke to the motion. Following the Motion being moved and seconded by Cllr. Smith, the Mayor did not deem the issue as urgent. Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Planning and Licensing Committee Meeting, in accordance with S.O. 9.5.

**113. TO NOTE THE DECISION OF CLLR. J. COSGROVE TO RESIGN HIS POSITION AS A TOWN COUNCIL REPRESENTATIVE WITH ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS AND TO CONSIDER APPOINTMENT OF A REPLACEMENT**

Members noted that Cllr. Cosgrove had resigned as a Town Council representative with ADALC. Cllr. Gardiner remained a representative and Members noted his recent appointment as Chair.

Members **RESOLVED** to **APPROVE** the appointment of Cllr. Mrs. Daniells as a replacement representative to ADALC.

**114. TO RECEIVE A REQUEST FROM CLLR. T. GARDINER REGARDING AN ARTICLE IN THE BOGNOR REGIS OBSERVER CONCERNING SHOPLIFTING IN BOGNOR REGIS AND POLICE SUPPORT, TO BE REFERRED TO THE NEXT COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING TO BE HELD ON 20<sup>th</sup> NOVEMBER 2017**

Cllr. Gardiner reported on his concerns over shoplifting in Bognor Regis and the conversations that had been held with the Acting Inspector and businesses in the Town.

Members **RESOLVED** to refer the Agenda item to the next meeting of the Community Engagement and Environment Committee Meeting. A Member referred to an update on the Police given by Acting Inspector West at a recent JWAAC meeting and suggested that he be invited to update the Committee.

**115. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE CONFERENCE HELD ON 18<sup>th</sup> OCTOBER 2017 (IF AVAILABLE)**

Not yet available.

**116. REGENERATION**

Discussions on regeneration focused mainly on the Hothampton site with concerns expressed by a Councillor that many questions remained unanswered about regeneration progress in Bognor Regis and costs, for example. It was suggested that the Council might like to consider inviting ADC to come and discuss such matters.

Members noted receipt of the Bognor Regis Regeneration Board briefing held in July, which had been circulated previously.

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

The list was noted.

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

The list was noted. The Town Crier was congratulated for winning the Best Dressed Town Crier in the National Town Crier Championships held in Hastings. Members **RESOLVED** to send the Town Crier an official letter of congratulations.

**119. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

The Town Clerk reported that reports had been received from the following Representatives to other organisations, and had been emailed to all Councillors:

**119.1 Cllr. Mrs. S. Daniells** - Bognor Regis Twinning Association.

**119.2 Cllr. Dillon** - Armed Forces Day Committee, Bognor Regis Heritage Partnership and Bognor Regis Seafront Lights.

**119.3 Cllr. Gardiner** - ADALC, Parish Liaison Meetings, WSALC Ltd, Bognor and Bersted United Charities.

Verbal Reports:

**119.4 Cllr. Woodall** - Had attended no outside rep meetings.

**120. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists. The following item was highlighted: -

**120.1 NALC** - the Larger Councils Conference and Exhibition for 2017 is to be held in London, on 13<sup>th</sup> December 2017, at a cost of £210, plus VAT, per delegate. The Town Clerk advised that Cllr. Gardiner had expressed an interest in attending, any other Councillors wishing to attend were asked to speak with her.

**120.2 Arun District Council** - copies of replies received in response to letters sent by Bognor Regis Town Council regarding a new Play Area on the Seafront, and current safety concerns about the Hothampton Play Area. Members expressed their disappointment at the response received from ADC which made no reference to the Health and Safety issues at the play area.

**120.3 Letter to the Mayor**, from Mr Nick Gibb MP, to advise of the reply he had received from the Department for Work and Pensions in response to concerns raised by the Mayor regarding Universal Credit. The Mayor offered to circulate copies to Members.

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

**121. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE**

The Town Clerk's report was noted. Comment was made on the usefulness of the construction programme spreadsheet.

The Town Clerk reported that there were Confidential items to discuss relating to the cinema procurement and as contractor items these would be discussed later in the meeting.

**122. PICTUREDROME SITE UPDATE INCLUDING: -**

**Director's Report, any urgent actions taken for ratification**

The previously circulated Director's Report was noted and actions taken as detailed were ratified. The Town Clerk answered a Councillors questions which related to the Meeting due to take place with one of the new owners of Parsons Son & Basley to discuss outstanding items on the Schedule of Works and the future management of the site. Comment was made by a Member that it was not appropriate to discuss the future management of the Picturedrome site in public session.

**123. 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 23 and 24 (contractual).

**124. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE RISK REPORTS**

The Town Clerk's confidential report was noted. Following a lengthy discussion, Members **RESOLVED** to proceed, as detailed in the confidential Appendix (Appended to File Minutes), with the following:

- i) That the Town Clerk pursue the issue as noted
- ii) Associated costs be funded through a miscellaneous holding budget until such time as the issue is determined.

**125. PICTUREDROME SITE UPDATE**

The Town Clerk's confidential reports in relation to 1a and 1b Linden Road were noted. Members **RESOLVED** to proceed, as detailed in the confidential Appendix (Appended to File Minutes), with the following:

- i) To confirm the end of the noted tenancy on the agreed date;
- ii) To make the necessary arrangements with the Managing Agent for future marketing;
- iii) To carry out the appropriate investigations with the Council's Solicitor regarding tenant deposits;
- iv) Subject to the outcome of iii) above and if necessary, a review of the situation, including agreement as to further actions, to be included in the agenda for the next appropriate meeting in the New Year.

***The Meeting closed at 9.22pm***



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON TUESDAY 21<sup>st</sup> NOVEMBER 2017**

### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove,  
Mrs. S. Daniells, P. Dillon, D. Maconachie, Mrs. J. Warr and  
P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Assistant Clerk)  
1 Councillor in the public gallery

*The Meeting opened at 6.08pm*

### **109. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement. There were apologies for absence received from Cllr. S. Goodheart, due to a family matter, and Cllr. M. Smith who was working.

In the absence of Cllr. Smith, the Vice-Chairman of the Committee, it was **AGREED** that Cllr. Maconachie take the position for this meeting.

### **110. 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. In addition, the Chairman advised the Councillor in the public gallery that he too would need to declare any interests if he had any and leave the room if Disclosable Pecuniary.

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 18, as the tenant of the Picturedrome Cinema***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 18, as an employee of the Picturedrome Cinema***

**111. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> OCTOBER 2017**

The Minutes of the Meeting held on 16<sup>th</sup> October 2017 were approved as a correct record and signed by the Chairman.

**112. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public in attendance.

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

**113.1 Min. 148 - 31<sup>st</sup> January 2017 - Grant Aid**

The Town Council has received a letter from the Bognor Regis Stroke Support Group advising that the Group is to be disbanded due to dwindling numbers and therefore, they have returned the Grant Aid award of £100 that had been made earlier in the year. It was noted that a letter has been sent expressing the Council's sadness that the group will be closing.

**113.2 Min. 85 - 16<sup>th</sup> October 2017 - Arun Arts**

A response has been received to the second invitation to attend a meeting, offering dates through to June 2018. Mrs. Latus will refer the dates to the next Trustee Meeting to check availability for someone to attend a meeting in either March, April or June next year.

**113.3 Min. 87 - 16<sup>th</sup> October 2017 - Bognor Regis Seafront Lights (BRSFL) Funding Agreement**

The final document, as agreed by the Committee, has been accepted by the BRSFL organisers and a hard copy sent to them for signature prior to countersignature on behalf of the Council. Once signed, no further action will be required until the first payment is due on 1<sup>st</sup> April 2018.

**113.4 Min. 92 - 16<sup>th</sup> October 2017 - 2018 Town Newsletter**

The Civic & Office Manager has emailed Members to remind them that suggestions for the 2018 edition should be submitted to her by Friday 1<sup>st</sup> December.

**114. TO NOTE AND RATIFY CANCELLATION OF POLICY AND RESOURCES COMMITTEE MEETING SCHEDULED FOR 27<sup>th</sup> NOVEMBER 2017**

The Assistant Clerk's report was noted, and Members **RATIFIED** the change in meeting date to 21<sup>st</sup> November 2017 together with the cancellation of the meeting scheduled for Monday 27<sup>th</sup> November 2017.

**115. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report was noted.

Members discussed the damaged planter at the Regis Centre and it was proposed that, as the planter had been in a poor state and due to the number of planters still in that area, the contractor who moved the planter only be charged for the Town Force time to clear the area and no charge be made for a replacement planter. After lengthy discussion, the proposal was seconded and with all in favour, it was **AGREED** to proceed on this basis.

In answer to a query, the Town Clerk confirmed that the annual fee for leasing the Town force vehicle is paid up front so there would be no saving to be made by early termination of the lease.

**116. TO RECEIVE A REPORT FROM THE CIVIC & OFFICE MANAGER ON THE ACTIVITIES OF THE TOWN CRIER**

The Civic & Office Manager's report was noted.

**117. TO RECEIVE A REPORT REGARDING THE CURRENT USE OF TABLETS FOR THE DISTRIBUTION OF AGENDAS AND REPORTS AND CONSIDER ALTERNATIVE ARRANGEMENTS**

The Assistant Clerk's report was noted.

Members discussed at length the advantages and disadvantages of the current arrangements and the issues with the tablets was acknowledged.

However, after discussion, it was **AGREED** that there should not be a return at the current time to the issuing of hard copies of all agendas and associated papers to all Councillors.

Members then proceeded to discuss the proposal to change the future electronic issue of the agendas and associated papers and **AGREED** that:

- i) All tablets to be returned to the Town Council Office where the Civic & Officer Manager will take responsibility for them
- ii) All agendas to be issued by email using each Councillor's preferred email address. Councillor's will need to sign an undertaking to confirm this
- iii) The issue of the agenda will signal to Members that the reports related to the agenda, together with any other relevant paperwork, is available on the Town Council's website for them to view at their convenience. Papers that need to be considered by Members but that are not for public display, will be circulated by email to each Councillor's preferred email address. It will continue to be for Members to print off any papers that they require
- iv) Members may, if they wish, download a specific Syncplicity App to their own device on to which all documents noted in (iii) above will continue to be loaded
- v) The tablets, will be maintained and charged by the Civic & Office Manager who will ensure that the required number of tablets are made available for each meeting with all documentation ready to be viewed
- vi) Expenditure of £240 per annum, for tablet IT support be progressed
- vii) This process will be trialled for a period of 6 months after which this Committee will carry out a review

It was noted that Cllr. Mrs. Warr was experiencing hardware issues with her own laptop and printer which prevented her printing the paperwork at home. It was therefore **AGREED** that Officers will investigate arranging support for Cllr. Mrs. Warr to rectify this problem and enable paperwork to be printed if required.

**118. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE CONFERENCE HELD ON 18<sup>th</sup> OCTOBER 2017 (IF AVAILABLE)**

The Town Clerk's report was noted, and Members received the Notes of the Conference of the Arun District Association of Local Councils held on 18<sup>th</sup> October 2017.

**119. TO RECEIVE ARUN DISTRICT COUNCIL'S REVISED CODE OF CONDUCT AND TO CONSIDER THEIR REQUEST FOR THIS CODE TO BE ADOPTED BY BOGNOR REGIS TOWN COUNCIL**

The Assistant Clerk's report was noted. Following discussion, it was **AGREED** that the Clerk should carry out further investigations regarding the Arun District Council (ADC) Code of Conduct with the issue referred back to this Committee in February 2018. Furthermore, it was also **AGREED** that ADC be



informed that the Town Council will be unable to meet their requested deadline for response of 5<sup>th</sup> January 2018 but that a reply will be sent as soon as possible in the New Year.

Finally, Members **NOTED** the revised Local Assessment Procedure as previously circulated to them.

**120. REVIEW OF CORPORATE STRATEGY DOCUMENT - TO CONFIRM NEW DATE OF WORKING GROUP MEETING OF 27<sup>th</sup> FEBRUARY 2018 AT 6.00PM - MIN. 86 REFERS**

The Assistant Clerk's report was noted, and Members **AGREED** the date of 27<sup>th</sup> February for a Working Group Meeting to review the Corporate Strategy. The meeting will take place in the Council Chamber at 6pm and Mr. Glyn Chambers will be in attendance. The Chairman encouraged all Members to attend.

**121. TO RECEIVE AN UPDATE FROM GROUP LEADERS REGARDING REMOVAL OF FUTURE REQUIREMENT FOR POLITICAL PARITY ACROSS COMMITTEES (S.O. 20.1 (III) REFERS) AND CONSIDER ANY REQUIRED AMENDMENTS TO THE STANDING ORDERS - MIN. 41 REFERS**

The Assistant Clerk's report was noted.

The Group Leaders reported that they had discussed the issue but felt that this decision would need to be debated by all Members at Council. A Councillor suggested that whilst there were advantages in disposing of political parity he feared that if the Council were to be dominated by one Party in the future, this majority would control the Committees and their membership.

It was therefore **AGREED** that there be no recommendation to change the reference to Political Parity when agreeing the Committee membership and therefore no changes to the Standing Orders would be required.

**122. TO RECEIVE THE NOTES OF THE 2 HOUR FREE PARKING WORKING GROUP MEETING HELD 8<sup>th</sup> NOVEMBER 2017 INCLUDING: A LETTER BE SENT TO ARUN DISTRICT COUNCIL TO URGE THEM TO EXTEND THE SCHEME TO INCLUDE ALL GROUND LEVEL CAR PARKS IN BOGNOR REGIS WHEN NEGOTIATING A NEW DEAL FOR 2019; THE CURRENT TITLE FOR THE GROUP BE CHANGED TO "CAR PARKING STRATEGY WORKING GROUP"**

The Projects Officer's report was noted, and the notes of the meeting held 8<sup>th</sup> November 2017 received.

Following discussion, it was **AGREED** that a letter should be written to Arun District Council urging them to extend the Scheme to include all ground level car parks in Bognor Regis when negotiating a new deal for 2019.

Furthermore, Members **AGREED** that the name of the Working Group be amended to Car Parking Strategy Working Group and the relevant Terms of Reference amended accordingly.

**123. REPORTS FROM THE PROJECTS OFFICER INCLUDING: MEETING WITH TOWN CENTRE MANAGER ON TOWN CENTRE ISSUES**

The Projects Officer's report was noted.

**124. FINANCIAL REPORTS INCLUDING: -**

**124.1 To note Committee I&E Reports for the month of October 2017 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of October 2017.

**124.2 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 September and October 2017, 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**.

**125. CORRESPONDENCE**

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

In addition to the circulated lists, the Clerk reported that WSCC had been in contact regarding the JWAAC Highways and Transport Sub-Group. The Clerk reminded Members that this had originally been discussed by Council in 2015 (Policy and Resources Committee Meeting 30<sup>th</sup> November 2015 - Min. 120 refers) when it had been agreed that the Town Council would pay a fee to continue membership. This fee would contribute to the administration costs for the meetings. WSCC have requested confirmation that the previous decision stands and the Council wishes to continue membership of the Sub-Group with the administration costs split equally between the Councils on the Sub-Group. It was noted that if Members wished to debate changing their previous decision, the issue would need to be referred to a future meeting. The issue was therefore **NOTED** with no change to the previous decision proposed.

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

*Due to the previously declared interests, Cllrs. Cunard and Mrs. Daniells left the meeting at 6.43pm*

*In the absence of the Chairman, Cllr. Maconachie took the Chair whilst this item was discussed*

The Town Clerk's report was noted.

It was reported that an element of this agenda item would need to be discussed under Confidential Business as it related to a contractual matter.

**127. 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 20, 21 and 22 (contractual and staffing).

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

Members noted the Confidential Report as circulated by the Town Clerk and actions taken as detailed were **RATIFIED**.

