



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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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 2nd JULY 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 deaths of local residents Daniel Johnston and Hal Brooks

TOWN CLERK

DATED THIS 25th DAY OF JUNE 2018

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary interest
 - c) the nature of the interest
 - d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To APPROVE the Minutes of the Annual Town Council Meeting held 14th May, Extraordinary Council Meetings held 22nd and 29th May, and Special Council Meeting held 4th June 2018
 4. Reports from WSCC County and ADC District Councillors
 5. Written Questions from Councillors
 6. Adjournment for public question time
 7. To consider any written dispensation requests received from Town Councillors
 8. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 8.1 **Policy and Resources Committee Extraordinary Meeting of 22nd May and the Meeting of 4th June 2018** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Mayoralty Selection Committee; Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Community Engagement and Environment Committee; Bognor Regis in Bloom Working Group; Youth Services Review Topic Team; Playing Out Scheme Topic Team; and Planning and Licensing Committee; with proposed amendments - Mins. 12 & 13 refer
 - Recommendation to adopt the Data Protection Policy - Min. 17 refers
 - Recommendation that the Town Flag should be flown on the Mayor's birthday - Min. 18 refers
 - Recommendation to adopt the revised Standing Orders and Standing Orders for Contracts incorporating all six of the NALC recommended amendments together with a new time limit clause - Min. 21 refers
 - 8.2 **Policy and Resources Committee to consider any recommendations from the Extraordinary Meeting of 2nd July 2018 held immediately prior to this meeting**
 - 8.3 **Community Engagement and Environment Committee Meeting of 21st May 2018** with resolutions, recommendations and reports
 - 8.4 **Planning and Licensing Committee Meetings of 15th May, 5th and 26th June 2018** with resolutions, recommendations and reports
 - 8.5 **Events, Promotion and Leisure Committee Meeting of 11th June 2018** with resolutions, recommendations and reports
 9. 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
 10. To note the List of Payments and Transfers made in April and May and to note the balances, bank reconciliations and financial reports previously copied to Councillors (June not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where

these documents can be accessed by clicking the appropriate box at the bottom of the page)

11. Notice of Motion (S.O. 9.0) proposed by Cllr. J. Cosgrove seconded by Cllr. D. Enticott - Getting Hothamton Sunken Gardens registered a Town Green under s15 of the Commons Act 2006

"That the Council do support such an application and that it will do all it can to promote this and secure residents' support.

That it also supports substitute provision re the existing Play Area on an alternative site but notes also the new seafront provision and also the omission of the Hothamton Play Area site from Arun's recent playground strategy.

Hopes that the Sir Richard Hotham project, in the event of a successful appeal, might look favourably at helping resource such new provision."

12. Notice of Motion (S.O. 9.0) proposed by Cllr. J. Cosgrove seconded by Cllr. D. Enticott

"That the Council organise a commemoration of suitable gravitas for Holocaust Memorial Day, that it involve schools and the community in January 2019 on or near the official date of observance."

13. Notice of Motion (S.O. 9.0) proposed by Cllr. J. Cosgrove seconded by Cllr. D. Enticott - BRTC/ROX charity Partnership Proposal

"That the Council agrees to explore a Partnership with the ROX Charity to develop and deliver the ROX Festival event from 2019/20 onwards.

The aim of a BRTC/ROX Partnership over 3 years would be to enable the recovery, sustainability and development of the Festival as a Summer Premier Town event. The basis would be a Service Level Agreement SLA covering the three years. This would determine and detail respective roles, funding and resource support, reporting and accountability.

ROX would organise the event, and satisfy BRTC re its capacity to do so, BRTC would provide funding at a level that would e.g. require ROX to match on a £ for £ basis minimum. BRTC would also give allotted Town Force resource, agreed Events staff input, promotional help.

There would be an SLA Partnership Board of 3 members from ROX Charity and 3 Town Cllrs to oversee the work of the Partnership and to report to the Council via the BRTC members and the Events Officer.

The Council would monitor and evaluate this model re future support mechanisms for strategic events and activities involving other organisations."

14. Arun District Association of Local Councils: to consider the notes of the meeting held on 25th April 2018 and the Notes of the AGM held on 20th June 2018 (if available)

15. To approve changes to Committee Appointments in light of change to political party memberships

16. To receive a report regarding sanctions recommended by Arun District Council following an Assessment Panel Hearing held 4th April 2018 and to consider any subsequent recommendations for changes to the Code of Conduct and Register of Interest forms
17. Regeneration including to receive Briefing Notes of Bognor Regis Regeneration Board Meetings held on 24th January and 25th April 2018 previously circulated to Councillors
18. Town Mayor's Report and duties undertaken
19. Town Crier's Report and duties undertaken
20. Reports from Representatives to other organisations
21. To receive Correspondence
22. To receive an update on office provision and agree any action - Min. 48 refers
23. Redevelopment of the Picturedrome Cinema procurement update
24. Picturedrome Site update - Director's report, any urgent actions taken for ratification

Agenda item **24** will 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 ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 14th MAY 2018

PRESENT:

Cllr. P. Woodall (Town Mayor 2017/2018)
Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (till Min. 34),
Mrs. S. Daniells (till Min. 34), P. Dillon, D. Enticott (till Min. 37),
T. Gardiner, S. Goodheart, S. Reynolds, M. Smith, M. Stanley and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Approximately 13 members of the public (part of meeting)
2 members of the Press (part of meeting)
3 Mayor's Cadets (part of meeting)

The Town Mayor presented Ordinary Cadet Jack Golding, from the Sea Cadets, with a certificate in recognition of his services as the Mayor's Cadets since January 2017. Corporal Gregory Cocks, from the Air Cadets, and OC Callum Birch, from the Sea Cadets, were appointed as Mayor's Cadets for 2018/2019 and presented with their badges and certificates as they begin a year of service in the role

A vote of thanks was given to the Town Mayor for having done an exceptionally good job during his year in office

The Meeting opened at 6.36pm

The retiring Town Mayor, Cllr. P. Woodall, welcomed everyone present and, having given thanks, dismissed the Mayor's Cadets. Cllr. Woodall read the Council's opening statement. 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.

1. ELECTION OF TOWN MAYOR FOR 2018/2019

The Town Mayor called for nominations for the position of Town Mayor for 2018/2019. It was proposed and seconded that Cllr. S. Reynolds be

elected Town Mayor, in accordance with S.O. 2.6 and as recommended by the Mayoralty Selection Committee.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. S. Reynolds be elected Town Mayor for 2018/2019.

2. STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. S. Reynolds made the Statutory Declaration of Acceptance of Office and took the Chair.

3. ELECTION OF DEPUTY TOWN MAYOR FOR 2018/2019

The Town Mayor called for nominations for the position of Deputy Town Mayor for 2018/2019. It was proposed and seconded that Cllr. P. Woodall be elected Deputy Town Mayor, as recommended by the Mayoralty Selection Committee (S.O. 2.6 refers).

It was further proposed and seconded that Cllr. S. Goodheart be elected Deputy Town Mayor.

A signed ballot was requested (S.O. 6.3).

Following collection and counting of papers, Cllr. P. Woodall was duly elected Deputy Town Mayor for 2018/2019.

4. NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. P. Woodall made the customary, non-statutory, Declaration of Acceptance of Office.

5. ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED TOWN MAYOR

A presentation on behalf of the Council was made by the Mayor to the retiring Mayor Cllr. P. Woodall and he was thanked for his hard work during his mayoral year.

The Town Mayor made the customary speech of acceptance and thanked Members for electing him as Town Mayor for 2018/2019. His chosen charity for his Civic Year would be Arun Angels.

6. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs. M. Lineham who was on annual leave, and W. Toovey who was working.

7. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 22 & 23 as a Member of Arun District Council

Cllr. Cunard declared an Ordinary Interest in Agenda item 23, as the owner of an alternative publication. Cllr. Cunard also declared a Disclosable Pecuniary Interest in Agenda items 29 & 30, as the Tenant of the Picturedrome Cinema, and stated that he would leave the Meeting when these Agenda items were discussed

Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda items 22 & 23, as a Member of Arun District Council, and advised that she didn't intend to leave the Meeting and will take part in any vote. Cllr. Mrs. Daniells also declared a Disclosable Pecuniary interest in Agenda items 29 & 30, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these Agenda items were discussed

Cllr. Dillon declared a Disclosable Pecuniary Interest as a Member of Arun District Council

Cllr. Goodheart declared Ordinary Interests in Agenda item 9, as the Subject Member and Agenda items 22 & 23, as a volunteer with the 4BR group

Cllr. Reynolds declared a Disclosable Pecuniary Interest as a Member of Arun District Council

Cllr. Smith declared an Ordinary Interest in Agenda items 22 & 23 as a Member of Arun District Council

Cllr. Stanley declared an Ordinary Interest in Agenda items 9, 22 & 23 as a Member of Arun District Council

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

The Town Clerk's report was noted.

Members **RESOLVED** to **ADOPT** the Terms of Reference for the 2018/2019 Municipal Year.

A Member questioned the purpose and need of the Mayoralty Selection Committee if, as had happened earlier in the meeting, proposals differing to the agreement of the Committee are presented. It was therefore **AGREED** that the reappointment of the Mayoralty Selection Committee should be referred to the Policy and Resources Committee for discussion.

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

The Town Clerk's report was noted.

10. APPOINTMENT TO COMMITTEES

The Town Clerk's report was noted including the proposed Committee Membership. It was noted that in accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and accurately reflects the political composition of the Council {S.O. 20.1(ii)}. The quorum of a Committee or Sub-Committee shall not be less than

three Members. **ADDITIONAL NOTE:** A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Town Mayor and Deputy Town Mayor would be Ex-officio to the Policy and Resources Committee only.

Cllr. Goodheart sought clarification in regard to reference made in the report that two Independent Members had been aligned within the Conservative group. It was explained that whilst the two Councillors concerned would effectively form a coalition with the Conservative group, for the 2018/2019 Municipal Year, they would continue to be Independent Members within their Ward.

The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1** and furthermore **AGREED** with Cllr. Cosgrove taking the Conservative vacancy on the Community Engagement and Environment Committee. Cllr. Gardiner asked that his abstention from voting be noted.

Nominations for Cllr. Cunard and Cllr. Stanley were proposed and seconded for Chairman of the Policy and Resources Committee.

A recorded vote was requested by a Member (S.O. 6.4).

A signed ballot was also requested by two Members (S.O. 6.3).

After some consideration and with the agreement of the Member who had requested the recorded vote, the request was withdrawn.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers it was **RESOLVED** to appoint Cllr. Cunard as Chairman of the Policy and Resources Committee.

Nominations for Cllr. Cosgrove and Cllr. Stanley were proposed and seconded for Vice-Chairman of the Policy and Resources Committee.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers it was **RESOLVED** to appoint Cllr. Stanley as Vice-Chairman of the Policy and Resources Committee.

Nominations for Cllr. Dillon and Cllr. Smith were proposed and seconded for Chairman of the Community Engagement and Environment Committee.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers it was **RESOLVED** to appoint Cllr. Smith as Chairman of the Community Engagement and Environment Committee.

Nominations for Cllr. Enticott and Cllr. Goodheart were proposed and seconded for Vice-Chairman of the Community Engagement and Environment Committee.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers it was **RESOLVED** to appoint Cllr. Goodheart as Vice-Chairman of the Community Engagement and Environment Committee.

Cllr. Mrs. Warr was proposed and seconded as Chairman of the Planning and Licensing Committee and following a vote it was **RESOLVED** to appoint Cllr. Mrs. Warr.

Cllr. Dillon was proposed and seconded as Vice-Chairman of the Planning and Licensing Committee and following a vote it was **RESOLVED** to appoint to appoint Cllr. Dillon.

Nominations for Cllr. Brooks and Cllr. Mrs. Daniells were proposed and seconded for Chairman of the Events, Promotion and Leisure Committee.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers it was **RESOLVED** to appoint Cllr. Mrs. Daniells as Chairman of the Events, Promotion and Leisure Committee.

Nominations for Cllr. Brooks and Cllr. Enticott were proposed and seconded for Vice-Chairman of the Events, Promotion and Leisure Committee.

A signed ballot was requested by two Members (S.O. 6.3).

Following collection and counting of papers, and with a tied vote, the Mayor used his second, and casting, vote (S.O. 6.5(i)) and it was **RESOLVED** to appoint Cllr. Enticott as Vice-Chairman of the Events, Promotion and Leisure Committee.

Membership of the Allotments Sub-Committee would continue to comprise all Planning and Licensing Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

11. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES INCLUDING A REVIEW OF MEMBERSHIP OF THE INVITEES TO THE BRTC/ADC LIAISON MEETINGS

The Town Clerk's report was noted.

It was **RESOLVED** that Cllr. Cunard would continue as the representative to JWAAC and **AGREED** that he should be nominated as Chairman of the JWAAC Committee, as the 2018/19 Chairman is to be a Town/Parish Councillor.

Cllr. Cosgrove proposed himself to take the position of representative to the Bognor Regis Regeneration Board (B.R.R.B.) rather than as reserve as he currently is. This was seconded by Cllr. Cunard. Cllr. Gardiner proposed that Cllr. Brooks remain as the representative and this was seconded by Cllr. Goodheart.

Following a vote, it was **RESOLVED** that Cllr. Brooks continue as the representative to the B.R.R.B. Cllr. Cosgrove subsequently requested to be removed as the reserve for the B.R.R.B. and Members **RESOLVED** that Cllr. Mrs. Daniells should take the reserve place.

Cllr. Cunard declared an Ordinary Interest as Chairman of the Chamber of Commerce

Cllr. Mrs. Daniells declared an Ordinary Interest as a Member of the Chamber of Commerce

The Council **RESOLVED** to appoint representatives as detailed in attached **Appendix 2** with the changes agreed. Cllr. Cunard abstained from voting for the representative to the Chamber of Commerce as Chairman of the Chamber.

The Council **RESOLVED** to appoint representatives to the BRTC/ADC Liaison Meetings to include the Town Mayor, Chairman of Policy and Resources, Group Leaders, Chairman of Community Engagement and Environment and the Chairman of Events, Promotion and Leisure.

12. TO CONFIRM BANK SIGNATORIES

The Town Clerk's report was noted.

Members **RESOLVED** that:

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

The signatories for the Town Mayor's Charity account shall remain as the Town Clerk, Cllr. Dillon and Cllr. Mrs. Warr (both as former Mayors) for

the final year of this administration, with any two of the three signatories being able to sign cheques;

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

13. TO NOTE THE CALENDAR OF MEETINGS 2018/2019

This was noted and **APPROVED** as detailed in the report.

14. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 12th MARCH AND THE EXTRAORDINARY MEETING HELD ON 30th APRIL 2018

The Minutes of the Meetings held on the 12th March and 30th April 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

15. WRITTEN QUESTIONS FROM COUNCILLORS

None were received.

16. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

There were none received.

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

19. Policy and Resources Committee Meeting of 9th April 2018

The Chairman of Committee, Cllr. Cunard, reported.

19.1 Min. 179 - Recommendation that the Terms of Reference for the Playing Out Scheme Topic Team be adopted

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Playing Out Scheme Topic Team be adopted.

19.2 Min. 181 - Recommendation of the virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation Budgets

Members **RESOLVED** to **APPROVE** the recommendation of virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation Budgets.

19.3 Min. 187.7 - Recommendation to adopt the revised Corporate Strategy

Members **RESOLVED** to **APPROVE** the recommendation of the Policy and Resources Committee to adopt the revised Corporate Strategy with the proposed amendments.

20. Community Engagement and Environment Committee Extraordinary Meeting of 14th March and the Meeting of 26th March 2018

The Chairman of Committee, Cllr. Smith, reported.

21. Planning and Licensing Committee Meetings of 13th March, 3rd and 24th April 2018

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

22. Events, Promotion and Leisure Committee Extraordinary Meeting of 21st March and the Meeting of 16th April 2018

The former Chairman of Committee, Cllr. Brooks, reported.

Min. 133 - Consideration of a request to Arun District Council for further improvements to the Hothampton Play Area

A Member expressed concern that whilst the Hothampton site continues to be a Play Area it should be safe for users, and it was noted that this had been raised at a recent BRTC/ADC Liaison Meeting.

23. Mayoralty Selection Committee Meeting of 18th October 2017, and 28th March 2018

Min. 11 - Recommendation that Cllr. P. Woodall be appointed as the Deputy Town Mayor for 2018/2019

The recommendation for Deputy Town Mayor was noted having been already dealt with at the commencement of business. Cllr. Gardiner asked that his abstention be noted.

24. TO FORMALLY ADOPT THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council **RESOLVED** to 'formally adopt the reports, Minutes and recommendations of the Committees, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

25. **TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (APRIL NOT YET AVAILABLE)**

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

26. **CONSIDERATION OF ANY RESOLUTIONS MADE AT THE ANNUAL TOWN MEETING OF ELECTORS MEETING OF 19th MARCH 2018**

Following a vote Members **AGREED** that the resolution made at the Annual Town Meeting of Electors Meeting of 19th March 2018 will be considered by the Policy and Resources Committee at the June meeting.

Members AGREED that Agenda items 22 & 23 would be considered together

27. **NOTICE OF MOTION (S.O. 9.1) PROPOSED BY CLLR. M. STANLEY, SECONDED BY CLLR. M. SMITH**

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

The Town Clerk's report was noted.

Cllr. Stanley spoke as Proposer of the Motion, seconded by Cllr. Smith.

Cllr. Goodheart declared an Ordinary Interest as a volunteer with the 4BR group

28. **NOTICE OF MOTION (S.O. 9.1) PROPOSED BY CLLR. D. ENTICOTT, SECONDED BY CLLR. J. COSGROVE**

"I have been in contact with the editorial of the Observer and they have agreed to publish all the regeneration plans in an Observer pullout book and run a poll to the public. This will give the public the chance to see all the different plans in one place and give the public a chance to actually voice their opinion. The first condition that the observer has said is that this must come from the full council and we must provide the information. The second condition is that the articles will be published as coming from us. I would like to put a motion forward for the council to agree to provide the Observer with all the necessary information to publish this so we can get the public's opinion rather than keep

speculating what they want, without it costing the tax payer money."

Cllr. Enticott spoke as Proposer of the Motion, seconded by Cllr. Cosgrove.

The Town Clerk's report including the update to the report, concerning correspondence received from the Bognor Regis Observer to clarify their position relating to Cllr. Enticott's Motion was noted.

Cllr. Cunard declared a Disclosable Pecuniary Interest as the owner of an alternative publication and left the Meeting

The Town Clerk suggested, and with the Mayor's agreement, that there be a short adjournment for a revised collaborative Motion to be drafted by the Proposers of the Motions, Cllrs. Stanley and Enticott.

The Mayor adjourned the Meeting at 8.32pm

The Mayor reconvened the Meeting at 8.43pm

Cllr. Cunard returned to the Meeting

Cllr. Stanley presented the revised collaborative Motion, and this was seconded by Cllr. Enticott.

"This Council believes no adequate consultation has happened regarding Bognor Regis regeneration. We request an Extraordinary Meeting of the Policy and Resources Committee to fully investigate all viable consultation options, and necessary expenditure."

The Motion was moved and following a vote the Motion was **CARRIED**.

Subsequent to the vote, Cllr. Cunard highlighted his concern with the wording of the Motion and that due process had not been followed as the suggestion that "This Council believes no adequate consultation has happened..." had not been debated and, therefore, the decision was not sound.

Members discussed Cllr. Cunard's concern and with the agreement of all Members, the previous Resolution was **RESCINDED**.

Cllrs. Stanley and Enticott agreed to a second adjournment to revise the wording of the Motion a second time.

The Mayor adjourned the Meeting at 8.50pm

The Mayor reconvened the Meeting at 9.00pm

Cllr. Stanley read the following Motion, which was seconded by Cllr. Enticott;

"This Council:

- a) Considers that there may have been inadequate consultation on Bognor Regis Regeneration and that the public should have opportunities to view proposals by suitable means and;**
- b) Decides that the Council will fully explore all cost-effective means of achieving this."**

The Motion was subsequently moved and following a vote the Motion was **CARRIED**.

Cllrs. Dillon, Mrs. Daniells and Reynolds requested that their abstention be noted

The Town Clerk informed Members that subject to the availability of the Council Chamber an Extraordinary Meeting of the Policy and Resources Committee would be held on Tuesday 22nd May 2018, at 6.30pm, and the Agenda issued at the appropriate time. Cllr. Batley requested that his apologies be noted as he will be working and, therefore, unable to attend.

29. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 25th APRIL 2018

The notes of the meeting were not yet available.

30. TO NOTE OUTGOING TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted. Cllr. Woodall informed Members that during his year in office a total of £1,328.31 had been raised for his Mayor's Charities.

31. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

32. 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:

- 32.1 Cllr. Brooks** - Bognor Regis Heritage Partnership; Bognor Regis Old Town; Bognor Regis Regeneration Board; Town Centre Manager; Chamber of Commerce; Bognor Regis BID Board (received at meeting).
- 32.2 Cllr. Cosgrove** - Chamber of Commerce; West Sussex ALC Ltd.
- 32.3 Cllr. Daniells** - Arun District Association Local Councils; Bognor Regis Twinning Association.

32.4 Cllr. Gardiner - Arun District Association Local Councils; Arun Housing/Homeless Forum; Parish Liaison Meetings; VAAC Executive Board; West Sussex ALC Ltd; Bognor & Bersted United Charities.

32.5 Cllr. Woodall - Arun Arts Ltd; Bognor Regis Concert Band; LSP/AWHP; Stonepillow.

Verbal Reports:

There were none.

33. CORRESPONDENCE

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

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interests and left the Meeting

34. TO CONSIDER ARRANGEMENTS OF AN OPENING CEREMONY FOR THE FOURTH SCREEN OF THE PICTUREDROME CINEMA

The Town Clerk reported that a member of the public had written to the Town Council suggesting that HRH Prince Harry and Ms. Meghan Markle be invited to officially open the fourth screen of the Picturedrome Cinema.

Members **AGREED** that an invitation should be sent.

Cllr. Cosgrove suggested that the Lord-Lieutenant of West Sussex, as the Queen's Representative, also be invited to the Opening Ceremony.

It was **AGREED** that the decision about a date for the Ceremony would be deferred to the Full Council Meeting to be held 2nd July 2018.

35. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's report was noted, and Members were informed that an element of the report would need to be discussed under Confidential Business. There were no questions on the public part of the Town Clerk's report.

36. PICTUREDROME UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The previously circulated Director's Report was noted, and actions taken as detailed were ratified. It was noted that an element of the report would need to be discussed under Confidential Business.

37. The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 30 and 31 (contractual).

Cllrs. Dillon and Enticott left the Meeting

38. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

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

Cllr. Dillon returned to the Meeting

39. PICTUREDROME UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Members received and noted the confidential, verbal report from the Town Clerk in relation to the letting of 1a Linden Road, including details of the Heads of Terms that had been agreed.

A verbal update in relation to 1b Linden Road, and further concerns that have been raised by the tenant regarding the impact of the expansion project and resulting action taken, was given by the Town Clerk.

Following some discussion, Members **RESOLVED** to proceed with Option 2 as detailed in the confidential Appendix (appended to File Minutes).

The Meeting closed at 9.36pm

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

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

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

	Jim Brooks (I)
(originally Conservative Place)	Jan Cosgrove (L)
	Sandra Daniells (I aligned C)
	Pat Dillon (C)
	Damien Enticott (L)
Vice Chairman	Steve Goodheart (SBI)
Chairman	Martin Smith (LD)
	Jeanette Warr (LD)
	Phil Woodall (LD)

PLANNING AND LICENSING COMMITTEE

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

EVENTS, PROMOTION AND LEISURE COMMITTEE

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

May 2018

**TOWN COUNCIL REPRESENTATIVES TO EXISTING
'OUTSIDE BODIES' MAY 2018**

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

May 2018

Appendix 1

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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 22nd MAY 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
5 members of the public
2 members of the Press

The Meeting opened at 7.45pm

40. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and apologies for absence were received from Cllrs. Batley, Lineham and Smith who were working, Cllr. Mrs. Daniells who was on annual leave and Cllr. Gardiner who had a prior engagement.

The Mayor made reference to the opening statement that had been read out to those present at the earlier meeting.

41. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

Cllrs. Brooks, Cunard, Dillon, Goodheart, Reynolds and Stanley requested that their declarations as stated at the previous Extraordinary Policy and Resources Committee meeting be restated for this Extraordinary Meeting of the Council which are as follows:

*Cllr. Reynolds declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a **meeting of Arun District Council's Full Council that I supported** the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting*

*Cllr. Brooks declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a **meeting of Arun District Council's Full Council and in my election** leaflets and written submissions, that I did not support the then proposals for the regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting*

Cllr. Stanley declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Brooks be

noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council and in my election leaflets and written submissions, that I did not support the then proposals for the regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 due to his voluntary capacity at 4BR

Cllr. Dillon declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Reynolds be noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council that I supported the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Dillon also declared an Ordinary Interest in Agenda item 5 as a voting member of Arun Arts

Cllr. Cunard declared an Ordinary Interest in Agenda item 5 as a member of Arun Arts

42. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from the public.

43. TO RATIFY THE RECOMMENDATION ARISING FROM THE PRECEDING POLICY AND RESOURCES COMMITTEE MEETING REGARDING THE MOTION REFERRED FROM THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 INCORPORATING THE RESOLUTION FROM THE ANNUAL TOWN MEETING OF ELECTORS HELD 19th MARCH 2018

Members noted the **RECOMMENDATION** from the preceding Policy and Resources Committee as follows:

This Council:

- a) considers that there has been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and
- b) decides that the Council will fully explore all cost-effective means of achieving this and
- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b)

Furthermore, Members noted the **RECOMMENDATION** that the membership of the Working Group should consist of Cllrs: Cosgrove, Mrs. Daniells, Enticott, Goodheart, Stanley and Mrs. Warr.

A recorded vote was requested.

FOR

Cllr. Brooks
Cllr. Cosgrove
Cllr. Enticott
Cllr. Goodheart
Cllr. Stanley
Cllr. Mrs. Warr
Cllr. Woodall

AGAINST

ABSTENTIONS

Cllr. Cunard
Cllr. Dillon
Cllr. Reynolds

Members therefore **RESOLVED** to **APPROVE** the recommendations and asked that the Town Clerk organise a meeting of the Working Group as soon as possible.