*Cllrs. Cunard and Mrs. Daniells returned to the meeting at 6.49pm*

*Cllr. Cunard retook the Chair*

**129.** Members **RESOLVED** to alter the order of business (S.O. 10.1 (iv) refers) and to defer Agenda Item 20 to the last item of business as the Assistant Clerk would be required to leave the room for part of the discussion.

**130. TO RECEIVE A REPORT AND RECOMMENDATIONS FROM THE FUTURE OFFICE PROVISION WORKING GROUP - MIN. 73 REFERS**

The Town Clerk's Confidential Report as circulated was noted. Following discussion, it was **RESOLVED** to **APPROVE** the recommendations by the Working Group as summarised in the Confidential Report, attached to the file minutes. The Resolution was carried by all present except Cllr. Mrs. Warr who had requested that her abstention from part of the vote, as noted in the Confidential Report, be recorded.

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

The Committee noted the list (confidential).

**132. JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)-CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 17<sup>th</sup> NOVEMBER 2017**

*The Assistant Clerk declared a Disclosable Pecuniary Interest and left the meeting prior to the discussion of the final item relating to Annual Pay Increments*

***The Town Clerk declared a Disclosable Pecuniary Interest in the final item relating to Annual Pay Increments and confirmed that she would leave the meeting if there was to be any discussion directly relating to her***

Members **RESOLVED** to **RATIFY** the recommendations from the Joint Consultative Sub-Committee (Staffing), which included:

- Future staffing arrangements following resignation of a member of staff;
- The review of the LGPS Employer's Discretion Policy with no amendments;
- Approval of Annual Pay Increments for 2018 including annual review of any salaries not covered in this way;
- Approval of the Town Clerk's recommendations in relation to 3 members of staff.

***The Meeting closed at 7.40pm***



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE EXTRAORDINARY**

### **POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON TUESDAY 21<sup>st</sup> NOVEMBER 2017**

#### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs. Mrs. S. Daniells, P. Dillon (during Min. 108), J. Cosgrove (from Min. 106), S. Goodheart (during Min. 108), Mrs. J. Warr and P. Woodall (from Min. 106)

#### **IN ATTENDANCE:**

Mrs. J. Davis (Civic & Office Manager)  
Mrs. R. Hambleton (Minutes Clerk)  
1 Councillor in the public gallery  
4 members of the public

*The Meeting opened at 2.02pm*

#### **105. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present. Apologies had been received from Cllrs. D. Maconachie, who had a medical appointment, and M. Smith who was working. Apologies were also received from Cllr. P. Dillon who had a medical appointment, but hoped to arrive during the meeting.

#### **106. 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.

***From the public gallery, Cllr. Brooks declared an Interest as the Director of the International Bognor Birdman. Cllr. Brooks also declared a Disclosable Pecuniary Interest as his company may be used to supply a number of events and advised that he would leave the meeting when these Grant Aid applications were discussed. Cllr. Brooks requested to make a statement prior to the International Bognor Birdman application being considered. This request was refused, and the Chairman reminded members of the public that they were afforded an opportunity to address the Committee during public question time***

***Cllr. Cunard declared an Interest as a member of the Twinning Association***

***Cllr. Mrs. Daniells declared an Ordinary Interest, in the Twinning Association as its President***

***Cllr. Mrs. Warr declared an Ordinary Interest, as a member of Bognor Regis Seafront Lights***

***Cllr. Woodall declared an Ordinary Interest in the Bognor Regis Carnival Association***

**107. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

**108. CONSIDERATION OF GRANT AID FUNDING 2018**

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application. The Chairman's recommendations were noted and discussed.

***Due to his Disclosable Pecuniary Interests, Cllr. Brooks left the meeting when the following applications were considered: - Bognor Regis Carnival Association, Bognor Regis Kite Festival, International Bognor Birdman, the Southdowns Folk Festival***

***Cllr. Woodall redeclared his Interest in the Bognor Regis Carnival Association and did not leave the meeting when the application was considered, as no discussion took place***

The Committee noted that although the Girl Guides had submitted two applications they were for two distinct organisations with separate bank accounts.

Comment was made about Child Protection and Vulnerable Adult Policies, in terms of the requirement for the documentation. It was **AGREED** to consider this matter in June next year, when the Grant Aid process is reviewed for the 2019 applications.

*Cllr. Dillon arrived at the meeting, during consideration of the Bognor Regis Kite Festival application.*

Members discussed the Bognor Regis Kite Festival application and concern was expressed about the possible dependence of some events on Town Council funding. It was **AGREED** that event applicants be advised that they should not rely on the Town Council's Grant Aid and that they should ensure that they actively seek out other sources of funding.

***Cllr. Mrs. Warr stated that she would not be voting on the Bognor Regis Seafront Lights application***

Members noted the withdrawal of the Clowns International application, as the organisation felt that they no longer fit the criteria set.

The Committee discussed the International Bognor Birdman application in particular the funding issues that the event had in previous years, with the event having struggled to find funding for last year until 2 weeks before. Members empathised over the difficulty of planning such an event in such a short timeframe. It was felt that if the full amount requested by the event was granted, it would be a great opportunity to see how the event runs without funding issues.

Members asked that it be noted that it was with regret that they were unable to consider the Rox Music and Arts Charity application due to the criteria not being met. This was not the only application that was refused due to the criteria not being met, and Members noted that letters sent last year had clearly stated that 'Future applicants are reminded that failure to comply fully with the guidelines, in particular by not supplying all of the required documentation or by not completing forms correctly, will result in disqualification.'

Other applications were not successful due to Members being minded that the vision as detailed on the 'Guidelines/Criteria Checklist', had not been met. Discussions also looked at the amount of unrestricted reserves an organisation had and the proportion of Bognor Regis residents that would benefit from the funds.

*Cllr. Goodheart arrived at the meeting during consideration of the Sammy Community Transport application.*

A Councillor asked whether the Committee could go back to the Rox Music and Arts Charity application. This request was refused.

***Cllr. Cunard declared an Interest in the Southdowns Folk Festival***

Comment was made that, once again, some difficult decisions had been made by the Committee regarding the awards.

Members considered the individual applications for Grant Aid 2018 and the list of decisions as **RESOLVED** is attached to the Minutes as **Appendix 1**.

Specific conditions were imposed for some grants as detailed (appended to file Minutes). It was noted that where the most up-to-date accounts had not been provided, these would be sought before the grant was issued.

*N.B. In line with the Council's current policy, as a condition of funding the Council may appoint a non-participating observer as a representative to any organisations receiving Grant Aid at the Committee's discretion. These appointments will be considered at the Annual Town Council Meeting in May.*

***The Meeting closed at 3.08pm***



P&R Grant Aid Decisions 2018

Applicant	Amount requested	P & R Decision 2016	Recommendations	P&R Decision	Comments
Arctic Fox Explorer Scout Unit	£400.00	£1,000.00	£400.00	£400.00	
Arun & Chichester Citizen Advice Bureau	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Conditional
Arun Volleyball Club	£500.00	Refused	£100.00	£100.00	
Bognorphenia CIC	£3,010.00	Refused	Refused	Refused	
Bognor Regis Carnival Association	£4,500.00	£4000.00 Conditional	£4,000.00	£4,000.00	
Bognor Regis District Scout Council	£2,500.00	N/A	Refused	Refused	
Bognor Regis Kite Festival (BRKF)	£2,000.00	£2,000.00	£1,000.00	£2,000.00	
Bognor Regis Local History Society	£1,500.00	£1,500.00	Refused	Refused	
Bognor Regis Police Sector Neighbourhood Watch Association	£150.00	£150.00	£150.00	£150.00	
Bognor Regis Seafront Lights (Illuminations Gala)	£1,000.00	£8100.00 Conditional	£1,000.00	£1,000.00	
Bognor Regis Shopmobility	£5,000	£500.00	Refused	£500.00	
Bognor Regis Twinning Association	£700	N/A	£700.00	£700.00	Conditional
Bognor Regis Swimming Club	£2,928.00	Refused	£928.00	£1,928.00	
Clowns International	WITHDRAWN				
11th Bognor Regis Scout Group	£1,000.00	N/A	Refused	Refused	
4Sight (West Sussex Association for the Blind)	£2,500.00	N/A	Refused	Refused	
Girlguiding Bognor Regis	£500.00	£500.00	£500.00	£500.00	
Girlguiding Bognor Regis South District	£200.00	£200.00	£200.00	£200.00	
Home-Start Arun	£2,000.00	£250.00	£250.00	£250.00	
International Bognor Birdman	£7,500.00	£4,500.00	£4,000.00	£7,500.00	Conditional
Regis School of Music	£2,000.00	£1,200.00	£1,200.00	£1,200.00	
Rox Music & Arts Charity	£20,000	£5000.00 Conditional	Refused	Refused	
Sammy Community Transport	£16,000	£1,000.00	Refused	£1,000.00	
60 Minutes of Classical Music	Unclear	£2,000.00	C'ttee to discuss	Refused	
Southdowns Folk Festival	£10,000	£5,000.00	£5,000.00	£7,500.00	Conditional
The Base Skatepark CIC	£3,300	N/A	£1,000.00	£1,500.00	
The 39 Club	£774	N/A	£774.00	£774.00	
TS Montrose Nautical Training Corps	£500	N/A	Refused	Refused	
Tsunami Explorer Scout Unit	£1,000	N/A	£1,000.00	£1,000.00	
Voluntary Action Arun & Chichester	£1,500	Refused	Refused	Refused	
West Sussex Guitar Club	£1,000.00	£500.00	£500.00	£500.00	
West Sussex Mediation Service	£300.00	N/A	Refused	Refused	
<b>TOTAL</b>	<b>£106,262.00</b>			<b>£35,702.00</b>	



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 4<sup>th</sup> DECEMBER 2017**

**PRESENT:** Cllr. A. Cunard (Chairman); Cllrs: S. Goodheart (from Min. 136),  
D. Maconachie, M. Smith, Mrs. J. Warr and P. Woodall

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Assistant Clerk)  
Mr. D. Kemp (Town Council's Accountant)  
2 Councillors in the public gallery  
1 member of the public

*The Meeting opened at 6.33pm*

### **133. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement. There were apologies for absence received from Cllr. J. Cosgrove, due to annual leave and Cllr. Mrs. S. Daniells.

### **134. 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. In addition, the Chairman advised the Councillor in the public gallery that he too would need to declare any interests if he had any and leave the room if Disclosable Pecuniary.

***Cllr. Cunard declared a Disclosable Pecuniary Interest in any discussion regarding the Picturedrome Cinema as he is the tenant and advised that he would the leave room should discussion turn to this subject***

**135. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> NOVEMBER 2017 AND THE EXTRAORDINARY MEETING HELD ON THE SAME DAY**

The Minutes of the Meeting held on 21<sup>st</sup> November 2017 and the Extraordinary Meeting held on the same day were approved as correct records and signed by the Chairman.

**136. ADJOURNMENT FOR PUBLIC QUESTION TIME**

***The Meeting was adjourned at 6.35pm***

A member of the public raised a query regarding the illumination of the seafront lights over the Christmas period and a Councillor questioned the future of JWAAC and any potential contributions by the Town Council.

***Cllr. Mrs. Warr declared an Ordinary Interest in Bognor Regis Seafront Lights***

***The Meeting was reconvened at 6.41pm***

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

The Town Clerk reported that as the meetings had only taken place two weeks prior, any matters arising would be dealt with at the following meeting scheduled for February 2018.

**138. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2018/2019 INCLUDING RECOMMENDATIONS FROM COMMITTEES**

It was noted that confidential paperwork relating to the proposed budget had been circulated previously by the Town Clerk to all Members.

Members had also received an additional Budget Summary, together with a breakdown of Revenue Expenditure, and the Clerk reminded Members that

these should all be treated as confidential as a final draft will need to be presented to Council for approval in the New Year.

The Chairman welcomed Mr. D. Kemp, the Town Council's Accountant who referred to the Budget Summary and highlighted salient points including:

- i) National pay agreements for local government staff have not been agreed so conservative assumptions have been made as it is prudent to ensure that there is not a shortfall in budget;
- ii) Inflation (CPI) as at September 2017 was 3% and this is usually a standard indicator for the rise in Council Tax;
- iii) As a result of the Council's decision to purchase rather than lease vehicles for Town Force, the Capital Funding Provision will be depleted at the end of the financial year. The budget therefore incorporates an increase in the amount allocated to this Fund;
- iv) The budget as drafted would result in a 3% increase to the Precept which equates to a 3.1% increase or £3.55 per annum to a band D property charge;
- v) The figures have been calculated using the previous year's Tax Base as the current year's figure has not yet been provided by Arun District Council. Any increase in the number of Band D equivalent properties within the 6 Wards would result in a reduction to the figures quoted.

Members discussed the proposals with the following points noted or comment made:

- Clarification of the purpose of the Capital Funding provision;
- Removal of toilets contribution from budget;
- Identification in the Town Council's Annual Newsletter of the specific level of expenditure of the Events rather than a composite total including Projects, Marketing and Events;
- Cessation of further allocations to the Bognor Regis Brand Budget;
- As the Corporate Strategy has not been reviewed due to non-availability of Members for the proposed dates, previously identified projects have not been allocated further funds;
- Possibility of purchase rather than rental for Town Force Lock-Up;
- How a Parish Poll would be funded as no Budget Line included;
- Confirmation of the levels of Earmarked and General Reserves.

***Cllr. Cunard, as noted earlier at the meeting (Min. 134 refers), declared a Disclosable Pecuniary Interest, as tenant of the Picturedrome Cinema***

***Cllr. Cunard left the room at 7.17pm***

A Member raised the issue of loan repayments in relation to the Picturedrome expansion.

***Cllr. Cunard returned to the room at 7.20pm***

It was noted that, as with the 2017/18 budget, a sum of £5,000 had been included for the Grant Aid Discretionary Fund. Members discussed at length the future of this initiative and concern was expressed that, in its inaugural year, the applications being received and ultimately awarded funds, were not in line with the original aims and objectives of the Fund. Members were also of the opinion that the name of the initiative did not truly reflect its intentions and a new title, such as Community Grant Fund, may be more appropriate. Finally, the Town Clerk read an email from Cllr. Cosgrove with his comments on this issue including suggestions.

Following the debate, it was **AGREED** that the budget line of £5,000, currently titled Grant Aid Discretionary Fund, should remain but the issue of the name of the initiative, together with its overall objectives and the resulting criteria for applications, should be reviewed by the Community Engagement and Environment Committee and the issue placed on the next available agenda.

Members unanimously **RESOLVED** to **RECOMMEND** to Council the draft budget proposals for 2018/19 as circulated.

Finally, Mr. Kemp reported that whilst a recommendation had been received from the Community Engagement and Environment Committee to reduce the Bognor Regis in Bloom Competition Budget by £150, as any underspend was automatically returned to General Reserves, it had not been necessary to amend the figures to process this small adjustment.

The Chairman thanked Mr. Kemp for his attendance and commended him and the Clerk on their work to produce such a positive budget.

***Mr. Kemp left the Meeting at 7.37pm***

**139. TO DISCUSS PROPOSALS FROM ARUN DISTRICT COUNCIL FOR FUTURE LIAISON ARRANGEMENTS WITH TOWN AND PARISH COUNCILS INCLUDING ESTABLISHMENT OF PLACE PLANS**

The Assistant Clerk's report was noted, and it was highlighted that there are three issues from ADC for comment. Firstly, the proposal to hold an Annual conference for all Town and Parish Councils; secondly, the ongoing liaison directly between the Town Council and ADC and thirdly, a new initiative proposed by ADC for Place Plans which will be based around clusters of Town and Parishes, with the clusters meeting regularly to discuss regular items as well as additional topics.

- 139.1** Members had no strong views on the proposal to hold an annual conference.

- 139.2** With regard to the issue of the ongoing liaison, Members were happy to continue with the 3 meetings per annum and furthermore, felt that the proposed attendees from ADC were appropriate. Comment was made that the current 3 meetings per annum had reduced from 4 meetings in previous years and Members were keen to stress that they would not wish to see this reduce any further. It was also felt that these liaison meetings should be conducted without the public present.
- 139.3** Members discussed the proposal of Place Plans including clustering with the Parishes and it was **AGREED** to comment as follows:
- i. A larger cluster would be considered more appropriate with a suggestion of either Bognor Regis, Aldwick, Paghams, Bersted and Felpham or alternatively a division of the District into East and West with the river used as the boundary
  - ii. No comments regarding regular ADC attendees
  - iii. No comment on the suggestion that regular membership from the parishes to be determined
  - iv. The Local Policing team could be asked to provide regular updates to the cluster meetings
  - v. The cluster meetings should be held in public
  - vi. The start date of June 2018 for the new arrangements was noted
  - vii. The Town Council would be willing to host a meeting but would require reimbursement for room hire and staffing time
  - viii. There were no comments on the establishment of Place Plans

***The Meeting closed at 8.01pm***



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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20<sup>th</sup> NOVEMBER 2017**

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, A. Cunard, J. Cosgrove, Mrs. S Daniells, P. Dillon, Mrs. J. Warr and P. Woodall (until Min. 70)
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
1 Councillor in the public gallery  
3 members of the public in the public gallery

*The Meeting opened at 6.31pm*

### **56. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. No apologies had been received.

### **57. 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 at this time*

**58. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 11<sup>th</sup> SEPTEMBER 2017**

The Minutes of the Meeting held on the 11<sup>th</sup> September were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

**59. ADJOURNMENT FOR PUBLIC QUESTION TIME, EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8) AS AGREED AT THE COUNCIL MEETING HELD ON 6<sup>th</sup> NOVEMBER 2017 (MIN. 108 REFERS)**

*The Chairman adjourned the Meeting at 6.35pm*

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 asked if there was going to be any advertising on the radio or local television for the forthcoming ice rink as he felt it important to give the event as wider coverage as possible.

*The Chairman reconvened the Meeting at 6.41pm*

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

**60.1 Min. 45 - 11<sup>th</sup> September 2017 - Application to register the Town Hall as a community asset**

A survey questionnaire has been produced along the lines suggested. It is being displayed in the Town Hall reception and ADC staff have been asked to encourage customers to complete one. Officers are also trying to get a version translated into Polish and other Eastern European languages. Copies have also been sent to the Bognor Regis Post and Observer and it is also available on-line via the Town Council website and social media sites.



**60.2 Min. 47 - 11<sup>th</sup> September 2017 - Request from the Bognor Regis Methodist Church for the council to assist with the litter, waste and anti-social behaviour problems in the area**

The Member who volunteered to look at the street lighting in the area reported that the lighting was bright white. He also commented that the overhanging tree appeared to have been cut back.

**60.3 Min. 51 - 11<sup>th</sup> September 2017 - Councillor surgeries**

The Committee had asked for the Chairman and Projects Officer to approach the relevant department and Cabinet Minister at West Sussex County Council for preliminary talks regarding grass cutting and overgrown shrubs and trees to see if this is something Town Force can be contracted to do. The Projects Officer had an initial meeting with the relevant WSCC Highways Officer who advised that his understanding was that no negotiation or decision will be undertaken until the new contracts have been agreed in March 2018, though his immediate thoughts were that there is unlikely to be any financial assistance for Town Force time or support in these areas.

**61. TO NOTE COMMENTS FROM THE LAST COMMUNITY FORUM HELD AT THE PREVIOUS MEETING AND THE COMMUNITY OPEN FORUM MEETING HELD ON 19<sup>th</sup> OCTOBER 2017 INCLUDING CONSIDERATION OF FUTURE AGENDA ITEMS**

Copies of the notes of the comments from the last forum were made available.

The comments from the last community forum held at the previous meeting and the notes from the Community Open Forum on the 19<sup>th</sup> October were **NOTED**. No items were identified for inclusion on a future agenda, but it was **AGREED** to continue to work towards resolving the issues raised.

An updated list will be posted on the Town Council Website and Facebook sites and will be made available.

**62. CONSIDERATION OF MY SISTER'S HOUSE AS A TOPIC TEAM PROJECT AS RECOMMENDED DURING OPEN FORUM SESSION OF MEETING HELD 11<sup>th</sup> SEPTEMBER 2017**

The reports from the Projects Officer and My Sister's House (MSH) CIC were noted.

Following a brief discussion, the Chairman invited the Chief Executive of MSH to address the Committee to outline how she believes the Town Council can be of assistance to the organisation.

*The Meeting was adjourned at 7.01pm*

*The Meeting was reconvened at 7.16pm*

Members noted that some of the comments included:

- There has been a huge influx of people accessing the service in the last 2 months
- 65% of the clients are from Bognor Regis
- Most of the client group are actively or have historically suffered domestic abuse
- MSH receive no support either financially or other from Arun District Council (ADC)
- MSH provide a service that takes a lot of pressure off ADC, but they feel ADC do not recognise this and any attempt to give statistics or evidence is rejected
- ADC housing department are obliged to find accommodation for abused women but in MSH experience, they often find an excuse not to
- Can the Town Council help open up lines of communication with ADC
- Along with MSH, there are a number of good community organisations in Bognor Regis - could the Town Council support these community drivers and make Bognor Regis a flagship for Community Activism

Following further discussion, the Committee did not feel that this was a subject for a Topic Team but were very keen to offer as much support as they could. Cllr. Dillon offered to liaise directly between MSH and ADC in his capacity as a District Councillor, to see if he could put them in touch with the appropriate people and departments. Members **AGREED** to write letters of support to both the District and County Councils and to the MP Nick Gibb. They would also urge ADC to consider offering match funding to MSH.

A Member suggested that going forward the Town Council may be able to assist and support the provision for meetings or office space. He also urged Members to offer as much individual support as possible.

The Chairman thanked the Chief Executive of My Sister's House for her report and attendance.

**63. UPDATE ON THE YOUTH SERVICES PROVISION REVIEW INCLUDING: UPDATE FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 30<sup>th</sup> OCTOBER 2017 AND RECOMMENDATIONS FROM COUNCIL MEETING 6<sup>th</sup> NOVEMBER 2017 MIN. 104.1 REFERS**

The Projects Officer's report was noted.

At the Council Meeting on the 6<sup>th</sup> November, Members recommended that the Youth Worker be invited to meet the Councillors and give a

presentation to JWAAC. Officers will arrange for the Youth Worker to attend the next appropriate meeting but recommended that giving a presentation to JWAAC would not be a good use of the Youth Workers time or resources. The Town Council representative for JWAAC confirmed that presentations are now being discouraged. However, there is an opportunity to have a stand prior to the meeting to showcase any projects. Members **AGREED** to take advantage of this and Officers will make the necessary arrangements.

**64. WARD ALLOCATION ENVIRONMENTAL PROJECTS 2017/2018 INCLUDING RATIFICATION OF £196.40 FROM HOTHAM WARD**

The Projects Officer's report was noted, and Members **RATIFIED** payments of £116.40 to the Bognor Community Gardeners and £80.00 to the Bognor Regis Neighbourhood Watch, totalling £196.40 to be funded from the Hotham Ward allocation.

**65. BOGNOR IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 9<sup>th</sup> NOVEMBER 2017 IF AVAILABLE**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 9<sup>th</sup> November 2017.

**65.1** Members **RESOLVED** to **APPROVE** expenditure of £25.00 for Wilko Vouchers, £11.00 for activity packs and sweets, £38.05 for copying and printing services, £194.40 for winner's plaques and £72.50 for engraving costs totalling £340.95 to be funded from the current year's Competition Expenses Budget.

**65.2** Members **RESOLVED** to **APPROVE** expenditure of £29.99 for themed ducks, £3.00 for stationery, £60.00 for gift vouchers and £13.00 for decorations totalling £105.99 to be funded from the current year's Competition Expenses Budget.

**65.3** Members **RESOLVED** to **APPROVE** expenditure of £44.00 for Town Force Time to plant trees to be funded from the current year's Environmental Projects Budget.

**66. REPORT ON COUNCILLOR SURGERIES AND CONSIDERATION OF ANY FEEDBACK AND COMMENTS FROM THE RECENT SESSIONS**

The Projects Officer's Report was noted.

The Projects Officer asked Councillors to assist with the distribution of flyers for the planned surgery and to promote the event as much as possible.

**67. UPDATE ON PROGRESS OF THE COLLABORATIVE STREET ART PROJECT - MIN. 52 REFERS**

The Project Officer's report was noted.

**68. TO RATIFY FIRST 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**

The Committee **RESOLVED** to **RATIFY** the payment of £15,000 to Arun District Council, being the first payment of the 2017/2018 revenue partnership contribution for the public conveniences.

**69. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE GRANT AID DISCRETIONARY FUND**

Since the previously circulated report the Community Engagement and Environment Committee had received a further two applications for the Grant Aid Discretionary Fund. The total amount applied for was £9,800 and with a total fund available of £5,000 there is already a shortfall of £4,800.

**Applications are as follows:**

My Sister's House	£5,000
ACCORD	£ 400
Making Theatre Gaining Skills	£2,715
BR Methodist Church	£1,685

This situation highlighted the need for the Grant Aid Discretionary process to be reviewed and the Chairman proposed that Members make their decision on the current applications from the options suggested and that an agenda item to review the criteria for 2018 be included on a future agenda.

**Option 1**

My Sister's House	£2,000
ACCORD	£ 400
Making Theatre Gaining Skills	£1,000
BR Methodist Church	£1,000
<b>Total</b>	<b>£4,400</b>

This leaves a balance of £600 for any future applications

**Option 2**

My Sister's House	£2,000
ACCORD	£ 400
Making Theatre Gaining Skills	£1,300

BR Methodist Church	£1,300
<b>Total</b>	<b>£5,000</b>

After a lengthy discussion Members **RESOLVED** the following:

£3,000 to My Sister's House  
£1,000 to Making Theatre Gaining Skills  
£1,000 to the Bognor Regis Methodist Church.

The application from ACCORD was declined.

Members further **AGREED** to make the Discretionary Grant Aid criteria and process an agenda item for the next meeting.

**70. PROPOSALS AND REQUIRED BUDGETS FOR 2018 INCLUDING GRANT AID DISCRETIONARY FUND, YOUTH PROVISION, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP - REPORT BY PROJECTS OFFICER**

Members considered the proposals and required budgets for 2018

Grant Aid Discretionary Fund

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the Grant Aid Discretionary Fund

Youth Provision

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £10,000 for the Youth Provision fund

Ward Allocation

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £2,000 for the Ward Allocation Fund

Surgeries and Open Forum

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £1,000 for the Surgeries and Open Forum

Bognor Regis In Bloom

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £500 for the Bognor Regis in Bloom Competition Expenses and a budget of £1,000 for the Bognor Regis in Bloom Environment Projects budget

**71. INTERPRETIVE SIGNAGE BOARD - TO CONSIDER THE PROPOSAL BY COUNCILLOR DILLON FOR A BOARD TO BE INSTALLED ON THE PROMENADE DISPLAYING INFORMATION RELATING TO HMS ST. BARBARA**

Members **AGREED** for the Interpretive Signage Board to be installed on the promenade and for it to be used to display information relating to HMS St. Barbara.

**72. CONSIDERATION OF A PROPOSAL FROM A BOGNOR REGIS RESIDENT TO ERECT A STATUE OF ERIK JACK TO HONOUR HIS MEMORY**

Members discussed the proposal but felt that that some sort of memorial plaque or garden that could include other past noted members of the Town would be more fitting. Officers will investigate the proposals put forward by Members and the issue will be discussed further at a future meeting. The resident will be informed of the Council's decision.

**73. TO CONSIDER A PETITION FROM THE 4SIGHT ORGANISATION FOR THE VISUALLY IMPAIRED REGARDING SAFETY ISSUES IN THE HIGH STREET PEDESTRIANISED ZONE**

The Project Officer's report was noted, which detailed the petition received.

A Member reported that WSCC Highways had been made aware of the problem and they are currently looking to rectify the issues.

**74. TO RECEIVE THE PROJECTS OFFICER'S REPORT ON MEETING HELD 3<sup>rd</sup> NOVEMBER 2017 WITH THE POLICE REGARDING ANTI-SOCIAL BEHAVIOUR WITHIN THE TOWN INCLUDING: TO NOTE DISCUSSION OF THE COUNCIL FOLLOWING A REPORT FROM CLLR. GARDINER ON THIS ISSUE AT THE MEETING HELD 6<sup>th</sup> NOVEMBER 2017 - MIN. 114 REFERS**

The Project Officer's report was noted.

Cllr. Gardiner asked for it to be noted that he met with the Chief Superintendent not the Acting Inspector. The Chairman invited Cllr. Gardiner to give a brief report.

**75. TO CONSIDER THE INTRODUCTION OF A CIVIC/CITIZEN'S AWARD FOR YOUNG PEOPLE - MIN. 93 POLICY AND RESOURCES COMMITTEE 16<sup>th</sup> OCTOBER 2017 REFERS**

Following a proposal from the Policy and Resources Committee, Members considered introducing a civic/citizen's award for young people.

After discussion Members **AGREED** that an annual award should be presented to a young person up to the age of 18 years but with dispensation to consider older children with special educational needs. The award will be presented at the Mayor's Civic Reception and nominations will be accepted from members of the community or Councillors.

**76. CONSIDERATION OF "WHAT IF" COMMUNITY RESILIENCE PROGRAMME**

The report was noted.

**77. REPORTS:**

a) to note financial reports, previously circulated  
The reports were noted

b) any further reports  
There were no further reports

**78. CORRESPONDENCE**

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

*The Meeting closed at 9.01pm*



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 14<sup>th</sup> NOVEMBER 2017**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: K. Batley, P. Dillon  
(till Min. 114) and S. Goodheart

**IN ATTENDANCE:** Mrs. R. Hambleton (Committee Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
2 Councillors in the public gallery

*The Meeting opened at 6.30pm*

### **103. 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 Cllrs. Mrs. S. Daniells and S. Reynolds who were on annual leave, and Cllr. Woodall who could not attend for personal reasons.

### **104. 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.

**105. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24<sup>th</sup> OCTOBER 2017**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24<sup>th</sup> October 2017 as an accurate record of the proceedings and the Chairman signed them.

**106. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A Councillor in the public gallery asked to speak on Agenda item 12, which Members **RESOLVED**.

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

**Min. 91 - 3<sup>rd</sup> October 2017 - Consideration of ADC 'Scheme of Delegation' Policy (if available)**

The Committee Clerk reported on correspondence received from Middleton-on-Sea Association, thanking the Town Council for its support. This follows ADC's recent approval of an amendment to the Constitution regarding the Scheme of Delegation for Householder planning applications.

**108. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS ALSO PREMISES LICENCE 15780: 1-2 PLACE ST MAUR DES FOSSES, BOGNOR REGIS**

**Licensing Act 2003**

**Premises: 1-2 Place St Maur des Fosses, Bognor Regis**

**Licence Number: 15780**

The Committee noted the Licence application received for a temporary Ice Rink on the Place St Maur des Fosses. ADC's website was not working and it was noted that the details of the Licence included:

- The temporary premises Licence application was for 24<sup>th</sup> November 2017 until 08<sup>th</sup> January 2018 for sale of alcohol Monday to Sunday from 10:00 to 21:30 hours for on and off sales;
- The bar will be a themed wooden hut inside a marquee containing an ice rink and a viewing and seating area. Beverages will be sold from the bar and can be consumed within the marquee and the surrounding area.