The Meeting closed at 7.47pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 29th MAY 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, J. Cosgrove,
P. Dillon, D. Enticott, T. Gardiner, S. Goodheart (during Min. 49),
M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. G. Chambers (LCS Ltd.) (Town Council Consultant)

The Meeting opened at 6.32pm

44. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and read the Council's opening statement. Apologies for absence were received from Cllr. Cunard who was on annual leave, Cllr. Mrs. Daniells who had a prior engagement, and Cllrs. Batley, Smith and Woodall who were working. Apologies were also received from Cllr. Goodheart who would be arriving late to the meeting.

In the absence of the Deputy Mayor, Cllr. Dillon acted as Vice-Chairman for the meeting.

45. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

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

- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

Cllr. Brooks declared an Ordinary Interest in Agenda items 5 and 6 as a Member of Arun District Council. He would have an open mind regarding any items and will listen and consider all the relevant issues and interests presented to this meeting today. Cllr. Brooks confirmed that he will reach a decision on merit and not bias.

Cllr. Dillon declared an Ordinary Interest in Agenda items 5 and 6 as a Member of Arun District Council. He would have an open mind regarding any items and will listen and consider all the relevant issues and interests presented to this meeting today. Cllr. Dillon confirmed that he will reach a decision on merit and not bias.

Cllr. Reynolds declared an Ordinary Interest in Agenda items 5 and 6 as a Member of Arun District Council. He would have an open mind regarding any items and will listen and consider all the relevant issues and interests presented to this meeting today. Cllr. Reynolds confirmed that he will reach a decision on merit and not bias.

Cllr. Stanley declared an Ordinary Interest in Agenda items 5 and 6 as a Member of Arun District Council. He would have an open mind regarding any items and will listen and consider all the relevant issues and interests presented to this meeting today. Cllr. Stanley confirmed that he will reach a decision on merit and not bias.

46. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 5 and 6 (contractual).

48. TO RECEIVE AN UPDATE ON OFFICE PROVISION AND AGREE ANY ACTION

Members received and, having been afforded the opportunity to read and appraise themselves of its contents, noted the confidential report from the Town Clerk.

Cllr. Stanley thanked the Town Clerk for the work that had been put into the matters reported.

A Member requested an update regarding the actions agreed at the Extraordinary Council Meeting held 30th April (Min. 196 refers) in relation to the Town Hall. The Deputy Clerk confirmed that quotations for the architectural work had been requested and it was hoped that a further report would be provided at the Council Meeting to be held 2nd July 2018.

49. PRESERVING THE HERITAGE OF BOGNOR REGIS - TO RECEIVE PRE-FEASIBILITY STUDY REPORT FOR THE ACQUISITION OF A HISTORIC BUILDING

The Town Council's consultant, Mr. G. Chambers (Local Community Solutions Ltd.), thanked Members for the invitation to attend the meeting, and introduced himself to the newly elected Councillors.

Mr. Chambers delivered a presentation to Members reporting on the pre-feasibility study that had been carried out to date for the acquisition of a historic building in Bognor Regis.

Cllr. Goodheart arrived at 6.48pm

Following a lengthy discussion (a confidential record of which is appended to the file Minutes), a Member made the following proposal:

That the Town Council wish to further investigate the various procurement options of The Royal Hotel

The Motion, having been seconded, was moved to a vote and was unanimously **AGREED**.

It was also **RESOLVED** that the Town Clerk be given delegated authority to begin communications with the current owner of The Royal Hotel,

members of the public, Jess Steele (Jericho Road Solutions) and Public Sector Plc, without prejudice.

The Meeting closed at 7.44pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 4th JUNE 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, A. Cunard,
Mrs. S. Daniells, J. Cosgrove, P. Dillon, T. Gardiner, S. Goodheart, and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)

The Meeting opened at 8.49pm

50. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and read the Council's opening statement. Apologies for absence were received from Cllr. Batley who was working, Cllrs. Enticott and Stanley for family reasons and Cllr. Woodall who was unwell.

In the absence of the Deputy Mayor, it was **AGREED** that Cllr. Cunard should act as Vice-Chairman for this meeting.

51. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

There were no Declarations of Interest

52. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2018 INCLUDING:

52.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR)

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2017/2018 prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd. was also formally noted.

52.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2017/2018. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2017/2018, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2017/2018 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

52.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2018 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk

Having regard to the recommendation of the Policy and Resources Committee, Members **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2018 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

52.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2017/2018. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members noted the recommendation from the Policy and Resources Committee and **RESOLVED** to **APPROVE** the Accounting Statements for 2017/2018.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2017/2018 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 8.51pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON TUESDAY 22nd MAY 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Brooks, J. Cosgrove,
S. Goodheart, S. Reynolds, M. Stanley, Mrs. J. Warr and
P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEE AS AGREED AT THE ANNUAL MEETING

The appointment of Cllr. Cunard as Chairman of the Policy and Resources Committee and Cllr. Stanley as Vice-Chairman was noted.

2. APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Mrs. Daniells who was on annual leave.

3. DECLARATIONS OF INTEREST

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

Members and Officers noted that they should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Reynolds declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council that I supported the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Brooks declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council and in my election leaflets and written submissions, that I did not support the then proposals for the regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Stanley declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Brooks be noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council and in my election leaflets and written submissions, that I did not support the then proposals for the

regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 due to his voluntary capacity at 4BR

Cllr. Dillon (in the public gallery) declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Reynolds be noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council that I supported the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Dillon (in the public gallery) also declared an Ordinary Interest in Agenda item 5 as a voting member of Arun Arts

Cllr. Cunard declared an Ordinary Interest in Agenda item 5 as a member of Arun Arts

4. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.41pm

Members of the public spoke in turn regarding the regeneration proposals and the consultation undertaken by Arun District Council with a summary of the following key statements/points noted:

How can the Linear Park be turned into a positive for the Town?
How can the strain on infrastructure be mitigated?
What can residents do to demonstrate their objection to the plans?
Are there any ideas for alternatives to ADC's current proposals?
Are ADC's current plans "redevelopment" rather than "regeneration"?
There is already a great deal of regeneration going on within the Town and ADC should be focusing on areas in need such as the Royal Hotel, Waterloo Gardens and the site of the fish and chip shop that burnt down.
Why can't ADC work with developers to bring forward plans that incorporate the best of all suggestions rather than working in opposition?

Any regeneration or redevelopment will have implications for traffic and could a park and ride system be introduced to mitigate this?

Need for cooperative working to impress on ADC the views of the people and to ensure that that these views are not ignored.

Several members of the public expressed concern over the previous consultations carried out by ADC in 2015 and 2016 with the suggestion that information was misleading, erroneous or not complete, that the reach and response was not adequate to qualify ADC's claim that the response was overwhelmingly positive and that therefore ADC should attend a public meeting to explain these issues.

Improved access to the Sunken Gardens would result in much greater use by residents and visitors.

Previous questions to ADC and its Leader regarding the benefit to the Town of the Linear Park have not received an adequate response.

It was reported that the public have rejected the proposal for more flats on four different occasions.

Meeting reconvened at 7pm

The Chairman informed the meeting that ADC is the responsible Authority and the Town Council has no jurisdiction and therefore can only work towards encouraging ADC to look at all areas and opinions.

5. **TO DISCUSS AND DETERMINE THE RESOLUTION ARISING FROM THE ANNUAL TOWN MEETING OF ELECTORS HELD 19th MARCH 2018 TOGETHER WITH THE MOTION BELOW AS REFERRED FROM THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 - "THIS COUNCIL: A) CONSIDERS THAT THERE MAY HAVE BEEN INADEQUATE CONSULTATION ON BOGNOR REGIS REGENERATION AND THAT THE PUBLIC SHOULD HAVE OPPORTUNITIES TO VIEW PROPOSALS BY SUITABLE MEANS AND B) DECIDES THAT THE COUNCIL WILL FULLY EXPLORE ALL COST-EFFECTIVE MEANS OF ACHIEVING THIS"**

The Chairman asked for and received Members agreement that the two Councillors present in the public gallery, who were not Members of this Committee, be allowed to take part in the debate.

Members noted the Resolution arising from the Annual Town Meeting of Electors held 19th March 2018 namely:

This Annual Meeting of Electors

Believes that local residents in the Bognor Urban Area must have a say in the final regeneration outcomes for the Town.

The Chairman re-read the Motion tabled before the Meeting as follows:

This Council:

- a) considers that there may have been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and
- b) decides that the Council will fully explore all cost-effective means of achieving this"

Members debated the Motion and the depth of public feeling was acknowledged.

Discussion regarding the purpose of any consultation took place with concern expressed that ADC will push forward with their plans, with it being noted that the tender document for the Linear Park had already been published, regardless of the public feeling. The consensus was that the options put forward at previous consultations should be made available to all and the opportunity offered to feedback about elements that are wanted and those that are not.

Some Members agreed with the comments from the public gallery that the consultation processes undertaken in the past by ADC had been inadequate and flawed and that ADC should be challenged on this issue.

A Member expressed concern that local people were suffering from consultation fatigue and any further consultation by the Town Council could contribute to this. Furthermore, it was stated that care needed to be taken not to offer or suggest an outcome that the Town Council has no power to deliver or enforce and must be mindful that all expenditure comes from the public purse.

A Member voiced a desire for the Leader of ADC to attend a meeting of the Council for Councillors and the public to hear from them.

Cllr. Cosgrove proposed an amendment to the Motion by the addition of the following:

- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b).

The amendment was seconded by Cllr. Goodheart and following the vote, the amendment was **CARRIED**. Cllr. Reynolds abstention was noted.

Following the debate, Cllr. Goodheart proposed a second amendment with the revised Motion to read:

"This Council:

- a) considers that there has been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and

- b) decides that the Council will fully explore all cost-effective means of achieving this and
- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b)"

The amendment was seconded by Cllr. Brooks and following the vote, the amendment was **CARRIED**. Cllrs. Cunard and Reynolds abstentions were noted.

Cllr. Stanley, in his summing up as proposer before a vote was taken, noted the issue of consultation fatigue but, in his opinion, that this often arises when nothing happens following a consultation. Cllr. Stanley rounded off the debate by stating that Councillors are elected by the community and when that community is not happy about something, then the Council should lobby on their behalf.

The Motion was therefore moved to **RECOMMEND** to **COUNCIL** the following:

This Council:

- a) considers that there has been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and
- b) decides that the Council will fully explore all cost-effective means of achieving this and
- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b)"

and having been proposed by Cllr. Stanley and seconded by Cllr. Enticott at the Annual Town Council Meeting held 14th May 2018 (Min. 28 refers), a recorded vote requested.

FOR

Cllr. Brooks
Cllr. Cosgrove
Cllr. Goodheart
Cllr. Stanley
Cllr. Mrs. Warr
Cllr. Woodall

AGAINST

ABSTENTIONS

Cllr. Cunard
Cllr. Reynolds

Members therefore **AGREED** that the Motion should be **RECOMMENDED** to **COUNCIL**.

Members subsequently discussed the membership of the Working Group and **AGREED** to **RECOMMEND** to Council that the membership should consist of Cllrs: Cosgrove, Mrs. Daniells, Enticott, Goodheart, Stanley and Mrs. Warr.

Cllr. Cunard stated that he would be happy to serve as a reserve Member but could not commit to full membership.

The Meeting closed at 7.33pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 4th JUNE 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Brooks,
J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during
Min. 7), S. Reynolds and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

6. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. M. Stanley for family reasons and Cllr. P. Woodall who was unwell. In the absence of Cllr. Stanley, Members **AGREED** that Cllr. Cosgrove would act as Vice-Chairman for this meeting.

7. 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

- a) The item they have an interest in
- b) Whether it is a Disclosable Pecuniary or Ordinary interest
- c) The nature of the interest
- d) If it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) If it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 26, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Cunard also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 26, as an employee of the Picturedrome Cinema and advised that she would leave the room for this item

Cllr. Mrs. Daniells also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts

Cllr. Brooks declared Disclosable Pecuniary Interests in Agenda item 21 as his Company had worked on Billy Bulb in the past and he would leave the room if the discussion became relevant and Agenda items 6 and 8, relating to the Car Parking Strategy Working Group as he had received recompense for batteries for the data loggers in the Fitzleet and Lyon Street car parks

Cllr. Brooks also declared an Ordinary Interest in Agenda item 18 as a volunteer for Arun Arts

Cllr. Goodheart declared an Ordinary Interest in any discussion relating to regeneration due to his involvement with 4BR

Cllr. Reynolds declared an Ordinary Interest in any discussions concerning the activities of ADC due to his position as a Member of Arun District Council

8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th APRIL 2018 AND THE EXTRAORDINARY MEETING HELD ON 22nd MAY 2018

The Minutes of the Meeting held on 9th April 2018 and the Extraordinary Meeting held on 22nd May 2018 were approved as a correct record and signed by the Chairman.

9. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

Meeting adjourned at 6.35pm

A Councillor in the public gallery spoke about the continuing issues with the train network and the current debate within Parliament.

A member of the public asked that the Town Council write to both WSCC and ADC regarding the amenity site on the Shripney Road, the impact of queuing traffic on the local businesses in that area and the suggestion that the site is moved elsewhere to a more suitable location. Members noted the request and agreed to write a letter. A Member also suggested that this be raised at the forthcoming JWAAC meeting.

Meeting reconvened at 6.37pm

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

10.1 **9th April 2018 - Min. 184 - CCTV**

The Town Clerk relayed an update from ADC on the CCTV upgrade and furthermore, informed Members that two Members had attended a tour of the CCTV Control Centre at Lewes. Cllr. Reynolds reported that the tour had lasted for 2½ hours and that the forthcoming upgrade would improve the service.

11. **APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -**

The Deputy Clerk's report was noted.

11.1 **Joint Consultative Sub-Committee (Staffing)**

Members **RESOLVED** to **APPROVE** the appointments of Cllrs: S. Reynolds, P. Woodall, A. Cunard, P. Dillon, Mrs. J. Warr, J. Cosgrove, and the three senior Officers.

A Member queried how many Members were required to form a Group and was informed that the minimum was two.

11.2 **Car Parking Strategy Working Group**

Members discussed the future of the Working Group in light of the BID's own plans on this issue and after a full debate **RESOLVED** to dissolve the Group.

It was noted that Cllr. Brooks has continued to take readings from the data loggers at the Fitzleet and Lyon Street car parks and discussion took place as to whether this task should be passed onto Town Force.

Finally, Members discussed appointing a Town Council representative to the BID's parking forum and it was **RESOLVED** to **APPROVE** that this should be Cllr. Brooks.

11.3 Future Office Provision Working Group

Members discussed the need for this Group, whether it should be dissolved, or its membership extended. Following debate, it was **RESOLVED** that the Working Group should be dissolved with future matters considered by Full Council.

12. TO REVIEW THE RE-APPOINTMENT OF THE MAYORALTY SELECTION COMMITTEE AS REQUESTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 (MIN. 8 REFERS) AND, IF REQUIRED, REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE, MAKING RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL AS APPROPRIATE

The Deputy Clerk's report was noted.

Members discussed, at length, the advantages and disadvantages of the role of this Committee with various alternatives considered such as having both Mayor and Deputy Mayor appointments considered at either the March Council Meeting or at the Annual Meeting in May each year, continuing with the Committee but altering its membership or, nominations submitted in advance.

Following a full debate, Members **RESOLVED** to reappoint the Committee for the 2018/19 municipal year with the membership to remain as the Group Leaders.

Members then reviewed the Terms of Reference and **RESOLVED** to **RECOMMEND** that these be recommended to Council with no changes.

13. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Policy and Resources Committee
- Joint Consultative Sub-Committee (Staffing)
- Car Parking Strategy Working Group
- Future Office Provision Working Group
- To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 21st May 2018 (Min. 4 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Playing Out Scheme Topic Team
- To note any recommendations from the Planning and Licensing Committee made at their meeting on 15th May 2018

The Deputy Clerk's report, including the minor recommended amendments was noted. Due to the decision taken under Mins. 11.2 and 11.3 regarding the dissolution of the Car Parking Strategy Working Group and the Future Office Provision Working Group, the Terms of Reference for these were not reviewed.

The Committee did review the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

14. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (FINAL)

The Town Clerk's report and Internal Audit Report 2017-2018 (Final) were noted, and Members acknowledged that, once again, no significant issues had been raised.

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2018 INCLUDING:

The Town Clerk's report was noted.

15.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2017/18 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

15.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

15.3 To Recommend Approval to Council of the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2017/2018 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 15.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2018 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2018 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 15.5 To consider the Accounting Statements for 2017/2018 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2017/2018 as detailed in Section 2 of the AGAR.

- 15.6 To Recommend Approval to Council of the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2017/2018 and **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further **RESOLVED** to **NOTE** that the Accounting Statements for 2017/2018 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

A Member raised a query regarding the Fixed Assets as detailed on Section 2 of the AGAR. The Chairman reminded everyone that the Town Clerk had informed Members that any queries on the accounts needed to be submitted the previous week to enable the query to be relayed to the Town Council's Accountant. The Member agreed to email in his query for answer after the meeting.

- 16. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. J. COSGROVE SECONDED BY CLLR. A. CUNARD AS REFERRED FROM THE COUNCIL MEETING HELD 12th MARCH 2018 - MIN. 177 REFERS**

"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes,

community groups etc. concerning the issue of homelessness in the area, and to report and make recommendations accordingly."

Cllr. Cosgrove spoke as proposer for the Motion referring to the issues facing the Town in this regard and the efforts of local community groups. The level of coordination between the various support groups and statutory authorities was discussed with Members noting that ADC have a very active unit already working with homeless people. The Town Clerk also reported that the head of the ADC unit has agreed for some of her staff to attend Town Council surgeries to interact with those affected by this issue and the suggestion was made that the ADC team be invited to attend a meeting of the Community Engagement and Environment Committee to update Members on their work.

Members discussed what, if anything, that the Town Council could add to the work already being undertaken and also, how much of an issue this is for neighbouring parishes with the opinion expressed that it is more localised in the Town centre.

Members also noted that a member of the community had addressed the Community Engagement and Environment Committee at the meeting held 21st May (Min. 9 refers) to speak about Community 4 Community, an initiative similar to the Local Area Network (LAN) which would include information on all relevant services within the area. The Committee has agreed to continue to look into this initiative with Members asked to report back at the next meeting.

Following debate, Members **AGREED** that the Community Engagement and Environment Committee should continue to monitor this issue.

17. TO RECEIVE, AND IF ACCEPTABLE, RECOMMEND THE ADOPTION OF A DATA PROTECTION POLICY AS REQUIRED BY GDPR

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** the adoption of the Data Protection Policy.

18. TO CONSIDER FUTURE PROTOCOL TO FLY THE TOWN COUNCIL FLAG ON THE MAYOR'S BIRTHDAY AND MAKE SUITABLE RECOMMENDATION TO COUNCIL

The Deputy Clerk's report was noted.

Members discussed the issue and an alternative of flying the Town Council Flag on the day of the Annual Town Council Meeting, when the Mayor is appointed each year.

A Member suggested that the Council should support and promote the erection of flagpoles throughout the Town to enable more flags to be flown

and it was **AGREED** that this should be referred to the Community Engagement and Environment Committee for further consideration.

Following debate, it was **RESOLVED** to **RECOMMEND** to Council that the Town Flag should be flown on the Mayor's birthday.

19. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF PURCHASE OF NEW VEHICLE FOLLOWING CURRENT LEASE CONTRACT EXPIRATION

The Town Force Manager's report was noted.

Members noted the two options regarding the caged area, currently used by the Town Council under a Deed of Variation and **RESOLVED** that should the suggestion to swop spaces be declined by the Landlord, a new Lease for the space should be entered into with rental of £100 per month.

It was noted that as these additional costs may result in total expenditure for the year being more than the existing budget available for rental, excess costs will need to be met through General Reserves for the remainder of this financial year and appropriate provision made within the 2019/20 budget.

Furthermore, Members noted the £1,350 plus VAT for the solicitor's and surveyor's fees and **AGREED** that this cost be met from the Legal Fees Budget with any expenditure in excess of the budget met through General Reserves.

Members went onto discuss the purchase of a replacement van, following the expiration of the current lease in August 2018. Members noted that the outright purchase rather than a new lease agreement was being considered once again, as the mileage on the vehicles was very low and therefore the vehicles could be retained longer than the standard lease period and therefore the cost spread over a longer period.

Following discussion, Members **RESOLVED** to proceed with the purchase of a new Ford Transit single cab tipper 350 base L2 RWD 2.0 TDCI 130PS by accepting the quotation from supplier F, at a cost of £20,393.88.

20. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9th MAY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING FEEDBACK FROM THE CONSULTATION REGARDING THE REYNOLDS CLOCK PROJECT - MIN. 178.3 REFERS

The Project Officer's report and the notes of the Heritage Partnership Board Meeting held 9th May 2018 were received.

Members considered the responses received to the Facebook consultation regarding the clock proposal and a Member expressed regret at the way

this had been received by the wider population. Whilst the reasoning behind the questions was accepted, unfortunately this may have reflected badly on the building's owners when in fact it had been the HPB that had approached the business with the proposition of their building housing the clock.

Following discussion, it was **AGREED** that, considering the feedback received, the project would not be supported by the Town Council and no funding provided.

However, it was **AGREED** that a letter would be sent to the building owner thanking them for the support they had shown to the project.

21. TO CONSIDER AND MAKE RECOMMENDATION TO COUNCIL ON AMENDMENTS TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

The Deputy Clerk's report was noted.

Members considered the proposed amendments following the revisions to the NALC Model and furthermore, considered the suggestion to limit meetings to 2 hours.

Members discussed the issue with comments including the duty of care to staff, the avoidance of draconian measures, the need to stick closely to the agenda and the impact on decisions made at the end of very lengthy meetings.

Whilst Members agreed that there should be a time limit it was felt that this should be accompanied by a provision to enable a short extension, if required for urgent business, of up to 15 minutes.

It was therefore **AGREED** that the following be inserted into the Standing Orders under Section 1.0 - Meetings of the Council:

All meetings must conclude within two hours of starting, except the Community Engagement and Environment Committee which may be extended to two and a half hours. This time limit may be extended for any meeting by a maximum of 15 minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

Members subsequently **RESOLVED** to **RECOMMEND** the adoption of the revised Standing Orders and Standing Orders for Contracts incorporating all six of the NALC recommended amendments together with a new time limit clause.

22. GRANT AID 2019 INCLUDING: -

- To review current guidelines/criteria, including requirement for a Child Protection and Vulnerable Adult Policy (Meeting held 21st November 2017 - Min. 108 refers), application form and amend if required
- Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
- Review of the Guidelines for the Flexible Community Fund (formally Grant Aid Discretionary Fund) - Min. 155 of the Committee Meeting held 3rd April 2017 refers

The Deputy Clerk's report was noted.

It was noted that the appropriate references to GDPR had been taken into account in the letter and application form.

Members considered the Guidelines and Criteria and **AGREED** the following amendments:

- With regard to the requirement for the presentation of a Child Protection and Vulnerable Adult Policy, many applicants do not have any such documentation as their work would not involve contact with children or vulnerable adults. Therefore, a question will be included on the application form to ask if the organisation has contact with either of these two groups and only if answering yes, will they be required to submit the copies of the policy
- With regard to the request for sight of Audited Accounts, the application form and criteria should be amended to refer to both Audited and Certified types of account with "*delete as appropriate*".

A lengthy debate took place about the process for the submission of applications and the supporting documentation and Members were informed that for the 2019 Grant Aid awards and going forward, only hard copy applications would be accepted. Notification of this will be included in the documentation issued and anyone emailing into the Town Council will be advised that they will need to provide a hard copy. It was noted that the reasoning behind this is the time and cost to the Town Council to print everything off, the inability to be certain that everything that has been sent has been received and Data Protection issues with the transmission of unencrypted sensitive information such as bank statements.

Concern was also expressed about identifying who benefits from the award of a grant and whether the end users are from within the six Wards. It was therefore also **AGREED** that a map of the Wards be included within the application pack and applicants asked to confirm if their organisation is based within the identified area and furthermore, how many of the organisation's members were from within the six Wards.

Following discussion, and subject to agreement of the final documents by the Chairman, it was **RESOLVED** to proceed with the Grant Application Form, Criteria and Guidelines incorporating the previously agreed amendments relating to children and vulnerable adults, the copy accounts and the confirmation of the organisation base within the six Wards.

Members noted and **AGREED** the date of 19th November 2018 for an Extraordinary meeting of the Committee to determine the grant recipients.

Finally, Members noted the Deputy Clerk's comments regarding the review of the Flexible Community Fund (FCF) and **AGREED** that the next review should take place in June 2019.

23. TO RECEIVE A REPORT FROM ARUN ARTS LTD - 21st NOVEMBER 2017 MIN. 113.2 REFERS

The Town Clerk read two reports from the Trustees detailing their recent achievements, the current activities at the Theatre and centre and their future plans. It was noted that an EGM is to be held shortly, and any questions may be directed through Town Councillors who are also members of Arun Arts. Congratulations were given to all those involved for their hard work, including the Trustees. Whilst members thanked the Trustees for the detailed reports, a desire was expressed for a more business-like report including statistics etc.

A Member asked, and the Committee **AGREED**, that the Town Clerk make further enquiries with the Trustees to ascertain the responsibilities and duties of the two, distinct legal entities in operation, namely Arun Arts Ltd and the Regis Centre Ltd.

24. TO REVIEW THE ELECTRONIC ISSUE OF AGENDAS - 21st NOVEMBER 2017 MIN. 117 REFERS

The Deputy Clerk's report was noted.

Members discussed the benefits and disadvantages of issuing agendas and reports in hard and electronic format.

Following the debate and a vote, it was **AGREED** by a majority to make no changes to the current process of electronic agenda issue.

25. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 (IF AVAILABLE) AND TO NOTE THE DATE OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018

The Town Clerk's report was noted, along with the date of the AGM being held on 20th June 2018.

The Notes of the meeting held 25th April were not available, but a Member in the public gallery advised that they should be received this week.

26. ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING - MIN. 17 OF MEETING HELD 6th JUNE 2016 REFERS

The Deputy Clerk's report was noted, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

27. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS

The Project Officer's report was noted.

28. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2018

The Town Clerk's report was noted.

Members **RESOLVED** to **NOTE** the Earmarked Reserves as at 31st March 2018.

29. FINANCIAL REPORTS INCLUDING: -

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

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

29.2 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 March and April 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

30. CORRESPONDENCE

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

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

Cllrs. Cunard and Mrs. Daniells, having previously declared their interest, left the meeting at 8.39pm

The Town Clerk's report was noted, and Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

A Member queried whether there was any fire detection equipment in the tower at the Picturedrome and the Town Clerk advised she would look into this and report back.

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) - Agenda items 28 and 29 (contractual).

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

Members noted the further confidential updates provided by the Town Clerk in relation to the re-letting of the Kiosk, and matters relating to the tenant 1b Linden Road.

Cllrs. Cunard and Mrs. Daniells re-joined the meeting at 8.47pm

34. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.48pm

AGENDA ITEM 8.2

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 2nd JULY 2018

AGENDA ITEM 8.2 - POLICY AND RESOURCES COMMITTEE TO CONSIDER ANY RECOMMENDATIONS FROM THE EXTRAORDINARY MEETING OF 2nd JULY 2018 HELD IMMEDIATELY PRIOR TO THIS MEETING

REPORT BY DEPUTY CLERK

FOR INFORMATION/DECISION

Members are invited to note that prior to this meeting an Extraordinary Meeting of the Policy and Resources Committee was held, following meetings of the Regeneration Consultation Working Group held on 8th and 18th June 2018.

The recommendation of the Working Group considered by the Committee was as follows: -

"That the Town Council approach Arun District Council to see if there is any interest in them meeting with developers, who have a realistic prospect of carrying schemes through, and seeing what common ground can be found, with the Town Council pleased to help in any way it can.

Furthermore, if the former proposal results in any regeneration action, that suitable public consultation be undertaken."

A verbal report from the preceding Extraordinary Committee meeting will be given and Members asked to note the appropriate recommendations for further action including any expenditure.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 21st MAY 2018

PRESENT:

Cllr. M. Smith (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells, P. Dillon (until item 9), D. Enticott (until item 15), S. Goodheart and Mrs. J. Warr.

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
3 members of the public

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 14th MAY 2018

The Committee **NOTED** that Cllr. M. Smith had been elected Chairman and Cllr. S. Goodheart elected Vice-Chairman of this Committee at the Annual Town Council Meeting on 14th May 2018.

2. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. J. Cosgrove, who was unwell and P. Woodall who was on annual leave.

3. DECLARATIONS OF INTEREST:

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

There were no Declarations of Interest

4. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report was noted.

4.1 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.2 BOGNOR REGIS IN BLOOM WORKING PARTY

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.3 YOUTH SERVICES REVIEW TOPIC TEAM

Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review. No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

4.4 PLAYING OUT TOPIC TEAM

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 26th MARCH 2018

The Minutes of the Meeting held on the 26th March 2018 were approved by the Committee as a correct record and were signed by the Chairman.

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

The Chairman adjourned the Meeting at 6.41pm

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.

The following items were raised with Members:

- A proposal for a new initiative called Community 4 Community
- Potholes and how WSCC go about repairing them
- Spacehive – a new crowdfunding scheme by WSCC
- Beach access

The Meeting was reconvened at 7.26pm

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

7.1 Min. 105.1 - 26th March 2018 Update on Youth Services provision review

The Projects Officer reported that there was a stand available at the next JWAAC meeting in June and she would be attending with the Youth Worker.

7.2 Min. 105.2 - 26th March 2018 Interpretive Signage Board

Cllr. Dillon advised that the board would be installed by the 16th June and Members were happy for this item to be removed from the pending list.

7.3 Min. 105.3 - 26th March 2018 Update on Community Forums and Surgeries

The Projects Officer reported that there had still been no response or acknowledgment from the Government Minister to the letters sent to him on the 30th January and 13th April, and read out a letter received from Nick Gibb MP, who has asked his Parliamentary Assistant to also chase for a reply. Members were disappointed to hear this update and asked the Projects Officer to continue chasing the Government Minister for a response.

7.4 Min. 105.5 - 26th March 2018 Funding for electric car charge points

The Projects Officer read out the response received from ADC which reported that they had undertaken a LPSC report that included an Electric Vehicle Infrastructure Study which they were progressing. Members noted the response.

7.5 Min. 106 - 26th March 2018 Consideration of a proposal from a Community Leader regarding the Local Assistance Network (LAN) and Community 4 Community

The Projects Officer read out, and Members noted, the responses that had been received to the letters sent to Arun District Council regarding the LAN and West Sussex County Council about the possible re-location of homeless to Bognor Regis. The letter from Arun District Council gave a detailed explanation on how their Housing Department use the allocation scheme and how they define Local Connection. West Sussex County

Council confirmed that homeless migration to the area is not encouraged or funded unless agreed with the receiving Local Authority.

7.6 Min. 109 - 26th March 2018 Update on meeting with the Rights Respecting School Ambassadors of the Regis School

An open forum meeting has been arranged for the 13th June 2018.

8. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

8.1 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

The Committee **RESOLVED** that the Working Group be appointed, together with its Membership.

Membership: Cllrs. K. Batley, P. Dillon, S. Goodheart, P. Woodall and Mrs. J. Warr.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments;

Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and Arun District Council representative, Mr. J. Jones-McFarland.

Consideration of the appointment of a Chairman for this Working Group will be undertaken at the first Meeting.

8.2 YOUTH SERVICES REVIEW TOPIC TEAM

As minuted under 4.3, Members noted that whilst the agenda item had read Youth Provision, the correct title, as per the Terms of Reference, was Youth Services Review.

The Committee **RESOLVED** that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

8.3 PLAYING OUT TOPIC TEAM

The Committee **RESOLVED** that the Topic Team be appointed, together with its Membership.

Membership: Open to all Members of the Community Engagement and Environment Committee, but to include at least one Councillor at all times.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first Meeting.

Cllr. Dillon left the Meeting

9. **CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY INITIATIVE**

During public question time a member of the community spoke about a new initiative called Community 4 Community and asked Members if they would be willing to support his proposal.

Community 4 Community is an initiative similar to the Local Area Network (LAN) but would include information on all relevant services within the area, not just one or two that are commissioned by WSCC. Members were keen to support the scheme but were mindful of the resources required and the ongoing administration. Following discussion, it was **AGREED** for Officers to liaise with VAAC (Voluntary Action Arun and Chichester) and the CAB (Citizens Advice Bureau) in the first instance and for Councillors to find out what services were available within their Wards. The information will be taken to the next Community Engagement and Environment Committee Meeting for further discussion and a decision on how to progress the initiative in conjunction with other groups and key agencies.

10. **CONSIDERATION OF ITEM REFERRED FROM PUBLIC QUESTION TIME, REGARDING THE FORESHORE OFFICE AND TOILETS ON THE PROMENADE - MIN. 104 REFERS**

Cllr. Enticott left the room for a short time during this item

Members noted the Projects Officer's Report.

Members discussed the issue surrounding the requirement to provide a separate room for first aid procedures and **AGREED** to send a letter to ADC highlighting the inadequacy and to ask how they intend to address the situation.

11. **TO RATIFY PAYMENT FOR RENEWAL OF ANNUAL MEMBERSHIP OF LOCALITY OF £416.67 + VAT**

Members **AGREED** to **RATIFY** the payment of £416.67 + VAT for the renewal of Annual Membership to Locality.

Members noted Cllr. Cosgrove's comments submitted via email regarding the value of this to the Town Council.

12. CONSIDERATION OF PROPOSAL FROM CLLR. ENTICOTT, REGARDING TACKLING SOCIAL ISOLATION AMONG ELDERLY RESIDENTS AND THE POSSIBILITY OF STARTING A WELLBEING GROUP AND THE PROVISION OF COMMUNITY TRANSPORT. REPORT BY CLLR. ENTICOTT

Cllr. Enticott reported his concerns regarding social isolation among elderly residents. The Town Council provide a number of free events and he felt that there should be a way of transporting those suffering from social isolation to these events, to bring them into the community. Cllr. Enticott reported that whilst he was aware of the Sammy Community Transport Bus, he believed it to be a service very much under-supported but over-subscribed. Cllr. Enticott therefore asked Members to consider the possibility of starting a wellbeing group and the provision of community transport.

Following discussion, Members commented that there are already successful and effective organisations such as Arun Wellbeing and the Bognor Health Centre that offer a range of services and it would be more beneficial to promote them, rather than try to duplicate what they offer with the limited resources available.

Members noted that Sammy Community Transport receives support from the Town Council through the Grant Aid scheme and **AGREED** to invite a representative from Sammy to the next Community Engagement and Environment Committee Meeting, for Members to discuss the services they provide, hear about any issues they face and to see if there is an opportunity of working with them to get isolated members of the community to Town Council events.

Members also **AGREED** to liaise with Arun Wellbeing and the Bognor Health Centre to gather information on the services they provide.

13. CONSIDERATION OF PROPOSAL BY CLLR. ENTICOTT TO UTILISE AN EXISTING INITIATIVE REGARDING DOG BINS IN RESIDENTIAL AREAS. REPORT BY CLLR. ENTICOTT

Cllr. Enticott's report was noted.

Following discussion, Members **AGREED** for Officers to liaise with ADC to seek permission for a downloadable PDF version of the leaflet, as shown in the report, to be available on the Town Council website for members of the public to print and use if they wish to do so.

14. CONSIDERATION OF HOW MEMBERS WISH TO PROCEED WITH THE PROGRESSION OF BECOMING AMBASSADORS FOR RAISING AWARENESS TO THE ISSUE OF PLASTIC AND RECRUITING A BANK OF VOLUNTEER RECYCLING CHAMPIONS - MIN. 108 REFERS

The Projects Officer's report was noted.

Cllr. Mrs. Daniells reported that a member of the public had been in touch with her and shown an interest in championing a group of volunteers. She would therefore ask this person to contact Officers to see if the idea could be progressed.

Members also felt that they should be leading by example and could start by trying to address recycling issues at the Town Hall. Members therefore **AGREED** to ask for this issue to be raised at the next ADC/BRTC Liaison Meeting to enquire what the ADC position is on recycling and plastic and to ask if they would make a start by replacing the plastic stirrers provided for use in Council Chamber with wooden ones. Members would also like to encourage individuals to bring their own cups to meetings to negate the use of the plastic cups provided.

15. UPDATE ON COUNCILLOR SURGERIES AND COMMUNITY OPEN FORUMS INCLUDING CONSIDERATION OF RESPONSES TO LETTERS SENT TO THE BOGNOR REGIS SAILING CLUB AND BOGNOR REGIS FOOTBALL CLUB FOLLOWING THE COMMUNITY ENGAGEMENT FORUM AT SOUTH BERSTED SCHOOL

Cllr. Enticott left the Meeting

15.1 Community Open Forums

The Projects Officer reported that due to a series of mix-ups and misunderstandings the Community Open Forum for April did not take place. However, arrangements are in place for the June session, which will be held at the Regis School on the 13th June 2018 and commence at 8.45am.

The session will only require the attendance of 2-3 Councillors and the Projects Officer will liaise with Members to see who would like to attend and advise on the arrangements.

Topics for discussion have been sent ahead of the meeting which include:

Anti-social behaviour within the Town - especially among young people – for example do they think this is an issue or is it just perception of how young people are viewed; or is anti-social behaviour a by-product of other issues i.e. nothing to do, nowhere to go etc.; or is there a problem and if so what can Councillors do to help address the problem.

The Town Council are looking to initiate a community bank of volunteer recycling champions as part of a wider initiative to address the problems created by plastic waste - Do the students have any advice for Councillors how this could work, or should they be looking to tackle the issues in a different way?

15.2 Councillor Surgeries

The Projects Officer reported that the Community Safety Manager at Arun District Council had advised that she will arrange for members of the Arun Safer Community Team to attend the surgeries to assist and advise on

relevant issues. Members **AGREED** for Officers to arrange a series of pop-up surgeries which will include the London Road and other out-of-town areas near to local facilities such as a health centre or doctors surgery to try and capture the views and opinions of local residents.

It was further **AGREED**, to try and structure the surgeries to try and steer the conversations to matters that fall within the Town Council's remit and which they can influence.

15.3 Update on Responses for Sailing Club and Football Club

The Projects Officer read out replies received from the Bognor Regis Sailing Club and the Bognor Regis Football Club in response to the letters sent to them regarding comments received from the students of South Bersted School. The letters requested advice and assistance from the Town Council on promoting their activities. Following discussion, Members **AGREED** they were not in a position to offer any financial assistance to these clubs to help with the promotion of their services, nor felt it appropriate to offer any advice. A Member suggested speaking with the football club about the possibility of independently providing live local radio commentary and would speak to the Club directly.

16. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 10th APRIL 2018

The Projects Officer's report was noted and Members received the Notes of the Steering Group Meeting held 10th April 2018.