Members spoke in support of the temporary Ice Rink and the benefit to the Town. Concern over the sale of alcohol at this predominantly family

themed event and in particular on and off sales, was discussed. Members **RESOLVED** to allow a Councillor in the public gallery to speak on the matter.

Following discussion Members **RESOLVED** to raise **NO OBJECTION** to the Licence application, subject to the following conditions:

That any outside area for smokers and drinkers is designated well away so as not to adversely affect this family activity or the entrance and exits;

And that as a family activity, a condition is imposed relating to skaters under the influence of alcohol.

**109. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27<sup>th</sup> OCTOBER, 3<sup>rd</sup> AND 10<sup>th</sup> NOVEMBER 2017**

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

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

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

**110. 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 27<sup>th</sup> OCTOBER, 3<sup>rd</sup> AND 10<sup>th</sup> NOVEMBER 2017**

There were no significant planning applications that Members wished to raise on lists dated 27<sup>th</sup> October, 3<sup>rd</sup> and 10<sup>th</sup> November 2017.

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

There were none.

**112. LOCAL RAIL MATTERS - CLLR. GARDINER TO REPORT - MIN. 89 REFERS**

Members **RESOLVED** to allow Cllr. Gardiner to speak on this item, who reported his concerns over the ongoing situation with the rail service between Bognor Regis, London and Brighton, which was a daily problem not just on strike days. He asked the Committee to write to the Secretary of State for Transport, Nick Gibb MP, the Chamber of Commerce, ADC, WSCC, Parish Councils, businesses in the Town etc. to gain their support in seeking an end to this inadequate rail service.

Members noted that Full Council had previously written to Nick Gibb MP and Southern Rail in January 2017, and a public meeting had taken place in the February, which Cllr. Dillon had attended.

Members **RESOLVED** to write to WSCC, ADC, Local Parish Councils, Chamber of Commerce and businesses in the area, to ask for their support in putting pressure on the Secretary of State for Transport and Nick Gibb MP to resolve the situation. The Committee Clerk advised that she would seek advice from fellow Officers on the most effective way to action this.

**113. CONSIDERATION OF WSCC CONSULTATION - PROPOSED BOGNOR REGIS CONTROLLED PARKING ZONE (CPZ) AMENDMENTS - <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/>**

Members noted the WSCC proposed Control Parking Zone amendments consultation, including the input opportunity the Committee had been given on the residents parking scheme minor review, on 22<sup>nd</sup> August 2017. The parking bay, suggested by Members during the minor review, opposite the Pier had been written into the consultation.

A Member raised an issue relating to the number of cars parking on the double yellow lines on Richmond Road, outside the station. Due to the lack of enforcement it was suggested that limited parking be allowed, which it was hoped may improve safety.

Following discussion Members **RESOLVED** to suggest to WSCC that:  
The Parking restrictions be removed from Richmond Road North;  
Limited time parking restriction be introduced on Richmond Road (outside the train station).

**114. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. J. COSGROVE, SECONDED BY CLLR. M. SMITH - REFERRED FROM COUNCIL MEETING 6<sup>th</sup> NOVEMBER 2017**

***"In order to promote a safer and more vibrant Town Centre and after appropriate consultation with all stakeholders, the Bognor Regis High Street should be permanently closed to ALL traffic (except emergency vehicles) between Sussex Street and York Road. Appropriate arrangements should be agreed for retail deliveries within specified times.***

***Achieving this permanent closure will create a natural square for a wide variety of year round events and live performances as well as reducing traffic pollution plus bringing a much safer shopping experience for pedestrians.***

***The proposed 6 week closure of the Esplanade at the height of the holiday season would be wholly detrimental to the High Street economy and improvements."***

The Committee Clerk's report was noted including the Motion referred from the Council Meeting held on the 6<sup>th</sup> November 2017. Members **RESOLVED** to allow Cllr. Cosgrove to speak on the Motion as the proposer. He raised safety concerns over the current High Street layout, in particular the problems it causes the partially sighted. The recent closure of the High Street for an event had been a success and the space well used.

Members deliberated the Motion and comment was made that the Pedestrianisation Scheme in the High Street and London Road was not working effectively and permanent closure could create a useful event space. The impact of the rerouting the buses and taxis as well as the proposed 6 week closure of the Esplanade were discussed.

With no clear regeneration plans, Members felt unable to offer their full support to any particular road scheme, but wanted to know what road schemes were being consideration with the regeneration plans. It was suggested that a meeting be arranged with ADC and WSCC to discuss the options.

Following discussion, Members **RESOLVED** to invite Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee and the WSCC Cabinet Member for Highways and Transport to a meeting to discuss what options were being considered as part of the regeneration proposals.

## **115. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 115.1** ADC Planning Authority Decisions - 10<sup>th</sup> November 2017. Emailed to Committee.
- 115.2** Notification of upcoming West Sussex Highway Works: 8<sup>th</sup> - 22<sup>nd</sup> November 2017. Emailed to Committee and on Town Council Facebook page.
- 115.3** WSCC - Build a Better A27. Details of next meeting scheduled for 1<sup>st</sup> December 2017. Cllr. Goodheart will be attending as the representative.
- 115.4** CPRE Sussex - Invitation to Shape the future of Arun District, on Monday 27<sup>th</sup> November 2017. No action taken - Min. 8 Neighbourhood Plan Committee Minutes, 20<sup>th</sup> April 2017, refers.
- 115.5** CPRE - Campaign: Two weeks to stop Green Belt release.

***The Meeting closed at 8.20pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2017****REPRESENTATIONS ON LISTS DATED 27<sup>th</sup> OCTOBER, 3<sup>rd</sup> AND 10<sup>th</sup> NOVEMBER 2017**

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

<b>BR/275/17/HH</b> 44 Victoria Drive Bognor Regis	Extension to existing store at rear to form annexe ancillary to main dwelling house.	<b>NO OBJECTION</b>
<b>BR/276/17/HH</b> 5 Hatherleigh Gardens Bognor Regis	Single storey rear in fill extension & loft conversion including rear dormer.	<b>OBJECTION</b> The Committee objects to the balcony detailed in the plans due to the loss of privacy to neighbours and it is out of keeping with the area.
<b>BR/285/17/HH</b> 22 Gordon Avenue Bognor Regis	Demolition of single storey extension & garage & erection of two storey side & single storey rear extensions (amendments to BR/272/16/HH).	<b>NO OBJECTION</b>
<b>BR/264/17/PL</b> University of Chichester Upper Bognor Road Bognor Regis	Plant on roof of EDTP building. This application affects the character and appearance of Upper Bognor Road & Mead Lane Conservation area & the setting of a Listed Building.	<b>NO OBJECTION</b> subject to appropriate screening to ensure that the plant equipment cannot be seen or heard.
<b>BR/218/17/PL</b> 12 London Road Bognor Regis	Creation of ground floor entrance to the rear; formation of 4 No. new two bed flats at first floor level.	<b>NO OBJECTION</b>

<b>BR/283/17/T</b> Homecroft House Sylvan Way Bognor Regis	Crown reduction of 1 No. Sycamore by 3m & 1 No. Maple by 2m.	<b>NO OBJECTION</b> 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.
<b>BR/290/17/HH</b> 8 Newhall Close Bognor Regis	2 No. pitched roof dormers to front.	<b>NO OBJECTION</b>
<b>BR/291/17/PL</b> Garden Flat 34 Highfield Road Bognor Regis	Window opening to rear elevation.	<b>NO OBJECTION</b>
<b>BR/294/17/PL</b> 21 Lennox Street Bognor Regis	Removal of existing external fire escape & erection of rear single storey extension.	<b>NO OBJECTION</b> but concern expressed over means of escape in an emergency, as the plans are unclear.



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2017**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Brooks (Reserve Member) (from Min. 117), P. Dillon, and S. Goodheart (from Min. 122)

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 Councillor in the public gallery

*The Meeting opened at 6.30pm*

### **116. 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 Cllrs. K. Batley and Mrs. S. Daniells, due to work commitments, and Cllrs. S. Reynolds and P. Woodall who both had Mayoral Engagements.

***At this point it was noted that the meeting was not quorate and, therefore, the session was adjourned until the arrival of Cllr. Brooks at 6.48pm, at which time the meeting reconvened***

### **117. 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. Brooks and Dillon stated that, as 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 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***

**118. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2017**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14<sup>th</sup> November 2017 as an accurate record of the proceedings and the Chairman signed them.

**119. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A Councillor in the public gallery asked to speak on Agenda item 10, which Members **RESOLVED**.

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

There were no matters arising.

**121. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were none.

**122. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 17<sup>th</sup> NOVEMBER, 24<sup>th</sup> NOVEMBER AND 1<sup>st</sup> DECEMBER 2017**

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

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



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

**123. 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 17<sup>th</sup> NOVEMBER, 24<sup>th</sup> NOVEMBER AND 1<sup>st</sup> DECEMBER 2017**

There were no significant planning applications that Members wished to raise on lists dated 17<sup>th</sup> November, 24<sup>th</sup> November and 1<sup>st</sup> December 2017.

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

**BE/102/17/OUT - Consideration of Planning Application BE/102/17/OUT - Salt Box field, Land off Rowan Way, Bersted - Hybrid application comprising Outline application for development of employment units, warehouse, hotel, 2 No. drive-thru units, public house, gym plus engineering works, landscaping & associated works. Full application for a Warehouse (class B8), fuel island, car parking, access roads with new entrance from Shripney Road plus engineering works, open space, landscaping & associated works. Departure from the Development Plan**

It was noted that the Committee had raised an **OBJECTION** at their meeting on 12<sup>th</sup> September 2017. Members **RESOLVED** that Cllr. Mrs. Warr would approach Cllr. Mrs. Daniells to ask if she would be available to make representation at the ADC Development Control Committee meeting, to be held 13<sup>th</sup> December 2017, and that the Civic & Office Manager would liaise with the Chairman to prepare for the meeting.

**125. LOCAL RAIL MATTERS - TO CONSIDER NEXT STEPS - MIN. 112 REFERS**

The Committee Clerk's report was noted. Members **RESOLVED** to allow Cllr. Gardiner to speak on this item, who reported that since he had last addressed the Committee, at their meeting held on 14<sup>th</sup> November 2017, the Government had announced plans to split the Southern Rail franchise into two or more new contracts which would enable other operators to bid for control of the franchises.

Members **RESOLVED** to write a letter to Nick Gibb MP, asking for an update on the ongoing situation with Southern Rail, following the public meeting held by Mr. Gibb in February 2017. Furthermore, it was **AGREED** that an Officer would contact the West Sussex Rail Users Association to obtain their thoughts on the matter.

**126. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 126.1** ADC Scheme of Delegation - notification that the scheme of delegation was considered at Full Council on 8<sup>th</sup> November 2017 and had now been confirmed, with some slight amendments.

***The Meeting closed at 8.19pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5<sup>th</sup> DECEMBER 2017****REPRESENTATIONS ON LISTS DATED 17<sup>th</sup> NOVEMBER, 24<sup>th</sup> NOVEMBER AND 1<sup>st</sup> DECEMBER 2017**

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

<b>BR/280/17/PL</b> Land adjacent to 8 Mead Court Mead Lane Bognor Regis	1 No. dwelling. This application may affect the setting of Listed Buildings & affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area.	<b>NO OBJECTION</b> subject to the preservation of the flint wall.
<b>BR/281/17/PL</b> 5-7 Station Road Bognor Regis	Installation of new shopfront.	<b>NO OBJECTION</b>
<b>BR/282/17/A</b> 5-7 Station Road Bognor Regis	4 No. externally illuminated fascia signs on various elevations.	<b>NO OBJECTION</b>
<b>BR/298/17/PL</b> Unit 1 Christie Place Bognor Regis	Change of use from industrial/warehouse storage (B8 Storage or Distribution) to canine day care facility (Sui Generis).	<b>NO OBJECTION</b>
<b>BR/302/17/A</b> Bruce Dixon South Bersted Garage Shripney Road Bognor Regis	4 No. internally illuminated fascia signs on various elevations.	<b>NO OBJECTION</b>

<p><b>BR/303/17/HH</b> 8 Newhall Close Bognor Regis</p>	<p>Retrospective application for rear fence.</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/310/17/L</b> Hotham Park Clock Tower Hotham Park High Street Bognor Regis</p>	<p>Application for Listed Building Consent for paint removal, render repairs, lead repair &amp; introduction of new lead flashing at roof level, redecoration in breathable paint, timber treatment, window repairs &amp; internal wall cleaning including removal of failed coating.</p>	<p><b>NO OBJECTION</b> Subject to the Conservation Officer's approval.</p>
<p><b>BR/273/17/T</b> 4 Pinewood Gardens Bognor Regis</p>	<p>Fell 1 No. Liquid Amber tree.</p>	<p><b>NO COMMENT</b> The Committee felt that any decision should be 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. The Committee also expressed disappointment in felling such a tree.</p>
<p><b>BR/292/17/PL</b> Regis Court High Street Bognor Regis</p>	<p>Bicycle store.</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/305/17/HH</b> 30 Mansfield Road Bognor Regis</p>	<p>New roof with first floor accommodation &amp; new dormer &amp; new single storey rear extension.</p>	<p><b>OBJECTION</b> The Committee objects to the front dormer detailed in the plans as it is out of keeping with the street scene. The Committee suggested that an alteration to the plan could be considered, such as a velux window rather than the front dormer.</p>

<b>BR/266/17/PL</b> First Floor & Second Floor Offices 2-8 Queensway Bognor Regis	Alteration to previously implemented scheme for 24 flats to include a further 2 bedrooms & a further 2 bathrooms on a fifth floor.	<b>NO OBJECTION</b>
<b>BR/299/17/A</b> Unit 1 Christie Place Bognor Regis	1 No. non-illuminated hoarding sign.	<b>NO OBJECTION</b>
<b>BR/316/17/PL</b> Aldwick Cricket Club Brooks Lane Bognor Regis	Replacement cricket pavilion.	<b>NO OBJECTION</b>



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 19<sup>th</sup> DECEMBER 2017**

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

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
1 Councillor in the public gallery (part of meeting)  
1 member of the public

*The Meeting opened at 6.30pm*

### **127. 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 Cllrs. K. Batley who was working late, Mrs. S. Daniells who was working away, and P. Woodall who had a Mayoral Engagement.

### **128. 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. Dillon stated that, as a Member of Arun District Council's Development Control 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***

**129. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5<sup>th</sup> DECEMBER 2017**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 5<sup>th</sup> December 2017 as an accurate record of the proceedings and the Chairman signed them.

**130. ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Chairman adjourned the meeting from 6.32pm to 6.37pm to allow a Councillor in the public gallery to talk about issues with the continuing poor service being run by Southern Rail for travel between Bognor Regis and London, for example.

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

There were no matters arising.

**132. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

There were none.

**133. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8<sup>th</sup> AND 15<sup>th</sup> DECEMBER 2017**

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

**133.2** The Committee noted that representations had been received by the Town Council from the public in respect of BR/194/17/PL. None had been received from neighbouring parishes in respect of these applications.

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

134. **AMENDED APPLICATION BR/266/17/PL 24 NO. FLATS TO INCLUDE A FURTHER 2 BEDROOMS AND FURTHER 2 BATHROOMS ON A FIFTH FLOOR AT FIRST FLOOR & SECOND FLOOR OFFICES, 2-8 QUEENSWAY, BOGNOR REGIS (MIN. 122.3 REFERS - STANDING ORDERS TO BE SUSPENDED IF PREVIOUS REPRESENTATION IS TO BE ALTERED)**

The Civic & Office Manager stated that an amendment to the description of application BR/266/17/PL had been reported by ADC's Group Head of Planning.

In view of the information received, Members **RESOLVED** not to alter the previous representation (Min. 122.3 refers).

135. Members **RESOLVED** to alter the order of business (S.O. 10.1 (iv) refers) and consider Planning Application BR/305/17/HH at this point (Additional Agenda Item 1).

136. **TO CONSIDER ANY AMENDMENT TO THE PREVIOUSLY SUBMITTED REPRESENTATION IN RESPECT OF APPLICATION BR/305/17/HH NEW ROOF WITH FIRST FLOOR ACCOMMODATION AND NEW DORMER AND NEW SINGLE STOREY REAR EXTENSION AT 30 MANSFIELD ROAD, BOGNOR REGIS FOLLOWING RECEIPT OF CLARIFICATION FROM ADC PLANNING OFFICER (MIN. 122.3 REFERS - STANDING ORDERS TO BE SUSPENDED IF PREVIOUS REPRESENTATION IS TO BE ALTERED)**

The Civic & Office Manager reported that further clarification of the application BR/305/17/HH had been received from an ADC Planning Officer and that the relevant Standing Order would need to be suspended if the previous representation was to be altered.

Members **RESOLVED** to suspend Standing Order 16.1 to reconsider the application. In view of the information received Members further **RESOLVED** to reconsider their previous representation.

Following discussion, Members **RESOLVED** to submit a revised comment of **NO OBJECTION** to ADC in relation to application BR/305/17/HH.

137. **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 8<sup>th</sup> AND 15<sup>th</sup> DECEMBER 2017**

There were no significant planning applications that Members wished to raise on lists dated 8<sup>th</sup> and 15<sup>th</sup> December 2017.



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

There were none.

**139. TO NOTE AND AGREE THE CHANGE OF THE 9<sup>th</sup> JANUARY 2018 PLANNING AND LICENSING COMMITTEE MEETING TO A LATER START TIME OF 7.00PM, TO ALLOW FOR A PRE-MEETING BRIEFING TO START AT 6.30PM (MIN. 114 REFERS)**

The Committee welcomed the news that Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee, and the WSCC Cabinet Member for Highways and Transport, Mr. Bob Lanzer, had agreed to attend a pre-meeting briefing, on 9<sup>th</sup> January 2018, to discuss what options were being considered as part of the regeneration proposals for Bognor Regis.

Members **AGREED** that the Planning and Licensing Committee Meeting, to be held on the same date, would start at the later time of 7.00pm. However, Members asked that the Civic & Office Manager contact both Cllr. Hitchins and Mr. Lanzer to request whether they would be agreeable to the pre-meeting briefing commencing at 6.00pm, instead of 6.30pm.

**140. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 140.1** WSCC - Consultation on the draft Public Rights of Way Management Plan open for public comment until 31<sup>st</sup> January 2018.
- 140.2** ADC - Notification that a Planning Appeal has been made to the Secretary of State regarding the Sir Richard Hotham Project application BR/156/16/PL (re-submission of BR/26/15/PL) and that previous representations have been forwarded to the Planning Inspectorate and the appellant, including the **OBJECTION** submitted by the Town Council (Min. 78.7 refers). Members noted that modification, or withdrawal, of previous representations would be permitted until 12<sup>th</sup> January 2018 and that the appeal would be determined on the basis of a hearing to be held at Arun Civic Centre, Maltravers Road, Littlehampton, at 10.00am on 20<sup>th</sup> February 2018.
- 140.3** Notification of upcoming West Sussex Highway Works: 6<sup>th</sup>-20<sup>th</sup>, and 13<sup>th</sup>-27<sup>th</sup> December 2017. Emailed to Committee and on Town Council Facebook page.
- 140.4** Ordnance Survey - OS MasterMap Highways Network Webinars, coming soon. PSMA News - December 2017.
- 140.5** Jackson - Notice of A259 Worms Lane road closure on the 15<sup>th</sup> and 16<sup>th</sup> January 2018. Emailed to Committee and on the Town Council Facebook page.
- 140.6** Rampion Offshore - Newsletter Issue 9 - Winter 2017/18.

**140.7** Nick Gibb MP - reply received from letter sent regarding rail matters (Min. 125 refers). Emailed to Committee and Cllr. T. Gardiner.

***The Meeting closed at 7.32pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> DECEMBER 2017****REPRESENTATIONS ON LISTS DATED 8<sup>th</sup> AND 15<sup>th</sup> DECEMBER 2017**

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

<b>BR/288/17/PL</b> Main Unit Rear of Holmlea Town Cross Avenue Bognor Regis	Rear extension to storage & workshop areas & roof extension	<b>NO OBJECTION</b>
<b>BR/319/17/CL</b> 188 Hawthorn Road Bognor Regis	Lawful development certificate for existing annexe with internal link to Residential Care Home be used for supportive living in compliance with BR/174/15/PL	<b>NO OBJECTION</b>
<b>BR/266/17/PL</b> <b>(Re-advertised)</b> First Floor & Second Floor Offices 2-8 Queensway Bognor Regis	Alteration to previously implemented scheme for 24 flats to include a further 2 bedrooms & a further 2 bathrooms on a fifth floor. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of a Listed Building)	<b>NO OBJECTION</b>

<p><b>BR/194/17/PL</b>  <b>(Re-advertised)</b>                  Promenade Opposite Walton Avenue                  The Esplanade                  Bognor Regis</p>	<p>Demolition of the existing Foreshore office &amp; decommissioning of existing underground toilets. New purpose built unisex toilet block including urinals, baby changing facilities &amp; accessible WC, plus a separate beach office with public information point &amp; first aid facilities. All located on the existing seafront promenade</p>	<p><b>NO OBJECTION</b></p>
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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

**HELD ON MONDAY 13<sup>th</sup> NOVEMBER 2017**

**PRESENT:** Cllrs. J. Brooks (Chairman), P. Dillon and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
1 member of the press in the public gallery

*The Meeting opened at 10.30am*

### **75. 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. Mrs. S. Daniells who was away. No other apologies had been received.

### **76. 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 at this time*

**77. ADJOURNMENT FOR PUBLIC QUESTION TIME**

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

**78. CONSIDERATION OF HOW TO ADDRESS THE OBSTRUCTIONS CAUSED BY SCAFFOLDING IN YORK ROAD AND LONDON ROAD PREVENTING THE INSTALLATION OF THREE OF THE CHRISTMAS LIGHT DISPLAYS**

The Projects Officer reported that due to scaffolding towers in London Road and York Road the contractor was unable to install three of the Christmas light displays. However, since summoning Members to the meeting, the Projects Officer and the Events Officer have been liaising with the respective site managers and have been able to restore two of the three displays which will result in only one set of lights missing in the London Road (outside Boots).

Members noted that it was the Officer recommendation to consider installing pea lights in the London Road trees to compensate for the gap. Following discussion, Members **AGREED** with the suggestion and furthermore **AGREED** to fund the cost of the pea lights from the Bognor Regis Brand Budget up to a maximum of £180.00.

Finally, Officers were asked to approach Boots to see if they would be willing to contribute to the costs by way of compensation.

*The Meeting closed at 10.45am*



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

**HELD ON MONDAY 11<sup>th</sup> DECEMBER 2017**

**PRESENT:** Cllrs. J. Brooks (Chairman), K. Batley, P. Dillon,  
S. Goodheart (until Min. 86), M. Smith and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) (until Min. 91)  
1 Councillor in the public gallery  
7 members of the public

*The Meeting opened at 6.30pm*

### **79. 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. No apologies had been received.

### **80. 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 Pecuniary Interest in Agenda Item 8 as his company works for the event organisers*

*Cllr. Mrs. Warr declared an Ordinary Interest in Agenda Item 8 as a member of Bognor Regis Seafront Lights*

**81. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> OCTOBER 2017 AND THE EXTRAORDINARY MEETING ON THE 13<sup>th</sup> NOVEMBER 2017**

Cllr. Batley asked for it to be noted that he had sent his apologies for the Extraordinary Meeting held on 13<sup>th</sup> November 2017.

Cllr. Goodheart asked for it to be clarified that the presentation under Min. 60 of the meeting held 9<sup>th</sup> October 2017, was by Rox Music & Arts.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9<sup>th</sup> October 2017 and the Extraordinary Meeting held on 13<sup>th</sup> November 2017 and these were signed by the Chairman.

**82. ADJOURNMENT FOR PUBLIC QUESTION TIME**

*The Chairman adjourned the meeting at 6.37pm*

A member of the public asked to draw the Committee's attention to a decision made by Arun District Council not to grant permission for the 2018 Bognor Regis Kite Festival to be held at West Park, Aldwick, during the August Bank Holiday weekend and read a report to Members.

A member of the public asked whether the Committee would consider being included in the "Sussex Top Attraction" leaflet.

The Chairman thanked both parties for their comments and advised that the points raised would be addressed under the relevant agenda items.

*The Chairman reconvened the meeting at 6.46pm*

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

**83.1 Min. 62.1 - 9<sup>th</sup> October 2017 - Book Day 30<sup>th</sup> May 2018**

Officers confirmed that a social media poll for the Book Day theme will be initiated once confirmation has been received that the events budgets have been agreed by Council.

**83.2 Min. 62.4 - 9<sup>th</sup> October 2017 - Funshine Days**

Officers confirmed that investigations into costs for a temporary covered structure would be undertaken but this had not yet been progressed due to the workload arising from the Switch-On event.



**83.3 Min. 63 - 9<sup>th</sup> October 2017 - Consideration of Christmas Lights including update on the Blachere Lighting Award**

Members were asked to note that the award money from Blachere had now been utilised and two Christmas motifs had been purchased for the Town Hall balcony.

**83.4 Min. 69 - 9<sup>th</sup> October 2017 - Consideration of advertising in Group Tourism & Travel Magazine (formerly Coach Monthly) and to identify a budget for associated costs**

Officers confirmed that this decision was purely to allow Officers to determine which advertising streams should be presented to Councillors for consideration so that the Committee is not inundated with sales and marketing material.

**83.5 Min. 78 - Extraordinary Meeting 13<sup>th</sup> November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays**

Members were asked to note the actual cost of the pea lights was £129.90, within the maximum amount agreed by Members of £180.00.

**84.** Members **RESOLVED** to change the order of business (S.O. 10.1(iv) refers) and took Agenda Item 8 at this point.

**85. CONSIDERATION OF ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS AND TO SEEK AGREEMENT OF THE COMMITTEE FOR BOGNOR REGIS TOWN COUNCIL TO TRY TO FACILITATE A MEETING OF THE VARIOUS PARTIES**

*The Chairman, having previously declared a Pecuniary Interest in the item, advised that he would leave the room but prior to his exit, wished to give a brief statement as follows:*

In an email received from an Arun District Council Officer, it had been stated that a decision had been made by the ADC Full Council that exclusivity would be given to the Bognor Regis Seafront Lights for the use of West Park for the 2018 Illuminations Gala over the August Bank Holiday weekend. The Chairman reported that the minutes of that meeting, held on the 8<sup>th</sup> November 2017, clearly stated that Officers had been asked to re-visit the matter again in the New Year.

*The Chairman left the room at 6.50pm and the Vice-Chairman took the Chair*

The Projects Officer's report was noted. During discussions, various other venues were proposed for the Bognor Regis Kite Festival, but these were considered by the Kite Festival Committee as being unsuitable. A Member raised the point that West Park does not sit within the boundary for Bognor Regis Town Council and therefore suggested that the Kite Festival organisers

should take their request to Aldwick Parish Council who are the relevant body.

Following lengthy discussion, Members **AGREED** that Bognor Regis Town Council would endeavour to facilitate a meeting with all the relevant parties to see if a mutually agreeable outcome could be reached. Members further **AGREED** that Aldwick Parish Council should also be invited to attend and that the meeting would only go ahead if all parties agree to attend, with a maximum of two representatives from each organisation. Officers will make contact with Arun District Council to try and make arrangements to schedule a meeting in the New Year.

*The Chairman re-joined the meeting at 7.13pm and took the Chair once again*

**86. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND ANY OVERSPEND - REPORT BY EVENTS OFFICER**

The Events Officer's report was noted. Members thanked the Events Officer for the successful Switch-On Event. The Chairman thought that it would be useful to have branded jackets for volunteers and the Committee **AGREED** for three extra branded jackets to be purchased from the Bognor Regis Brand Budget, with the cost to be agreed at the next meeting.

**87. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017 – REPORT BY PROJECTS OFFICER**

The Projects Officer's report was noted. A Member thought that historically there were lights on the High Street side of the Iceland shop and that they appeared to be missing from this year's display. Officers will make the relevant enquiries with the contractor. Members were also disappointed that there had not been any response from Boots regarding a contribution to the pea lights.

**88. TO NOTE FINAL COSTS FOR THE VOLUNTEER T-SHIRTS OF £124.95 FUNDED FROM BOGNOR REGIS BRAND BUDGET MIN. 30.3 MEETING OF 30<sup>th</sup> AUGUST 2017 REFERS**

Members noted the cost of £124.95 for the volunteer T-shirts, funded from the Bognor Regis Brand Budget.

**89. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2018**

The Events Officer's report, including a table with suggested Town Force hours, was noted. It was explained that since their inception, Town Force had supported local events and every year an allocation was made to the larger Town events as well as Town Council events. Members were advised that all Town Force hours have to be allocated to a cost centre. The suggested hours were based on the allocation last year and the actual hours

used. It was subsequently **RESOLVED** that the following events should receive allocated free Town Force hours:

### **TOWN EVENTS**

10K Road Race	22 hours
Carnival	45 hours
Birdman	30 hours
ROX (ROX in the Park, main festival, Halloween)	60 hours
Hotham Park Country Fair	55 hours
Illuminations Gala	5 hours
Southdowns Folk Festival	30 hours
Carol Concert in the Park	30 hours
Kite Festival	20 hours
Bognorphenia	20 hours
Town Centre Events	15 hours
Armed Forces Day	60 hours
Clown Event	7 hours

### **TOWN COUNCIL EVENTS**

Beacon Lighting	15 hours
Proms in the Park	45 hours
A Drive Through Time	110 hours
Funshine Days (20 days)	65 hours
Remembrance Day	30 hours
Christmas Lights Switch-On	80 hours
Day in the Park	50 hours
Unallocated at the discretion of Events Officer	20 hours
<b>TOTAL</b>	<b><u>814 hours</u></b>

Members **NOTED** that the hours allocated included enhancement for weekend working rather than actual hours to be worked.

#### **90. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS**

The Events Officer's report was noted. After consideration, Members **AGREED** to select Company C to produce up to a maximum of 40,000 pamphlets at a maximum cost of £425 plus VAT. Draft designs will be available for Members to consider at the next meeting. Members further **AGREED** for the Events Officer to investigate various distribution providers and furthermore, that the distribution area should cover the South East, South West, Isle of Wight and London.

#### **91. BOGNOR REGIS BRAND BUDGET – UPDATE ON EXPENDITURE AND CURRENT BALANCE**

The Projects Officer's report was noted. The Chairman referred to a Seafront Strategy Budget that had come to his attention. The Project Officer advised that the budget was to support the objectives within part of the Corporate Strategy and fell within the remit of the Policy and Resources Committee.

The Chairman asked for it to be noted that he considered any budget relating to a Seafront Strategy should sit under the remit of the Events, Promotion and Leisure Committee.

**92. TO NOTE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 9<sup>th</sup> NOVEMBER 2017**

The Notes of the meeting held on 9<sup>th</sup> November 2017 were noted.