The Projects Officer further reported that following negotiations with the Phoenix Club, it had been agreed for the Youth Worker to use the premises on a Wednesday evening between 5pm and 7pm for the remainder of the 6-month trial period at no cost. Furthermore, CREATE (the name the young people have given their group) was in the process of setting up their own constitution and would be holding their first meeting at the Phoenix Club on the 23rd May. This will enable CREATE to apply for additional funding in their own right.

17. CONSIDERATION OF PARTICIPATION IN A CONSULTATION REGARDING WEST SUSSEX FIRE AND RESCUE SERVICES

The Projects Officer's report was noted with Members invited to respond individually and to promote to the community the completion of the online survey.

18. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF EXPENDITURE FROM PEVENSEY, HATHERLEIGH AND ORCHARD WARDS REGARDING A SERIES OF PLAY DAY EVENTS FOR THE SUMMER; UPDATE ON VICTORIA ROAD PROJECT; CONSIDERATION OF PROPOSAL FROM CLLR. GARDINER FOR A MEMORIAL BENCH IN MEMORY OF CLLRS. DOUGAL AND JACQUIE MACONACHIE TO BE FUNDED FROM MARINE AND

MARINE NORTH WARD ALLOCATION; TO NOTE THE RECOMMENDATION OF THE POLICY AND RESOURCES COMMITTEE REGARDING THE VIREMENT OF UNDRAWN MEMBERS ALLOWANCE TO THE ORCHARD WARD AND HATHERLEIGH WARDS ALLOCATION BUDGET

The Projects Officer's report was noted.

Members noted the ratification of the Policy and Resources Committee to vire the undrawn Members allowance of £505.00 for Cllr. Cosgrove to Orchard Ward and £505.00 for Cllr. Enticott to Hatherleigh Ward, to be added to their 2018/19 Ward Allocation Budget.

Members **AGREED** the following expenditure and noted that the Ward Allocation for Orchard, Pevensey and Hatherleigh wards 2018/19 is now fully utilised.

Orchard Ward - to utilise the unallocated funds of £1005.00 from the 2018/19 Ward Allocation fund to fund a series of playday events.

Pevensey Ward - to utilise the unallocated funds of £375.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Hatherleigh Ward - to utilise the unallocated funds of £630.00 from the 2018/19 Ward Allocation to fund a series of playday events.

Members noted the update in the Projects Officer's report regarding the Victoria Road Project together with a new proposal by a Councillor that a memorial bench be purchased in memory of Dougal and Jacquie Maconachie.

Members are reminded to liaise with their fellow Ward Members if they wish to progress any of the points highlighted in the report.

19. TO RECEIVE AN UPDATE ON PLAYING OUT TOPIC TEAM - MIN. 114 REFERS

The Projects Officer's report was noted including the extent of the promotion of the Playing Out Scheme.

The Projects Officer updated Members that she had received two enquires regarding the Scheme which were in the process of being followed up.

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

The Projects Officer's report was noted and Members welcomed the news that ADC had agreed to add the Town Hall to the list of Assets of Community Value with effect from 20th April 2018.

21. TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE AT THE MEETING HELD ON THE 9th APRIL 2018 - MIN. 180 REFERS - REGARDING THE FLEXIBLE COMMUNITY FUND AND TO RECEIVE DETAILS OF ANY APPLICATION

The Projects Officer's report was noted, and Members acknowledged that the decision on small applications of £100 or less would be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee.

The Projects Officer went on to confirm that no applications had been received.

22. TO NOTE THE PUBLICATION OF A SURVEY BY SAFER WEST SUSSEX PARTNERSHIP DESIGNED TO GAIN UNDERSTANDING, EXPERIENCE AND ACCESS TO SUPPORT IN RELATION TO CRIME

The Projects Officer's report was noted and Members encouraged to complete the survey online and to publicise the consultation throughout the Town.

23. REPORTS:

- a. To note Financial Reports, previously circulated

The reports were noted

- b. Any further reports

There were no further reports.

24. CORRESPONDENCE

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

Evaluation report of the Find it Out Event for young people.

The Meeting closed at 9.21pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 15th MAY 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of Meeting)

The Meeting opened at 6.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN
AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING**

It was noted that Cllr. Mrs. J. Warr was elected Chairman and Cllr. P. Dillon was elected Vice-Chairman of this Committee at the Annual Town Council meeting held on 14th May 2018.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. There were apologies for absence from Cllrs. J. Brooks and S. Goodheart, who both had other meetings to attend, S. Reynolds who had a prior engagement, and P. Woodall who was on annual leave.

3. **DECLARATIONS OF INTEREST**

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

4. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 24th APRIL 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24th April 2018 as an accurate record of the proceedings and the Chairman signed them.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

There Chairman adjourned the meeting from 6.32pm to 6.37pm to allow for questions from the public. Questions related to Planning Application BR/93/18/PL.

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

There were no matters arising.

7. TO CONSIDER TERMS OF REFERENCE INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

Members **RESOLVED** to **RECOMMEND** the Planning and Licensing Committee Terms of Reference, with no amendments, to the Policy and Resources Committee for approval.

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

There were none.

9. **TO RATIFY THE REPRESENTATION SUBMITTED TO ARUN DISTRICT COUNCIL'S LICENSING TEAM ON 12th APRIL 2018, IN RESPECT OF PREMISES LICENCE REVIEW 14603: TAO - SLADEBARS LTD, 41/43 HIGH STREET, BOGNOR REGIS**

The Civic & Office Manager's report was noted and Members **RESOLVED** to **RATIFY** the representation submitted to Arun District Council's Licensing Team on 12th April 2018, in respect of Premises Licence Review 14603: TAO - Sladebars Ltd, 41/43 High Street, Bognor Regis.

10. **TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 27th APRIL, 4th and 11th MAY 2018**

10.1 The Committee noted that there was an email from a Councillor regarding BR/93/18/PL.

10.2 The Committee noted that representations had been received by the Town Council from the public in respect of BR/93/18/PL. None had been received from neighbouring parishes in respect of these applications.

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

11. **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 27th APRIL, 4th and 11th MAY 2018**

There were none.

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

There were none.

13. **TO CONSIDER COMMENTING ON THE WSCC BUS STRATEGY CONSULTATION**

Members **AGREED** to consider the questions asked within the WSCC Bus Strategy Consultation and submitted a response as detailed in **Appendix 2**.

14. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.26pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15th MAY 2018

REPRESENTATIONS ON LISTS DATED 27th APRIL, 4th and 11th MAY 2018

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

<p>BR/93/18/PL Clubhouse and Grounds Hampshire Avenue Bognor Regis PO21 5JH</p>	<p>Single storey pitch roof side extension, flat roof rear extension with replacement of existing garage with 2 No. metal storage containers on a concrete slab with access ramps</p>	<p>OBJECTION - Whilst the Committee did not object to the proposed extension to the Clubhouse, it did object to the 2 No. metal storage containers. The Committee are aware of reports from residents whose properties back on to the Grounds, of anti-social behavior resulting from the location of the existing garage, it being in such close proximity to their rear garden fences. Whilst the Committee would approve of the existing garage being removed, it does not believe that a replacement structure should be erected on the same site. The Committee are however sympathetic to the needs of the applicant and may be minded to raise no objection, in principle, should a planning application be submitted for 2 No. metal storage containers to be located elsewhere on the Grounds, i.e. to the south-west side of the Clubhouse, although this would be dependent on the plans submitted with any future application.</p>
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BR/100/18/HH 33 Tennyson Road Bognor Regis PO21 2SA	Detached double garage & detached single garage	NO OBJECTION
BR/92/18/HH 12 Mansfield Road Bognor Regis PO22 9EY	Erection of 1 No. single storey pitched roof detached annexe to rear garden ancillary to main dwelling	NO OBJECTION
BR/98/18/CLE 1 & 5 Bedford Street Bognor Regis PO21 1SD	Lawful development certificate for an existing use as storage & sales of second hand white goods (A1 Shops)	NO OBJECTION
BR/94/18/A Clubhouse and Grounds Hampshire Avenue Bognor Regis PO21 5JH	Extension of 1 No. non-illuminated fascia sign to east elevation & logo signs to north elevation	NO OBJECTION

Appendix 2

Response ID ANON-3SDC-TAY3-E

Submitted to **Bus Strategy Consultation**

Submitted on **2018-05-18 12:00:03**

Introduction

Tell us what you think about the new Bus Strategy proposals

1 Please tell us whether you support the proposed objectives for the new Bus Strategy.

Do you agree with the objectives? - Bus services are punctual, reliable and accessible:

Yes

Do you agree with the objectives? - Bus users can plan, book and pay for travel using the latest technology:

Yes

Do you agree with the objectives? - Bus services give people a viable alternative to being a car owner:

Yes

Do you agree with the objectives? - Bus services allow older people to continue to live independently:

Yes

Do you agree with the objectives? - Bus operators and their services give a consistently good level of quality for users across the county: Yes

Do you agree with the objectives? - Bus travel is affordable for users: Yes

Do you agree with the objectives? - Air quality is better as a consequence of investment in cleaner buses as opposed to cars: Yes

2 The proposed priorities for the new Bus Strategy are listed below. We would like to know which THREE of these priorities are most important to you.

Priorities - Give buses priority over other travel modes when congestion occurs:

Priorities - Implement cross ticketing and easy payment systems:

Priorities - Promote the use of latest clean engine technology:

Priorities - Prioritise investment in good accessible bus infrastructure for bus users:

1

Priorities - Work with property developers to design developments to incorporate buses as a priority with suitable infrastructure (such as bus stops, shelters and real time information): 2

Priorities - Work with all tiers of Local Government in seeking funding for prioritised local bus and community transport services:

Priorities - Explore whether it makes sense to use our own vehicles to provide services working with Community Transport where appropriate:

Priorities - Work with bus operators to provide affordable bus fares for younger people:

3

3 Can you explain why you have chosen/ranked the priorities in this way?

Enter here why you have ranked the priorities in this way:

Accessible bus infrastructure is essential if the buses are to be used to their maximum potential , in order to achieve this, it is necessary for developers to consider the infrastructure when designing new developments .

Appendix 2

As well as being beneficial to younger people in terms of cheaper fares, it will enable our evening economy to thrive more successfully by facilitating the transport to and from the less accessible villages and town for non drivers such as younger people.

4 Is there anything you think we have missed, or need to include, as part of the new Bus Strategy?

Enter below anything you think we have missed or need to include in the Bus Strategy:

Smaller buses to be used for outlying areas.

Later services running to facilitate young adults.

About you

5 Please enter your full postcode, leaving a space e.g. PO19 1RQ

Please enter your full postcode:

PO21 1LD

6 Are you primarily completing this questionnaire as...

A Parish/Town/District/Borough Council

Please enter the name of your organisation if applicable:

Bognor Regis Town Council



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 5th JUNE 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of the meeting)

The Meeting opened at 6.31pm

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies of absence were noted from Cllr. Brooks due to family commitments, Cllr. Goodheart who had another meeting, Cllr. Reynolds who had a prior engagement, and Cllr. Woodall who was unwell. No apologies were received from Cllr. Enticott.

16. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

Cllr. 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

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

17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 15th MAY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 15th May 2018 as an accurate record of the proceedings and the Chairman signed them.

18. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the meeting from 6.32pm to 6.48pm to allow a member of the public to speak about Planning Application BR/229/17/PL.

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

There were no matters arising.

20. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were none.

21. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 18th, 25th MAY, AND 1st JUNE 2018

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

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

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

22. 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 18th, 25th AND 1st JUNE 2018

There were none.

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

There were none.

24. TO CONSIDER COMMENTING ON PROPOSALS MADE BY ADC IN RELATION TO SECTION 2 OF THE NEIGHBOURHOOD PLANNING ACT 2017, THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)(ENGLAND) ORDER 2015

Recent changes in legislation now place a duty on Arun District Council (ADC) to notify the Town Council, as a Neighbourhood Plan Parish, of every relevant application for planning permission or approval of reserved matters following an outline planning permission as well as permission in principle, and where an alteration has been accepted by ADC. ADC have informed the Town Council that ADC do not need to notify the Neighbourhood Plan Parish of changes that, in the opinion of ADC, are considered trivial.

The legislation does not provide a specific timescale for decisions where there has been such a notification. ADC have proposed that they will not determine such applications or amendments until either the Town Council informs ADC that they do not propose to make any representations; the Town Council has submitted representations to ADC; or until 21 days have elapsed from the date of notification. Furthermore, ADC propose that they will notify the Town Council of all changes, other than where the amendment reduces the intensity of a proposal.

Having considered the proposals before them Members **RESOLVED** to **AGREE** that they neither agree, nor disagree, to the proposals and instructed the Civic & Office Manager to submit a response to ADC that the Town Council wishes to remain impartial in the matter.

25. TO CONSIDER ANY VIEWS THAT THE COMMITTEE WOULD LIKE A REPRESENTATIVE FROM BOGNOR REGIS TOWN COUNCIL TO SHARE WITH ARUN DISTRICT COUNCIL AT THE PLANNING PEER REVIEW FOCUS GROUP TO BE HELD 7th JUNE 2018

The Committee **NOTED** that Cllr. Mrs. Warr would be attending ADC's Planning Peer Review Focus Group, to be held 7th June 2018, as the representative on behalf of Bognor Regis Town Council.