**93. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES**

The Chairman thought it important to compare the footfall and traffic to websites and will prepare a report of the statistics gathered for the next meeting.

**94. UPDATE ON WEBSITE UP-GRADE - MIN. 66 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

Following a brief overview of the up-grade, Members **AGREED** they were happy with the final draft and that Officers could proceed with the up-grade. However, a link to the draft site would be emailed to Members for them to take a more detailed look if they wish. Any appropriate amendments or suggestions following their review could be actioned. Members **AGREED** that the Town Crest should be displayed on the Home Page and Officers will request this change.

**95. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 7<sup>th</sup> NOVEMBER 2017**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the Meeting held on 7<sup>th</sup> November 2017 including:

**95.1** Members **RESOLVED** to **APPROVE** expenditure of £60.87 for AGM refreshments and prizes.

**95.2** Members **RESOLVED** to **APPROVE** expenditure of £19.99 for a push button gate lock for the Gravits Lane entrance.

The Chairman asked for the Allotments Sub-Committee to consider seeking sponsorship opportunities for advertising on the perimeter fence. The matter will be referred back to the Allotments Sub-Committee for consideration.

*It should be noted that the issue of advertising was considered by the Allotments Sub-Committee at the meeting held on 7<sup>th</sup> November 2017 and Members felt there would be little support for this. The issue will not, therefore, be referred back to the Sub-Committee again*

**96. UPDATE ON CONSIDERATION OF EXPENDITURE FOR EXTENSION OF WI-FI ALONG THE SEAFRONT - MIN. 67 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

The Chairman asked for information regarding Gigabit West Sussex to be investigated along with associated costs and for this item to be deferred until the next meeting. This was **AGREED**.

**97. UPDATE ON SYMBOLIC PHOTO OPPORTUNITY DESIGN - MIN. 73 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

The Projects Officer's report was noted. Members **AGREED** to refer this item to the Events, Promotion and Leisure Task and Finish Group for consideration at the next suitable opportunity.

**98. TO NOTE CORRESPONDENCE**

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

Members requested that item two of the list, regarding Sussex Day and Armed Forces Day be taken to the next Armed Forces Day Committee Meeting in January for consideration.

**99. DATE OF NEXT MEETING**

Monday 12<sup>th</sup> February 2018

***The Meeting closed at 8.05pm***

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 11 - TO NOTE THE DEATH OF SERVING TOWN  
COUNCILLOR, DOUGAL MACONACHIE**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

Members will be aware of the recent death of Cllr. Dougal Maconachie and the Council extends its deepest condolences to Cllr. Maconachie's family.

As Members will be aware, Cllr. Maconachie was also a serving District Councillor.

The required notice of vacancy will be published in due course, with the timing aligned to that of the District Council for efficiency.

Whether the electorate decide to Co-Opt or Elect a new Member of the Town Council, once the successful candidate has been determined, it will be necessary to review the membership of all Committees as changes may be required to ensure that political parity remains across the Committee membership.

This issue will therefore be referred back to Council at the March meeting when further information is known.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 12 - TO AGREE AMENDMENTS TO THE MEMBERSHIP OF THE POLICY AND RESOURCES COMMITTEE, FOLLOWING THE EX-OFFICIO APPOINTMENT OF CLLR. S. REYNOLDS ON HIS ELECTION AS DEPUTY MAYOR**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

Members will recall that at the Annual Town Council Meeting held 8<sup>th</sup> May 2017, it was noted that the Town Mayor and Deputy Town Mayor would be Ex-officio to the Policy and Resources Committee. This resulted in the membership being agreed as:

Mayor	Phil Woodall (LD)
Deputy Mayor / Chairman	Adam Cunard (I)
	Jan Cosgrove (L)
	Sandra Daniells (I)
	Pat Dillon (C)
	Steve Goodheart (SBI)
	Dougal Maconachie (C)
Vice Chairman	Martin Smith (LD)
	Jeanette Warr (LD)

This agreed membership satisfied the requirement for political parity across the Committee and allowed for 3 Liberal Democrat Members, 2 Conservative Members, 2 Independent Members and 2 A.N. Others (UKIP, Labour & SBI).

The current Chairman, Cllr. Cunard (who is an Independent) was appointed Ex-officio due to his position of Deputy Town Mayor. However, as Members are aware, Cllr. Cunard has relinquished this position and has been replaced by Cllr. S. Reynolds (Min. 110 refers).

Members are therefore invited to note that Cllr. Reynolds is thereby appointed to this Committee by virtue of his position of Deputy Mayor.

As Members are also aware, following the death of Cllr. Maconachie, the membership of this Committee, will need to be reviewed in the New Year, as detailed earlier in the report for Agenda Item 11.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 14 - TO RECEIVE DETAILS OF CURRENT LIAISON  
ARRANGEMENTS THROUGH JWAAC**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

In West Sussex there are 70 County Councillors elected to represent their local communities in areas known as electoral divisions. County Local Committees (CLCs) is West Sussex County Council's (WSSCC) approach to involving local residents in decision making and they aim to bring County Councillors closer to local people.

WSSCC have 11 CLCs in action across the county, including two "joint area committees" here in Arun, with Bognor Regis falling within the Joint Western Arun Area Committee or JWAAC.

Joint committees, such as JWAAC, function in the same way as all other CLCs, except that historically their membership also included local District and Town/Parish Councillors. As a result of this, they also discussed local district and parish issues and, where appropriate, made decisions and recommendations on these.

At the Policy and Resources Committee meeting held 4<sup>th</sup> December 2017 (Min. 139 refers) Members discussed a proposal from ADC regarding future liaison between the District Council and Towns/Parishes and Members agreed responses to the questions posed. The feedback requested related to three areas; the current Town Council/ADC liaison, the formation of clusters of Parishes and Towns, and also the proposal for "Place Plans". The consultation itself did not ask for any comment relating to current or future JWAAC arrangements but in the letter from ADC's Group Head of Policy dated 1<sup>st</sup> November 2017, it is stated that:

*"Arun District Council is considering withdrawing from the Joint Area Committee Meetings at the end of the current meeting cycle in the interests of establishing more positive and constructive local arrangements"*

The County Council have advised that they have no plans in the near future to change from the current model. They have confirmed that if ADC withdraw from the joint arrangement, WSSCC would continue to run the local Committees (JEAAC & JWAAC) in Arun. Furthermore, the County Council is currently pulling together a response to the Arun District Council consultation and have expressed a desire to continue joint working with all partners including Arun District.

The next meeting for JWAAC is schedule for 27<sup>th</sup> February.



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**REPORT BY TOWN CLERK**

**FOR DECISION**

**AGENDA ITEM 16 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2018-2019**

**AGENDA ITEM 17 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2018-2019**

Please find below an excerpt from Min. 138 from the Policy and Resources Committee meeting of 4<sup>th</sup> December 2017 with the recommendation to Council under Min. 138:

*Members unanimously **RESOLVED** to **RECOMMEND** to Council the draft budget proposals for 2018/19 as circulated.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2018/19, a copy of which is attached as **APPENDIX 1**.

At the Policy and Resources Committee meeting, it was noted that the draft precept and per household figures had been calculated using the previous year's Tax Base as the current year's figure were not provided by Arun District Council in time for the meeting.

The Tax Base figure has now been received and Members are therefore invited to consider two proposals for the increase to the Precept and resulting Band D equivalent per household charges:

**Option 1**

Using the assumptions in the papers circulated previously and to fund the drafted Income and Expenditure Budgets, the required increase of 3% to the actual precept would result in an annual charge of £865,070. Due to the revised Tax Base figures now received, this would need to be funded by an increase to the per household charge of 1.41% or £1.66 per annum to a Band D property (Budget Summary attached as **APPENDIX 2**).

**Option 2**

The papers previously circulated, based on last year's Tax Base (as included in **APPENDIX 1**) resulted in an increase to the per house charge of £3.55 per annum to a Band D property, which equated to 3.01%. If Members are minded to retain an increase to the Band D charge in accordance with this level, the proposal would be for an increase of 3% or £3.54 per annum for a Band D property. This would result in, when taking into account the accurate Tax Base, a precept of £878,655, an increase of 4.62% to the actual precept

## AGENDA ITEM 16 & 17

figure (Budget Summary attached as **APPENDIX 3**). This option would enable an additional sum of £13,585 to the reserves.

The Town Clerk has sought the opinion of the Town Council's Accountant who has stated that his advice would be to approve Option 2, as this will contribute to the replenishment of the Reserves by way of an increase to the per house charge of 3%, slightly below the recently announced in Inflation figure of 3.1%.

### **DECISIONS**

To **RESOLVE** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2018/2019.

To **RESOLVE** to either

a) Set the precept amount for 2018/19 at £865,070 funded by an increase to the Band D household charge of 1.41% or £1.66 per annum

or

b) Set the precept amount for 2018/19 at £878,655 funded by an increase to the Band D household charge of 3% or £3.54 per annum

or

c) To agree an alternative increase to the precept and per household charge having regard to the minimum increase as detailed in (a) above, required to ensure the obligations under the agreed Budget are met.

As presented 4/12/17

## Budget Summary

Year Ended 31st March 2019

	2017/18		2018/19 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
<b>REVENUE EXPENDITURE</b>					
Policy & Resources	585570	598909	628864	29955	
Comm'y Eng't & Env't	117441	117169	87864	-29305	
Events, Prom'n & Leisure	60540	58898	59563	665	
Planning	4176	4206	4299	93	
	<u>767727</u>	<u>779182</u>	<u>780590</u>	<u>1408</u>	
<b>INCOME</b>					
Policy & Resources	36260	32400	33800	1400	
Comm'y Eng't & Env't	29574	29400	29500	100	
Events	5699	0	0	0	
Planning	150	0	0	0	
	<u>71683</u>	<u>61800</u>	<u>63300</u>	<u>1500</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>696044</u>	<u>717382</u>	<u>717290</u>	<u>-92</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Loan Charges	83461	83461 }	83461	0	
Loan Charges - Picturedrome Expansion		0 }	5465	***	
BPCL - Additional Income	-25000	-25000	-38000	****	-13000
Capital Funding Provision	35000	35000	70000	*****	35000
Policy & Resources	8231	8231	4500	*****	-3731
Env & Leisure	0	0	0		0
Planning	0	0	0		0
	<u>101692</u>	<u>101692</u>	<u>125426</u>		<u>18269</u>
<b>TOTAL NET EXPENDITURE</b>	<u>797736</u>	<u>819074</u>	<u>842716</u>	<u>18177</u>	<b>2.89%</b>
Financed as follows					
Reserves at 1st April	199890	112110	242028		<b>Reserves Surplus</b>
Reserves at 31st March	242028	132910	264382	**	<b>85059</b>
Used to Fund Expenditure	-42138	-20800	-22354	***	-2.66% (of Precept)
Precept Required	839874	839874	865070		25196 3.00%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>839874</u>	<u>839874</u>	<u>865070</u>		<u>25196</u> 3.00%
	<u>797736</u>	<u>819074</u>	<u>842716</u>		<u>25196</u>

## ADJUSTED BASIS

Band D Equivalents		7112	7112	NYA	
Precept per Band D Equivalent (£/annum)		£ 118.09	£121.64		£3.55 3.01%
Precept per Band D Equivalent (p/week)		226.47	233.28		£0.0681 3.01%

## NOTES

** Recommended <b>minimum</b> reserve equal to 3 months net expenditure	174011	179346	179323
***** (Unfunded) additional costs re Oversailing, Party Wall etc			

Earmarked Reserves	31/03/2017 (Actual)	31/03/2018 (Projected)	01/04/2019 (Available)
Rolling Capital Fund	33302	7323	67323
Rolling Capital Fund for BPCL (Tf rd to BRTC)	0	0	0
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	192927	188304	185439
	<u>524229</u>	<u>493627</u>	<u>550762</u>

**Budget Summary****Revenue Expenditure****Year Ended 31st March 2019**

		2017/18		2018/19 Proposed	Budget Incr/Decr
		Projected	Budgeted (Revised)		
<b>Operating Budgets (Net)</b>					
Administration	101	248996	244234	247666	3432
Civic	102	33091	39219	32649	-6570
Mayor's Charity Activities	103	166	0	0	
Projects and Events	104	155637	154490	198662	44172
Town Force	105	35217	49922	49953	31
B R Parking Scheme	106	21044	21044	21044	0
Street Scene Enhanc't	110	-2179	0	1890	1890
Meteorological	202	9599	9709	9599	-110
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	76740	76640	76740	100
Roads & Streetlights	401	3736	3766	3859	93
Allotments	402	4686	4681	4686	5
Planning (General)	403	440	440	440	0
			0		
<b>Discretionary Spending</b>					
Grant Aid	107	57000	56000	65000	9000
P & R Partnership	108	36598	34000	12000	-22000
Christmas Activities	207	10370	10370	10370	0
E & L Projects	208	40701	40529	11124	-29405
Events	301-5	35885	34138	34908	770
<b>Revenue Expenditure</b>		<b>767727</b>	<b>779182</b>	<b>780590</b>	<b>1408</b>

**Budget Summary****Revenue Income****Year Ended 31st March 2019**

		<b>2017/18</b>		<b>2018/19</b>	<b>Budget</b>
		<b>Projected</b>	<b>Budgeted (Revised)</b>	<b>Proposed</b>	<b>Incr/Decr</b>
<b>Operating Budgets (Net)</b>					
Administration	101	8000	8000	7000	-1000
Civic	102	120	0	0	0
Mayor's Charity Activities	103	166	0	0	0
Projects and Events	104	1174	400	0	-400
Town Force	105	18800	17000	18800	1800
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	8000	7000	8000	1000
Meteorological	202	0	0	0	0
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	27626	27500	27500	0
Roads & Streetlights	401	150	0	0	0
Allotments	402	1948	1900	2000	100
Planning (General)	403	0	0	0	0
			0		
<b>Discretionary Spending</b>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	5699	0	0	0
<b>Revenue Income</b>		<b>71683</b>	<b>61800</b>	<b>63300</b>	<b>1500</b>

## Actual Precept plus 3%

## Budget Summary

Year Ended 31st March 2019

	2017/18		2018/19 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
<b>REVENUE EXPENDITURE</b>					
Policy & Resources	585570	598909	628864	29955	
Comm'y Eng't & Env't	117441	117169	87864	-29305	
Events, Prom'n & Leisure	60540	58898	59563	665	
Planning	4176	4206	4299	93	
	<u>767727</u>	<u>779182</u>	<u>780590</u>	<u>1408</u>	
<b>INCOME</b>					
Policy & Resources	36260	32400	33800	1400	
Comm'y Eng't & Env't	29574	29400	29500	100	
Events	5699	0	0	0	
Planning	150	0	0	0	
	<u>71683</u>	<u>61800</u>	<u>63300</u>	<u>1500</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>696044</u>	<u>717382</u>	<u>717290</u>	<u>-92</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Loan Charges	83461	83461 }	83461	0	
Loan Charges - Picturedrome Expansion		0 }	5465	***	
BPCL - Additional Income	-25000	-25000	-38000	****	-13000
Capital Funding Provision	35000	35000	70000	*****	35000
Policy & Resources	8231	8231	4500	*****	-3731
Env & Leisure	0	0	0		0
Planning	0	0	0		0
	<u>101692</u>	<u>101692</u>	<u>125426</u>		<u>18269</u>
<b>TOTAL NET EXPENDITURE</b>	<u>797736</u>	<u>819074</u>	<u>842716</u>	<u>18177</u>	<b>2.89%</b>
Financed as follows					
Reserves at 1st April	199890	112110	242028		<b>Reserves Surplus</b>
Reserves at 31st March	242028	132910	264382	**	<b>85059</b>
Used to Fund Expenditure	-42138	-20800	-22354	***	-2.66% (of Precept)
Precept Required	839874	839874	865070		25196 3.00%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>839874</u>	<u>839874</u>	<u>865070</u>		<u>25196</u> 3.00%
	<u>797736</u>	<u>819074</u>	<u>842716</u>		<u>25196</u>