Members discussed their views on the planning process, to be shared with ADC by the Town Council representative at the Focus Group, which included the following comments;

- BRTC sometimes don't get as much information from ADC about planning matters as they could. Often, knowledge comes from having BRTC Councillors that are also Members of ADC
- Planning Applications are logged inconsistently i.e. some applications have statements, some have completed CIL forms, whilst others don't
- Communication from ADC to Parish/Town Councils and members of the public, regarding planning matters, is poor. If it was not for local Councillors going out and talking to members of the public then there would be almost no communication
- There should be more clarity of the whole planning process for Parish/Town Councils and members of the public
- Mapping isn't easy and are often difficult to read.

26. CORRESPONDENCE

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

Additional correspondence included: -

- 26.1** WSCC - Planned Roadworks Report 30th May-13th June 2018. Circulated to Committee and shared on Facebook.
- 26.2** WSCC - Made Order SE/3235 Stopping Up of Highway at Bognor Road to Felpham Way, Bognor Regis (for information only).
- 26.3** Housing, Communities and Local Government Committee - Evidence Session: Land Value Capture to be heard 4th June 2018.

The Meeting closed at 7.34pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th JUNE 2018****REPRESENTATIONS ON LISTS DATED 18th, 25th MAY AND 1st JUNE 2018**

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

BR/79/18/PL 22 London Road Bognor Regis PO21 1PY	2 No. new outdoor AC condenser units to rear flat roof area & replacement of 3no. first floor windows	NO OBJECTION
BR/39/18/PL First & Second Floor Offices 2-8 Queensway Bognor Regis PO21 1QT	Amended plans enlarging red line of site to include balcony overhang and additional certificate B notifying west Sussex county council as landowner of public pavements	NO OBJECTION
BR/107/18/PL Third Floor 8 York Road Bognor Regis PO21 1LW	Change of use from offices (B1 Business) to 1 No. one bedroom residential apartment (C3 Dwelling House)	NO OBJECTION
BR/115/18/T 25 Servite Close Bognor Regis PO21 2DE	Ash - Reduce whole canopy by up to 2m	NO OBJECTION

BR/103/18/HH 40 Hatherleigh Gardens Bognor Regis PO21 6HY	Rear & side extension	NO OBJECTION
BR/110/18/PL The Mezze Unit 3, The Arcade High Street Bognor Regis PO20 1LH	Change of use from retail unit (A1 Shops) to mixed use of food & drink (A3 Food & Drink & A5 Hot Food Takeaway) with insertion of internal extraction system & external flue vent to rear elevation & 4 No. tables & 8 No. chairs to front elevation	NO OBJECTION
BR/109/18/PL 37A London Road Bognor Regis PO21 1PQ	Conversion of first & second floors & alterations to create additional third floor containing 5 No. self-contained flats	NO OBJECTION
BR/134/18/PL The Galleon 8-10 York Road Bognor Regis PO21 1LW	Single storey rear extension to form enlarged commercial kitchen, with roof terrace above serving existing residential apartment	NO OBJECTION
BR/136/18/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ	Surgery to various trees	NO OBJECTION
BR/108/18/PL Salon 7 95 Hawthorn Road Bognor Regis PO21 2BE	Change of use of part ground floor hairdressers (A1 Shops) to form 1 No. one bedroom flat (C3 Dwelling House)	NO OBJECTION

BR/130/18/PO Flat 2, Clarence Gate Clarence Road Bognor Regis PO21 1RH	Application to remove a planning obligation dated 18th September 1987 under planning reference BR/75/87/ relating to age restriction	NO OBJECTION
BR/106/18/A Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	2 No. internally illuminated fascia signs on ATM on north elevation	NO OBJECTION
BR/113/18/HH 61 Havelock Road Bognor Regis PO21 2HB	Conversion of outbuilding to annexe	NO OBJECTION



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 26th JUNE 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells, and S. Reynolds

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of meeting)

The Meeting opened at 6.32pm

27. 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 for absence were received from Cllr. Woodall who was on a Mayoral Engagement, Cllr. Enticott due to family commitments and Cllrs. Dillon and Goodheart who were both working. In the absence of the Vice-Chairman, it was **AGREED** that Cllr. Mrs. Daniells would act in this capacity for this Meeting only.

28. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item. In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

29. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 5th JUNE 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 5th June 2018 as an accurate record of the proceedings and the Chairman signed them.

30. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.33pm

Two members of the public spoke in objection to planning application BR/229/17/PL.

Meeting reconvened at 6.40pm

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

There were no matters arising.

32. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 6767: PETER ARNETT LEISURE ORGANISATION, REGAL CINEMA, LONDON ROAD, BOGNOR REGIS, PO21 1PT

Licensing Act 2003

Premises: Peter Arnett Leisure Organisation, Regal Cinema, London Road, Bognor Regis, PO21 1PT

Licence Number: 6767

The Committee noted the Licence Application received for the supply of alcohol between the hours of 10:00 and 23:00 Monday to Sunday. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible.

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

33. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8th, 15th AND 22nd JUNE 2018

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

33.2 The Committee noted that representations had been received from the public in respect of BR/229/17/PL. No representations had been received from neighbouring parishes in respect of these applications.

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

34. 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 8th, 15th AND 22nd JUNE 2018

There were none.

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

BR/35/18/PL - Consideration of Planning Application BR/35/18/PL Car Parking Site to, 112 Gravits Lane, Bognor Regis - 2 No. 2 bedroom semi-detached houses with associated parking, bin & cycle store.

It was noted that the Committee had raised **NO OBJECTION** to this application at their meeting on 20th February 2018. Members therefore **AGREED** that it was not necessary to send a Councillor to make representation to the ADC Development Control Committee meeting, to be held 11th July 2018.

36. CORRESPONDENCE

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

Additional correspondence included: -

- 36.1** WSCC - Planning and Transport Policy Team - 2018 Strategic Transport Investment Programme (STIP) Key Decision - ***It was AGREED that this should be included on the Agenda for the next Committee Meeting to enable comment by the Town Council to be considered***
- 36.2** HCLG Committee - Evidence Session: Support for Grenfell Tower Residents. Session to be held 20th June 2018
- 36.3** West Sussex County Council Notice of Temporary Road Closure York Road Bognor Regis 25th to 29th June - forwarded to Councillors
- 36.4** Westminster Briefing - Neighbourhood Planning: Policy and Practice - Central London 13th September 11.00 - 3.30pm
- 36.5** SSALC - Parish Council CIL Survey
- 36.6** ADC - Travellers update - circulated to Councillors
- 36.7** HCLG - Update on Committee Evidence session - Grenfell Tower REVISED WITNESSES
- 36.8** WSCC Highways Planned Roadworks for West Sussex 20th June - 4th July - Forwarded to Councillors and relevant data shared on Social Media
- 36.9** WSCC Temporary Traffic Regulation - Chichester Road - Forwarded to Councillors
- 36.10** HCLG Committee Building regulations and fire safety: follow up to the Hackitt Review: HCLG Committee holds oral evidence session - Wednesday 27 June at 9.15 London
- 36.11** ADC Travellers Update 27 June 2018 - Travellers in Angmering and Climping - forwarded to Councillors

The Meeting closed at 7.05pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th JUNE 2018
REPRESENTATIONS ON LISTS DATED 8th, 15th AND 22nd JUNE 2018

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

BR/137/18/PL University of Chichester Upper Bognor Road Bognor Regis PO21 1HR	Application for variation of condition following grant of planning permission BR/54/16/PL relating to condition no.2 - (List of plans/drawings) amendment to floor plans	NO OBJECTION
BR/122/18/HH 69 Nyewood Lane Bognor Regis PO21 2SD	Vehicle crossover & creation of gravel topped hard standing	NO OBJECTION
BR/143/18/PL 6-8 Waterloo Square Bognor Regis PO21 1SU	Change of use from vacant arcade (Sui Generis) to include A1 (Shops), A3 (Restaurant & Cafe) & A4 (Drinking Establishment) & outdoor seating area, change of ground floor external facade & installation of external bin store. This application affects the character & appearance of The Steyne Conservation Area	NO OBJECTION
BR/146/18/PO Part of Bognor Regis School, Pevensey Road & Westmeads Drive Bognor Regis	Application to remove planning obligation dated 14/06/2011 under planning reference BR/120/11/ relating to Affordable Housing Contribution	OBJECTION - Members were of the opinion that as the S106 agreement was acceptable at the time permission was granted, the terms should be enforced.

<p>BR/229/17/PL Land to rear of 41-47 Pevensey Road Bognor Regis PO21 5NY</p>	<p>Erection of 3 No. dwellings, 1 No. detached garage, parking & alterations to existing access & driveway (resubmission following BR/200/16/PL)</p>	<p>OBJECTION - Members maintain their previous objections to this application on the grounds of access to the site is narrow which will cause difficulties for emergency vehicles. In addition, the site is home to a number of trees with TPO's, and protected species - newts, hedgehogs, bats and slowworm. Concern too was expressed about an increase in surface water flooding to existing properties, deemed high risk by WSCC. It was also felt that the site is unsuitable for such a large development due to the number of TPO'S, the protected species and a hidden pond. Furthermore, Members highlighted Gen 7 of the 2003 Local Plan which states that development will be permitted provided it does not have an unacceptable adverse impact on adjoining occupiers. Finally, Members expect this application to come before the Development Control Committee for decision.</p>
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BOGNOR REGIS TOWN COUNCIL

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

HELD ON MONDAY 11th JUNE 2018

PRESENT:

Cllrs. Mrs. S. Daniells (Chairman), J. Brooks, P. Dillon,
(until Min. 16), D. Enticott, S. Goodheart, M. Smith and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) - (until Min. 14)
1 Councillor in the public gallery
1 member of the public

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING

Members noted the appointment of Cllr. Mrs. S. Daniells as Chairman and
Cllr. D. Enticott as Vice-Chairman as agreed at the Annual Meeting.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement with
attention drawn to the evacuation procedure in the event of the fire alarm
sounding. Apologies had been received from Cllr. Batley, who was working.

3. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the
discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room
for the discussion and vote, whether they will be exercising their right to
speak on this matter under Public Question Time

They then need to re-declare their interest and the nature of the interest at the
commencement of the item or when the interest becomes apparent. They

should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

There were no Declarations of Interest

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th APRIL 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 16th April 2018 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the Meeting at 6.35pm

A member of the public asked the Town Council if they would be willing to work with outside organisations, predominantly charities on their events and promotion.

Members reported that the Town Council already work with a number of organisations and provide funding and Town Force time through Grant Aid. Members also suggested that the member of public may like to meet with the Events Officer who would be able to give a lot more information.

The Chairman re-convened the Meeting at 6.42pm

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

6.1 Min. 133 - 16th April 2018: Hothamton Play Area

The Projects Officer read out the response received from Arun District Council following the Town Council's letter to them requesting information regarding the installation of wheelchair friendly play equipment in the Hothamton and other play areas. ADC confirmed that funds have been set aside for a bespoke wheelchair swing and they are currently looking at suppliers and design details. ADC have also placed significant emphasis on accessibility and play value for all ages and abilities as part of the brief for the tender process. Members noted the response.

6.2 Min. 139 - 16th April 2018: Beacon Lighting

The Projects Officer informed Members that the test lighting of the beacon will be arranged when Town Force Team have finished the summer planting.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE

Note: It is usual practice for all Members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee.

The Committee **RESOLVED** that the Sub-Committee be appointed, together with its Membership.

Membership: Cllrs. J. Brooks, Mrs. S. Daniells, P. Dillon, D. Enticott, S. Goodheart, S. Reynolds, Mrs. J. Warr and P. Woodall.

It was noted that the appointment of the Chairman and Vice-Chairman of this Sub-Committee would be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

Mr. G. Delurey, Mr. E. Hallet, Mrs. L. Russell and Ms. S. Trodd (allotment tenant representatives).

8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the current Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee were noted.

8.1 Events, Promotion and Leisure Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

8.2 Allotments Sub-Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

9. UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was noted.

Members **AGREED** to the third Silent Soldier being located by the wall to the Bognor Regis War Memorial Hospital and for the final Soldier to be used as a mobile display to other events. The Projects Officer assured a Member that she had been in contact with the Friends of Bognor Hospital and that the suggestion to place the Silent Soldier on the wall by the entrance had come from the hospital properties department and had been agreed by them.

Members **AGREED** that the cost of the Lamppost Banners for the Royal Wedding, Drive Through Time and the Christmas Switch-On, totalling £814.50 can be funded by the Promotions and Publicity Budget.

10. TO RATIFY THE COSTS FOR THE BUNTING OF £1442.50+VAT, TO BE FUNDED FROM THE BOGNOR REGIS BRAND BUDGET - MIN. 137 REFERS

Members **AGREED** to **RATIFY** the cost of £1,442.50 + VAT for bunting to be funded from the Bognor Regis Brand Budget.

11. UPDATE ON INVITATION TO LOVE BOGNOR TO GIVE A PRESENTATION TO THIS COMMITTEE - MIN. 143 REFERS

The Projects Officer advised that Love Bognor were unable to attend this meeting to give a presentation however, they had accepted an invitation to attend the next meeting on the 6th August 2018.

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

The Events Officer's report was noted including the programme for the event on Saturday 16th June 2018.