## ADJUSTED BASIS

Band D Equivalents		7112	7224	Advised	
Precept per Band D Equivalent (£/annum)	£	118.09	£119.75		£1.66 1.41%
Precept per Band D Equivalent (p/week)		226.47	229.66		£0.0319 1.41%

## NOTES

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	174011	179346	179323
***** (Unfunded) additional costs re Oversailing, Party Wall etc			

Earmarked Reserves	31/03/2017 (Actual)	31/03/2018 (Projected)	01/04/2019 (Available)
Rolling Capital Fund	33302	7323	67323
Rolling Capital Fund for BPCL (Tf'd to BRTC)	0	0	0
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	192927	188304	185439
	<u>524229</u>	<u>493627</u>	<u>550762</u>

**Band D Charge plus 3%****Budget Summary**

Year Ended 31st March 2019

	2017/18		2018/19	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
<b>REVENUE EXPENDITURE</b>					
Policy & Resources	585570	598909	628864	29955	
Comm'y Eng't & Env't	117441	117169	87864	-29305	
Events, Prom'n & Leisure	60540	58898	59563	665	
Planning	4176	4206	4299	93	
	<u>767727</u>	<u>779182</u>	<u>780590</u>	<u>1408</u>	
<b>INCOME</b>					
Policy & Resources	36260	32400	33800	1400	
Comm'y Eng't & Env't	29574	29400	29500	100	
Events	5699	0	0	0	
Planning	150	0	0	0	
	<u>71683</u>	<u>61800</u>	<u>63300</u>	<u>1500</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>696044</u>	<u>717382</u>	<u>717290</u>	<u>-92</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Loan Charges	83461	83461 }	83461	0	
Loan Charges - Picturedrome Expansion		0 }	5465	***	
BPCL - Additional Income	-25000	-25000	-38000	****	-13000
Capital Funding Provision	35000	35000	70000	*****	35000
Policy & Resources	8231	8231	4500	*****	-3731
Env & Leisure	0	0	0		0
Planning	0	0	0		0
	<u>101692</u>	<u>101692</u>	<u>125426</u>		<u>18269</u>
<b>TOTAL NET EXPENDITURE</b>	<u>797736</u>	<u>819074</u>	<u>842716</u>	<u>18177</u>	<u>2.89%</u>
Financed as follows					
Reserves at 1st April	199890	112110	242028		
Reserves at 31st March	242028	132910	277967	**	<b>Reserves Surplus 98644</b>
Used to Fund Expenditure	-42138	-20800	-35939	***	-4.28% (of Precept)
Precept Required	839874	839874	878655		38781 4.62%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>839874</u>	<u>839874</u>	<u>878655</u>		<u>38781</u> 4.62%
	<u>797736</u>	<u>819074</u>	<u>842716</u>		<u>38781</u>

**ADJUSTED BASIS**

Band D Equivalents	7112	7224	<b>Advised</b>	
Precept per Band D Equivalent (£/annum)	£ 118.09	£121.63		£3.54 3.00%
Precept per Band D Equivalent (p/week)	226.47	233.26		£0.0679 3.00%

**NOTES**

** Recommended <b>minimum</b> reserve equal to 3 months net expenditure	174011	179346	179323
***** (Unfunded) additional costs re Oversailing, Party Wall etc			

Earmarked Reserves	31/03/2017 (Actual)	31/03/2018 (Projected)	01/04/2019 (Available)
Rolling Capital Fund	33302	7323	67323
Rolling Capital Fund for BPCL (Tf rd to BRTC)	0	0	0
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	192927	188304	185439
	<u>524229</u>	<u>493627</u>	<u>550762</u>

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 18 - REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES ON BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 25<sup>th</sup> OCTOBER 2017**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

Members are invited to receive the Briefing Notes of the Regeneration Board meeting held 25<sup>th</sup> October 2017, as circulated by email to all Members, attached as **APPENDIX 1**.



## **Briefing Notes on Bognor Regis Regeneration Board Meeting October 2017**

### **1. Celebration of 10 years of the Regeneration Board**

The Board took the opportunity to mark its 10 year anniversary with a celebratory cake and a toast to the Board's success over the last 10 years and for the future.

### **2. Presentation from Nick Smales, WSCC Director Economy, Planning and Place**

Nick highlighted the economic data and comparing Arun v. West Sussex there are poor comparative indicators around earnings, education, productivity, demography etc. Coming as he does from Hull, 76.7% economically active is brilliant, but Arun is clearly not performing as well as other local areas economically as West Sussex is 82.2%.

However he noted there is a level of change occurring as evidenced by the recent investment conference "Turning the Tide". Vacancy rates are improving which is a good proxy for positive change. He is aware of the new public realm, branding and BID work. In terms of place-making, he has walked round with Karl Roberts from ADC who explained the development sites and opportunities, and was able to explain what was happening on all the sites including Regis Centre, Hothamton, Splash Pool, Tech Park etc, and the "Platform" which is being part funded by WSCC. This is the railway station-based creative digital hub with links to the University. Nick remarked that to be a successful seaside town it needs a great beach and prom, but also an affluent catchment which Bognor Regis can demonstrate. As well as the Platform; WSCC has worked with ADC on the recent Investment Prospectus, the West Sussex Growth Plan elements for this area and visitor economy work with the Coastal West Sussex Partnership

The WSCC Growth Plan is going out to stakeholders imminently, with a draft plan due December/January, and being finalised by the end of this financial year. It is action based and aims to make a difference.

Nick was asked how the Growth Plan integrates with Arun DC plans, and it was confirmed that the district deal was at draft stage, and is about priorities for support. It includes 4 projects including Hothamton, and gives focus about the important things in Bognor Regis. Denise confirmed that Arun DC worked with WSCC on the district-level Place Plans and the priorities from there have been distilled into the Growth Plan to create a collaborative and aligned series of plans.

Raof Daud stated that what has happened in Bognor Regis over the last 10-15 years under the Masterplan has been good progress with a lot achieved. The authorities now have a key role to improve access to/from Bognor Regis and related infrastructure requirements. Nick said that working together is key such as at the Hub which is really co-ordinated and making the best of the available potential – the spaces at the Station are amazing. Hemmingway Design's involvement is great, but there is a need for the next steps to move-on with other new business accommodation. To be seeing collaboration between councils gives confidence to businesses. This Board is unique, with public and private agencies all working together.

### **3. Town Centre Regeneration**

Consultants have been commissioned around the Hothamton Linear Park development proposals including residential, retail etc. Designs have been drawn up for the park and car park in a boulevard style, creating a green lung with pavilions at either end. Public consultation on the design was held on 13th October, and around 120 people attended with many positive views expressed. The next step is for BR Regeneration Sub Committee on 14<sup>th</sup> December to receive a report with recommendations. This may be take the site to market, and will also include recommendations on the delivery mechanism i.e. a Development Agreement or other routes.

Regis Centre site: the council is in conversation with Whitbread about their long lease, and talking about a hotel/restaurant development on the site. Karl stated that the Regis centre aspirations for the Winter Gardens were ambitious and will need major external funding. The council was waiting to know more about the additional Growth Fund monies via the Coast to Capital LEP which includes funding for tourism and regeneration themes.

Denise Vine from ADC explained that as part of the council's Property Investment Strategy to generate future revenue streams the Arcade freehold has recently been purchased by ADC. The previous landlord had tidied up the empty units under pressure; but their inflexible terms had led to the many vacant units. The council is hoping to get the vacant units occupied soon and hopes to secure a diverse range of occupiers, and possibly use the space for creative digital businesses. The first floor has empty office accommodation. The purchase of the Arcade fits well with the neighbouring Regis development site, as it is the intuitive gateway to the town centre.

#### **4. Local Plan – Progress**

The examination in public has now been completed and officers are dealing with matters arising, and hope for adoption of the Plan in March-April 2018. The Homes and Community Agency had recently visited the area to see the housing sites identified and officers explained the problems with getting development in line with the Local Plan. Raof Daud noted that the reality was that if developers had bought land at high prices, they need to make a return. There are external issues such as skills gaps, rising construction material and labour costs; also by controlling supply, house prices remain high. Councils need to provide new council houses and shared ownership properties. Raof said that traditionally infrastructure had been publicly funded and built, but the model was now different and had switched to privately funded and built. However he felt that in future there would not be huge private funding going into infrastructure. The area will need to capitalise on the Growth Plans for Bognor Regis.

#### **5. Town Centre BID Update**

It was reported that one unit has been recently let in the York Road which is part of the Arcade units. Most new town centre businesses are service related – nail bar, tanning etc, which means that footfall is generated. The Business Warden service funded by the Police and Southern Co-op has been extended for a further year. Vacancy rate is reducing as is the national rate. Footfall increased year on year by 5.1%. The BID ballot was successful, and implementation work has started. It was noted that Toyubur Rahman receives a high level of support as evidenced by the overwhelming BID result.

#### **6. EBR Updates**

##### **a. Saltbox Planning Application**

A planning application has been submitted by Landlink Estates who confirmed that their Planning Performance Agreement with ADC has been worthwhile as dedicated case officers were allocated to the application, which has worked well. The application will be heard at the December Development Control Committee meeting.

##### **b. Hanbury**

The Hanbury planning application for Oldlands Farm has been submitted for change of use. The outline permission was granted for a big box location, similar to a B&Q outlet or large electrical retailer, and they are now applying for food retail with Lidl as the tenant. It was agreed that the Board would make a representation opposing the Hanbury application.

Raof Daud reported that the LEC site is now completely finished, and Sime Darby recently held an event to celebrate the occasion.

##### **c. Engineering & Digital Technology Park**

Professor Seamus Higgins reported that construction is going well and is on time and budget with the contractors managing issues as they arise. The degree course programme is lodged with UCAS and Year zero students have started.

#### **7. A27 Arundel**

A letter from the Board to Highways England supporting Option 5A was circulated. There was support for the same option across the major consultees with almost unanimous council support apart from South Downs National Park who were against all options. There was a clear desire not to have the same issues as at Chichester. It is understood the work must start by 2020 or the funding will be lost.

#### **8. AOB**

**Graffiti:** BR Town Council reported that their Town Force workers undertake street scene enhancements and graffiti removal. Recently West Sussex CC terminated the grant for graffiti removal mid-year and without notice, and will only pay piecemeal for graffiti removal on WSCC premises. Town Council has administered this service free of charge and it also covers the outer parishes, but now is not able to clean graffiti off premises apart from those that are WSCC-owned. The grant was only £6k pa. The Board agreed that keeping the town clean is an integral part of the overall regeneration picture, and that the service was clearly valuable. The Town Council will be liaising with WSCC and ADC to resolve the issue.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 20 - TO NOTE AN AMENDMENT TO THE DATE ON WHICH  
MAYOR'S CADETS TAKE OFFICE**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

As Members will recall, the decision to continue after January 2018 with the use of Mayor's Cadets was agreed at the Policy and Resources Committee meeting held 16<sup>th</sup> October 2017 (Min. 93 refers).

Members are invited to note that, following discussions with the Town Mayor and the Cadet Leaders, it has been decided that the date on which the Cadets are appointed should be changed from January to May each year. This will simplify the arrangements as it will coincide with the municipal year and ensure that the same Cadets are in post for the Mayor's complete year of office. The current Cadets will therefore remain in post until the Annual Town Council meeting on 14<sup>th</sup> May 2018 at which time the new appointees will take their places alongside the new Mayor.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 21 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR  
CLLR PHIL WOODALL FROM 6<sup>th</sup> NOVEMBER 2017 - 8<sup>th</sup> JANUARY 2018**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Monday 06.11.17	:	University of Chichester Graduation Ceremony Chichester Festival Theatre, Chichester
Saturday 11.11.17	:	<i>Deputy Mayor attended: BR Town Football Club Armistice Day Wreath Laying, BR Football Club, Nyewood Lane, BR</i>
Sunday 12.11.17	:	BR Annual Remembrance Day Service, War Memorial, Town Hall, Clarence Rd, BR
Sunday 12.11.17	:	Friends of BR War Memorial Hospital Annual Remembrance Day Service, War Memorial Hospital, Shripney Rd, BR
Thursday 23.11.17	:	'Ice Skating on the Prom' Grand Opening, Next to Regis Centre, Promenade, BR
Saturday 25.11.17	:	Elizabeth House Christmas Fete, Care Home, Victoria Drive, BR
Saturday 25.11.17	:	BR Christmas Lights Switch-On, Town Centre BR
Saturday 25.11.17	:	<i>Cllr Warr attended: Memorial Service for the Late Duke of Richmond and Gordon, Chichester Cathedral</i>
Sunday 26.11.17	:	Mayor's Civic Carol Service, BR Salvation Army Church & Community Centre, Canada Grove, BR
Sunday 26.11.17	:	West Sussex Guitar Club Recital, Regis School of Music, Sudley Rd, BR
Monday 27.11.17	:	Planting of Charter for Trees, Woods and People 'Legacy Tree' at Hotham Park Conservation area & 3 trees at Upper Bognor Rd, BR
Wednesday 29.11.17	:	'An Evening with Stonepillow', Oaklands Pavilion, Wellington Rd, Chichester

## AGENDA ITEM 21

- Friday 01.12.17 : Switch- On of Christmas Fairy Garden in aid of new Hospice (St Wilfrid's), 2 Mornington Crescent, Felpham
- Sunday 03.12.17 : Hotham Park Heritage Trust 'Carols in the Park', Hotham Park, BR
- Tuesday 05.12.17 : South Bersted School Council Mtg, Council Chamber, Town Hall, Clarence Rd, BR
- Tuesday 05.12.17 : My Sister's House 'So Far & Next Steps' event, Arun & Chichester Women's Centre
- Tuesday 05.12.17 : *Deputy Mayor attended: Chichester College Carol Service 2017, Chichester Cathedral*
- Wednesday 06.12.17 : Photo op for 2018 2-hour free parking discs, London Rd, BR
- Thursday 07.12.17 : Plastic Bottle Christmas Tree Switch-On, 'Waste Prevention' WSCC, Regis Centre, BR
- Friday 08.12.17 : *Deputy Mayor attended: Aldwick Parish Council Reception, Willowhale Community Centre, Aldwick*
- Friday 08.12.17 : Lodge Hill Christmas Pudding Concert, Lodge Hill Centre, Watersfield, Pulborough
- Sunday 10.12.17 : EPIC Awards for Exceptional People in Care, Butlins, BR
- Sunday 10.12.17 : BR Concert Band Christmas Concert, St Wilfrid's Church, BR
- Sunday 10.12.17 : RAFA Carol Service, Methodist Church, BR
- Sunday 10.12.17 : *Deputy Mayor attended: Friends of Arundel Cathedral Solemn Advent Vespers, Arundel Cathedral*
- Thursday 14.12.17 : Elizabeth House Care Home Residents Christmas Party, Care home, Victoria Drive, BR
- Thursday 14.12.17 : Mayor of Chichester's 'Christmas at Home' event, The Assembly Room, Council House, Chichester
- Friday 15.12.17 : Gala Night of Aladdin Pantomime, Regis Centre, BR

## AGENDA ITEM 21

- Saturday 16.12.17 : Opening of Brent Lodge Wildlife Hospital  
Charity Shop, High St, BR
- Saturday 16.12.17 : Sandmartins Residents Christmas Party,  
Stocker Rd, BR
- Tuesday 19.12.17 : HMP Ford Prison Christmas Carol Service,  
The Chapel of the Holy Spirit, Ford Prison,  
Arundel
- Tuesday 26.12.17 : Pagham Pram Race, Pagham Road, Pagham
- Monday 01.01.18 : BR Swimming Club 'New Year's Day Dip',  
Yacht Club, Aldwick Seafront
- Monday 08.01.18 : Induction of Rev'd Janet Hopewell, Pagham  
United Reform Church, Pagham Rd, Pagham

**AGENDA ITEM 22**

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 22 - EVENTS ATTENDED BY TOWN CRIER  
MRS JANE SMITH FROM 6<sup>th</sup> NOVEMBER 2017 - 8<sup>th</sup> JANUARY 2018**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Thursday 09.11.17	:	Weekly Proclamation in Town Centre
Saturday 11.11.17	:	Opening of Christmas Fair & Pamper Day event Portsmouth Football Club (Fratton Park), Portsmouth
Thursday 16.11.17	:	Weekly Proclamation in Town Centre
Thursday 23.11.17	:	'Ice Skating on the Prom' Grand Opening, Next to Regis Centre, Promenade, BR
Saturday 25.11.17	:	Artisan Christmas Market, BR Methodist Church, BR
Saturday 25.11.17	:	BR Christmas Lights Switch- On, Town Centre, BR
Wednesday 29.11.17	:	Weekly Proclamation in Town Centre
Saturday 02.12.17	:	Christmas Market & Santa's Grotto Opening, Amberley Working Museum, Amberley
Sunday 03.12.17	:	Hotham Park Heritage Trust 'Carols in the Park', Hotham Park, BR

**BOGNOR REGIS TOWN COUNCIL MEETING  
8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 24 - CORRESPONDENCE**

**FOR INFORMATION**

1. Public Sector Network - Newsletter, November 2017.
2. EON Climate & Renewables - Rampion announcement of £4million Community Fund, targeted for East Worthing and Lancing.
3. SSALC - Update on the progress of the East Sussex Against Scams Partnership project.
4. WSCC - letter regarding continued membership of JWAAC Highways and Transport Sub Group with a decision required no later than 15<sup>th</sup> December 2017.
5. ADC - Invitation to all staff and Councillors to attend The Safeguarding Awareness Day that is being held at Arun Civic Centre on 30<sup>th</sup> November 2017. Emailed to all Councillors.
6. Neighbourhood Watch - Sussex PCC Consultation for 2018/2019 Police Precept, 23<sup>rd</sup> November 2017. Emailed to Councillors and publicised on website and Facebook.
7. Smaller Authorities' Audit Appointments Ltd - Notification of external auditor appointments for the 2017/18 financial year. Emailed to Councillors.
8. The Government Knowledge Team - 'Taking Accurate Notes at Meetings' course, in London on 30<sup>th</sup> May 2018, at a cost of £499 (excl. VAT).
9. Correspondence from local resident thanking the Town Council for proactively responding to a complaint about littering in Hillsboro Road, Bognor Regis.
10. Littlehampton Town Council - 'Progress' Newsletter, Winter 2017 Edition.
11. Action Fraud - Shopping Online Safely, 24<sup>th</sup> November 2017. Fake Government Grants, 14<sup>th</sup> December 2017. Emailed to Councillors.
12. ADC - List of agendas published for meetings - week commencing 20<sup>th</sup> November 2017 including: - Audit and Governance; Chief Executive Remuneration; and Individual Cabinet Member Decisions.
13. SSALC - How to book a Dementia Friends Information Session.



## **AGENDA ITEM 24**

- 14.** Westminster Briefing - 'Women in Local Government' Conference to take place in London on 31<sup>st</sup> January 2018. 'Corporate Governance Reform in 2018' Briefing Event taking place on 20<sup>th</sup> March 2018, in London.
- 15.** SSALC - November Newsletter, 24<sup>th</sup> November 2017. Emailed to Councillors.
- 16.** Correspondence from a member of the public about the 2 Hour Free Parking Scheme.
- 17.** Bognor Regis Traders Association - details for launch of 2 Hour Free Parking Scheme for 2018.
- 18.** Shipley Parish Clerk - offer of free local support for Parish Online.
- 19.** Communities and Local Government Committee - publication of independent analysis suggesting ways in which the current needs and funding assessments for councils could be made simpler and more transparent.
- 20.** Aldwick Parish Council - Agenda for Parish Council Meeting to be held on 4<sup>th</sup> December 2017.
- 21.** Limpio Office Solutions - GDPR assessments.
- 22.** Arun Neighbourhood Policing Team - Weekly Bulletin, 13<sup>th</sup>-19<sup>th</sup>, and 20<sup>th</sup>-26<sup>th</sup> November 2017. Emailed to Councillors.
- 23.** VAAC - Weekly E-Bulletin Updates, 23<sup>rd</sup>, 30<sup>th</sup> November, 7<sup>th</sup> and 14<sup>th</sup> December 2017. Emailed to Councillors.
- 24.** Ellis Whittam - Employment Law, HR and Health & Safety News, 30<sup>th</sup> November 2017.
- 25.** VAAC - Funding Focus Newsletter - Edition 40, December 2017. VAAC Winter 2017 Voice Newsletter. Emailed to Councillors.
- 26.** ADC - Town/Parish Tax Bases for 2018/19.
- 27.** Sussex Police - Message from Chief Inspector Justin Burtenshaw advising that he will be leaving his post as District Commander for Chichester and Arun at the end of December 2017. Emailed to Councillors.
- 28.** Correspondence concerning future liaison arrangements between Town/Parish Councils and ADC. Emailed to Councillors.
- 29.** SSALC - St John Ambulance training event to be held at Warnham Park on 13<sup>th</sup> January 2018.

## **AGENDA ITEM 24**

- 30.** SSALC - Sussex Watch Out magazine, December 2017. Emailed to Councillors.
- 31.** Communities and Local Government Committee - Evidence Session: Brexit and Local Government to be held on 6<sup>th</sup> December 2017. Evidence Session: Housing for older people, to be held on 11<sup>th</sup> December. Evidence Session: Review of building regulations and fire safety, to be held on 18<sup>th</sup> December 2017. Emailed to Councillors.
- 32.** Local Council Public Advisory Service - 2018 Brochure.
- 33.** SSALC - General Data Protection Regulations and the role of the Data Protection Officer.
- 34.** WSCC - News Release: Put your questions to the Sussex Police and Crime Commissioner at a meeting to be held on 19<sup>th</sup> January 2018. Emailed to Councillors.
- 35.** Neighbourhood Watch - Update: New email layout, 9<sup>th</sup> December 2017. 'Community Speedwatch wins The Lord Ferrers Award for Technical Innovation', 7<sup>th</sup> December. Emailed to Councillors.
- 36.** Buckingham Palace - Letter of thanks from Director, Private Secretary's Office, to Town Clerk for correspondence sent to congratulate The Queen and The Duke of Edinburgh on the occasion of their seventieth Wedding Anniversary.
- 37.** Letter of thanks, to Civic & Office Manager, for the information and advice given in response to an enquiry from a member of the public.
- 38.** Copy of email sent from a member of the public regarding Councillor's Complaint Procedure/Policy.
- 39.** The Government Knowledge Team - 'Success Skills for Secretaries and PA's' and 'Taking Accurate Notes at Meetings' training courses, to be held in London, at a cost of £499 (excl. VAT) each.
- 40.** Stonepillow - December Newsletter. Emailed to Councillors.
- 41.** SSALC - GDPR Compliancy Training Days, 8<sup>th</sup> December 2017.
- 42.** Local Councils Update - LCU Magazine (Issue 213), December 2017.
- 43.** UK Debt Management Office - launch of a new website, 8<sup>th</sup> December 2017.
- 44.** WSCC - Spotting the signs of Child Sexual Exploitation, 12<sup>th</sup> December 2017. Emailed to Councillors and posted on Facebook.

## **AGENDA ITEM 24**

- 45.** British Red Cross - Training courses.
- 46.** TS Montrose Nautical Training Corps - correspondence regarding Grant Aid 2018 decision.
- 47.** Copies of responses returned to ADC regarding future liaison meetings including Angmering Parish Council, Bersted Parish Council, and Ford Parish Council.
- 48.** The 39 Club - correspondence regarding Grant Aid 2018 decision.
- 49.** Bognor Regis Sea Cadets - correspondence regarding future administration of the Mayor's Cadets agreement.
- 50.** 60 Minutes of Classical Music - correspondence regarding Grant Aid 2018 decision.
- 51.** Public Sector Network - PSN Newsletter, December 2017.
- 52.** ADC - request from Community Safety Officer to complete and return a quarterly report logging the number of complaints regarding drug litter.
- 53.** ADC - Press Release concerning the death of serving District, and Town, Councillor Dougal Maconachie on 21<sup>st</sup> December 2017.

**BOGNOR REGIS TOWN COUNCIL MEETING  
8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 24 – ADDITIONAL CORRESPONDENCE**

**FOR INFORMATION**

- 1. WSCC - A consultation regarding Group Membership of the JWAAC Highways & Transport Sub Group has now concluded, the outcome of which will be discussed and agreed at the next JWAAC H&T Sub Group Meeting. This matter will be referred to the Town Council's Policy and Resources Committee Meeting to be held on the 5<sup>th</sup> of February 2018.**
- 2. SSALC - Details of Training Days available in 2018, including the West Sussex Spring Conference to be held at Hilton Avisford Park on 6<sup>th</sup> March 2018. Councillors interested in attending the conference are asked to speak with the Town Clerk.**
- 3. NALC - GDPR update, including considerations on developing a national DPO service.**
- 4. House of Commons Committee News - Communities and Local Government Committee update.**
- 5. Bognor Regis Twinning Association - details of next foreign film to be shown at the Picturedrome Cinema. Minutes of Twinning Association Meeting held on 14<sup>th</sup> December 2017, and agenda for meeting to be held on 10<sup>th</sup> January 2018.**
- 6. Limpio Office Solutions - free of charge Print and IT Audit regarding GDPR compliancy.**
- 7. Correspondence between the Town Clerk, and a Reporter from Sussex Newspapers, regarding potential future locations of the Town Council offices, and payments to ADC for the current arrangement to lease offices.**
- 8. Clerks & Councils Direct - Magazine January 2018, Issue 115.**
- 9. The Government Knowledge Team – 'Introduction to Successful Negotiation' course to be held in London on 6<sup>th</sup> February 2018. 'Effective Leadership Training' course to be held in London on 5<sup>th</sup> March 2018. 'Strategic Thinking' course to be held on London on 22<sup>nd</sup> March 2018. Courses are each at a cost of £499 (excl. VAT) per delegate.**
- 10. ADC - Notification of funeral arrangements for Councillor Dougal Maconachie.**

## **AGENDA ITEM 24**

- 11.** WSCC - Invitation to attend an Employers/Pensions Meeting to be held at the Council Chambers in Billingshurst Community & Conference Centre on 28<sup>th</sup> February 2018.
- 12.** Bognor Regis Regeneration Board - Members invited to consider whether to amend the Board's previous representation regarding Planning Application BR/156/16/PL (Sir Richard Hotham Project) on which an appeal has been lodged against ADC's decision.
- 13.** Copies of letters sent to Alderman Mrs Morrish, Mrs Olliver and Mrs Stinchcombe, informing them that Councillor Dougal Maconachie had passed away.
- 14.** ADC - List of agendas published for meetings - Weeks commencing 18<sup>th</sup> December 2017 and 2<sup>nd</sup> January 2018 including: - Development Control; Full Council; Housing & Customer Services Working Group; and Individual Cabinet Member Decisions.
- 15.** ADC - email from Nigel Lynn regarding Councillor Dougal Maconachie.
- 16.** Communities and Local Government Committee - Press Release - Committee writes to Secretary of State on local government priorities for Brexit negotiations. Evidence Session: Private rented sector and Draft Tenant Fees Bill to be held on 8<sup>th</sup> January 2018. Emailed to Councillors.
- 17.** Parish Online - Christmas Newsletter.
- 18.** SSALC - Chief Executive's Bulletin 47 - 19<sup>th</sup> December 2017 - Local government finance settlement. Emailed to Councillors.
- 19.** Rialtas Business Solutions - Newsletter December 2017, Issue 1.
- 20.** Walberton Parish Council - Response to ADC regarding future liaison arrangements.
- 21.** NALC - LCR Magazine Winter 2017.
- 22.** NALC - Elections for Larger Councils' Committee - Extended deadline. Emailed to Councillors.
- 23.** Weil am Rhein Twinning Association - letter expressing thanks for a successful year of twinning and sending Christmas wishes.
- 24.** Correspondence between Town Clerk and Group Leaders regarding arrangements for a meeting with the Town Councils' Accountant.
- 25.** Stonepillow - Newsletter, December 2017.
- 26.** SSALC - details of Clerks Development Programme for 2018.

## **AGENDA ITEM 24**

- 27.** NALC - GDPR Legal Briefing - Data Protection Officer.
- 28.** Bognor Regis Town Centre Manager - Traders Association Christmas Newsletter. Emailed to Councillors.
- 29.** Home Instead - details of free monthly dementia friendly event to be held at The Regis Centre on the second Tuesday of every month between 2pm and 4pm. Next event to be held on Tuesday 9<sup>th</sup> January 2018.

## AGENDA ITEM 25

### BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018

#### **AGENDA ITEM 25 - PICTUREDROME UPDATE - DIRECTOR'S REPORT AND NOTIFICATION OF ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

**Progress Reports on Picturedrome Expansion Project** – updates to inform the public of progress with the expansion project have been posted on the Town Council website in November and December 2017.

**Regis Burger Restaurant, 1b Linden Road** – as this is a contractual matter it will therefore need to be discussed under confidential business.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 8<sup>th</sup> JANUARY 2018**

**AGENDA ITEM 26 - 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 4<sup>th</sup> cinema screen at the Picturedrome cinema.

**PICTUREDROME PROJECT CONSTRUCTION UPDATE**

There has been a significant amount of activity since the last site report. This includes installation of an internal drainage system by Desertpool, Cheesmur's groundwork's contractor, and the bricklayers constructing the perimeter masonry and the block work that will support the stepped auditorium seating.

Once the masonry was in place the slab sub-base was prepared using an excavator and roller, on top of which the damp proof membrane and insulation was laid keeping the building warm and dry. Mesh reinforcement was then laid over the insulation and approximately 60 tonnes of concrete was placed to form the ground floor slab. Due to the narrow access a concrete pump was used to pump the concrete from lorries parked by the gate at the front of the site to the slab area.

In order to form the 1<sup>st</sup> floor, which will accommodate the projector room and store room, a metal deck system was installed on top of which mesh reinforcement was placed. The contractors also having to form a reinforced concrete staircase to provide the escape route from screen 2. The concrete was poured to the 1<sup>st</sup> floor deck and stairs using a similar concrete pump.

As soon as the ground floor slab was poured, the scaffolders started to erect the deck, giving access for the carpenters to install the roof structure in January.

Mark the site manager and the site team did very well to reach these milestones before the Christmas break, working some long hours to achieve this which has given the project a good boost.

Although the contract is currently twelve weeks behind, the contractors are now beginning to close the gap with the original schedule. Next steps include – erecting the scaffolding and preparing the roof structure. An independent health and safety adviser is regularly monitoring construction practices on site and to date has found no significant issues. Building Control are continuing with visits to the site and have found Cheesmur to be compliant.

The current target programme detailing completed and planned construction work can be found at **Appendix 1**.



Target Programme (C) Bognor Picturedrome Cinema

REV E

AGENDA ITEM 26 - APPENDIX 1

24/11/17