13. CONSIDERATION OF THE RE-APPOINTMENT OF THE TASK & FINISH WORKING GROUP INCLUDING A REVIEW OF ITS CURRENT STRATEGY, TO AGREE FINAL PROOFS FOR POSTCARDS, FURTHER CONSIDERATION OF THE FRAMES FOR THE WIND SHELTERS ON THE PROMENADE AND TO RATIFY ANY ASSOCIATED COSTS FROM THE BOGNOR REGIS BRAND BUDGET. FURTHERMORE, IF RE-APPOINTED TO REVIEW THE TERMS OF REFERENCE FOR THE WORKING GROUP

13.1 Members considered whether they wished to re-appoint the Task & Finish Working Group or to undertake a review of the current strategy and consider reallocating the funds remaining within the Bognor Regis Brand Budget for a new, event related project.

A Member expressed his disappointment and objection to the proposal as he was keen to continue with the merchandising project. He was also committed to realising the completion of the selfie opportunity on the Promenade and was disappointed that there were no designs to consider.

In response to a comment from a Member, the Projects Officer stated that the proposal before them had not been tabled by Officers nor was there any intention or ability to influence the decision.

A lengthy discussion followed, with a number of points raised for and against the proposal, before it was agreed to move to a vote. Whilst the Chairman began to count the vote by a show of hands, Cllr. Brooks requested a recorded vote. Furthermore, Cllr. Enticott declared he had misunderstood the proposal and had not raised his hand at the correct time.

The Chairman therefore read out the two proposals before them and recorded votes were taken, the results of which are as follows:

Do Members wish to re-appoint the Events, Promotions and Leisure Task & Finish Working Group?

For	Against	Abstentions
Cllr. Mrs. J. Warr Cllr. S. Goodheart Cllr. J. Brooks	Cllr. M. Smith Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	

It was therefore **RESOLVED** that the Events, Promotions and Leisure Task & Finish Working Group would not be re-appointed, thus negating the need to review the Terms of Reference.

In light of the decision taken above, do Members agree to change the current strategy of the Bognor Regis Brand Budget and recommend to the Policy and Resources Committee that the remaining funds are returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose?

A recorded vote was again taken, the results of which are as follows:

For	Against	Abstentions
Cllr. M. Smith Cllr. S. Goodheart Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	Cllr. J. Brooks	Cllr. Mrs. J. Warr

It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose.

13.2 Members **AGREED** to **RATIFY** the costs of the £120.00 to be funded from the Bognor Regis Brand Budget for the design of the postcards, that had already been completed, and following discussion **AGREED** not to proceed further with the project.

13.3 A Member disagreed with the statements in the Officer's report regarding the comments about the A0 size and the stand-off of the frames.

Following a lengthy discussion all Members **AGREED** to proceed with Option 1 from the Events Officer's report, funded by the Bognor Regis Brand Budget, as follows:

To proceed with the purchase of 12 x snap on frames at a total cost of £1,073.40 plus VAT, in the previously agreed size of 787.4mm x 1117.6mm, and utilise the space by accommodating numerous smaller posters, provided by each event organiser throughout the season, enabling quick turnaround of

imagery at no further cost to the Town Council, with all Town Council posters produced in house.

14. BOGNOR REGIS BRAND BUDGET INCLUDING CONSIDERATION OF UTILISATION OF REMAINING BALANCE LESS PREVIOUSLY IDENTIFIED EXPENDITURE

The Projects Officer's report, including confirmation that the balance of the Bognor Regis Brand Budget was currently £8,328.88, was noted. This takes into account any outstanding invoices and previously identified expenditure.

The **RECOMMENDATION** to the Policy and Resources Committee, agreed under Min. 13.1, regarding the return of the balance to General Reserves and simultaneously request for the same amount to be re-allocated to the Events, Promotion and Leisure Committee for a new event related purpose was **NOTED**.

15. CONSIDERATION OF A PROPOSAL TO HOLD A STAND ALONE OUTDOOR FILM EVENT

The Projects Officer's report was noted and following discussion, Members **AGREED** for Officers to undertake further investigation into the proposal with a report back to the Committee in due course.

16. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019

Members were asked to consider three separate tenders to determine who they would like to invite to give a visual presentation. Members were asked to consider the initial costs relating to the displays but be mindful that further infrastructure costs would also need to be taken into account before a final decision is made.

Following discussion, Members **AGREED** to invite all three companies to give a visual presentation and asked Officers to make the arrangements. Members were also asked to let the Projects Officer have any questions ahead of the presentations so that these may be forwarded to the companies prior to their presentations.

A Member asked if contact had been made with the University regarding the opportunity for their technological students to come up with some bespoke designs and were informed that this had been the case and some mutually convenient dates for a meeting were being discussed.

17. CONSIDERATION OF REQUEST TO PURCHASE AND FLY A RED ENSIGN ON MERCHANT NAVY DAY ON 3rd SEPTEMBER TO RAISE AWARENESS OF THE NATION'S RELIANCE ON SEAFARERS AND SHIPPING AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS AS DETAILED IN REPORT

The Projects Officer's report was noted.

Members considered the invitation and **AGREED** that the Projects Officer write and thank Seafarers UK but decline the invitation.

18. CONSIDERATION OF OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019

The Projects Officer's report was noted.

Members **AGREED** for both the Events and the Projects Officers to attend a meeting with ADC regarding a proposal for an event on the promenade for 2019 with the appropriate report back to the Committee with relevant information in due course.

19. TO NOTE CORRESPONDENCE

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

Members requested that with reference to item one on the list, that the member of public be provided with a list of relevant ADC contacts.

20. DATE OF NEXT MEETING

Monday 6th August 2018.

The Meeting closed at 8.45 pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 11 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT - GETTING
HOTHAMTON SUNKEN GARDENS REGISTERED A TOWN GREEN UNDER
S15 OF THE COMMONS ACT 2006**

REPORT BY TOWN CLERK

FOR DECISION

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

"Getting Hothamton Sunken Gardens registered a Town Green under s15 of the Commons Act 2006.

That the Council do support such an application and that it will do all it can to promote this and secure residents' support.

That it also supports substitute provision re the existing Play Area on an alternative site but notes also the new seafront provision and also the omission of the Hothamton Play Area site from Arun's recent playground strategy.

Hopes that the Sir Richard Hotham project, in the event of a successful appeal, might look favourably at helping resource such new provision."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee, in this case the Community Engagement and Environment Committee, unless deemed as urgent by the Town Mayor.

DECISIONS

As the Motion is proposed and seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate?

If the Mayor does not deem the issue as urgent, do Members instruct that the issue be placed on the agenda for the next Community Engagement and Environment Committee meeting, in accordance with S.O. 9.5?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 12 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT**

REPORT BY TOWN CLERK

FOR DECISION

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

"That the Council organise a commemoration of suitable gravitas for Holocaust Memorial Day, that it involve schools and the community in January 2019 on or near the official date of observance."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee, in this case the Events, Promotion and Leisure Committee, unless deemed as urgent by the Town Mayor.

DECISIONS

As the Motion is proposed and seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate?

If the Mayor does not deem the issue as urgent, do Members instruct that the issue be placed on the agenda for the next Events, Promotion and Leisure Committee meeting, in accordance with S.O. 9.5?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 13 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT - BRTC/ROX
CHARITY PROPOSAL**

REPORT BY TOWN CLERK

FOR DECISION

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

"That the Council agrees to explore a Partnership with the ROX Charity to develop and deliver the ROX Festival event from 2019/20 onwards.

The aim of a BRTC/ROX Partnership over 3 years would be to enable the recovery, sustainability and development of the Festival as a Summer Premier Town event. The basis would be a Service Level Agreement SLA covering the three years. This would determine and detail respective roles, funding and resource support, reporting and accountability

ROX would organise the event, and satisfy BRTC re its capacity to do so, BRTC would provide funding at a level that would e.g. require ROX to match on a £ for £ basis minimum. BRTC would also give allotted Town Force resource, agreed Events staff input, promotional help.

There would be an SLA Partnership Board of 3 members from ROX Charity and 3 Town Cllrs to oversee the work of the Partnership and to report to the Council via the BRTC members and the Events Officer.

The Council would monitor and evaluate this model re future support mechanisms for strategic events and activities involving other organisations."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee, in this case the Events, Promotion and Leisure Committee, unless deemed as urgent by the Town Mayor.

DECISIONS

As the Motion is proposed and seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate?

If the Mayor does not deem the issue as urgent, do Members instruct that the issue be placed on the agenda for the next Events, Promotion and Leisure Committee meeting, in accordance with S.O. 9.5?

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018

AGENDA ITEM 15 - TO APPROVE CHANGES TO COMMITTEE APPOINTMENTS IN LIGHT OF CHANGE TO POLITICAL PARTY MEMBERSHIPS

REPORT BY THE DEPUTY CLERK

FOR DECISION

As notified to Members via email, Cllr Woodall's move to the Conservative Group, whilst not affecting the number of seats allocated to ensure political parity, does result in changes to the make-up of the Committees.

The number of places on each Committee will remain as follows:

Conservatives	: 3 Members
Labour	: 1 Member
Liberal Democrats	: 3 Members
A.N. Others	: 2 members

Total	: 9 Members
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Policy and Resources Committee

Currently, the 3 Conservative places are taken by Cllr. Reynolds, Cllr. Cunard and Cllr. Mrs. Daniells. However, Cllr. Woodall, who previously held a Liberal Democrat seat on the Committee, will now need to occupy one of the Conservative seats due to his Ex officio appointment as Deputy Mayor. Cllr. Reynolds must also remain on the Committee due to his Ex officio appointment as Mayor.

The Conservative Group leader has confirmed their recommendation that Cllr. Mrs. Daniells should therefore be removed from this Committee to allow Cllr. Woodall to take the position.

The Liberal Democrat Group Leader has confirmed their recommendation that Cllr. M. Smith should be appointed to this Committee to fill their groups vacancy.

DECISION

Members are asked to **RATIFY** that Cllr. Mrs. Daniells should be removed from this Committee to be replaced by Cllr. Woodall to fill the Conservative seat and Cllr. M. Smith be appointed to the Policy and Resources Committee to fill the Liberal Democrat vacancy.

Community Engagement and Environment

Currently only two of the available three Conservative seats on this Committee have been taken by Cllr. Mrs. Daniells and Cllr. Dillon. The third seat has been allocated to Cllr. Cosgrove (Labour). However, as Cllr. Woodall was also serving on this Committee (previously holding a Liberal Democrat seat on the

Committee) he will now be eligible to occupy the previously vacant third Conservative seat.

However, the Conservative Group Leader, following liaison with Cllrs. Cosgrove and Woodall has informed the Town Clerk that Cllr. Woodall is willing to step down from this Committee with the resulting vacant Conservative seat being filled by Cllr. Cosgrove (Labour) as previously.

The Liberal Democrat Group Leader has confirmed their recommendation that Cllr. K. Batley should be appointed to this Committee to fill their groups vacancy.

DECISION

Members are asked to **RATIFY** that Cllr. K. Batley be appointed to the Community Engagement and Environment Committee to fill the Liberal Democrat vacancy.

Planning and Licensing

Currently the 3 Conservative places are taken by Cllr. Reynolds, Cllr. Dillon and Cllr. Mrs. Daniells. However, Cllr. Woodall was also on this Committee, previously holding a Liberal Democrat seat. Therefore, for Cllr. Woodall to remain on this Committee, one of the existing three Conservative Group Members would need to step down.

The Conservative Group Leader has confirmed their recommendation that Cllr. Reynolds should be removed from this Committee with Cllr. Woodall taking one of the Conservative seats.

However, as there is already one Liberal Democrat vacancy on this Committee and with Cllr. Woodall's move, this now means that there are currently two Liberal Democrat vacancies to fill.

The Liberal Democrat Group Leader has confirmed that they do not wish to recommend any of their Group to fill these vacancies and Members are therefore invited to agree any other Councillors to fill the vacancies.

DECISION

Members are asked to **RATIFY** that Cllr. Reynolds should be removed from this Committee to be replaced by Cllr. Woodall and furthermore, **AGREE** any other appointments to the Planning & Licensing Committee to fill the Liberal Democrat vacancies.

Events Promotion and Leisure

Members are invited to note that there are no changes to this Committee.

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018

AGENDA ITEM 15 - TO APPROVE CHANGES TO COMMITTEE APPOINTMENTS IN LIGHT OF CHANGE TO POLITICAL PARTY MEMBERSHIPS

UPDATED REPORT BY THE DEPUTY CLERK FOR DECISION

Members received previously a report regarding changes to Committee Membership and all the Decisions contained within that report remain valid and are required.

However, subsequent to the issuing of the report, Cllrs. Brooks and Goodheart have informed the Town Clerk that they wish to leave the A.N. Others and will be re-forming an Independent Group, with Cllr. Brooks as the Group Leader.

The remaining member of the A.N. Others, Cllr. Lineham, has confirmed to the Town Clerk that he does not wish to join the Independent Group, confirmation of which he sent to all Members via email. Cllr. Lineham will therefore remain on his own.

With regard to Committee places, the situation is as follows.

Previously, the A.N. Others had two places on each Committee between the three of them.

The Independent Group, with two Members, will now have one place on each Committee between them and Cllr. Lineham, as the only A.N. Other will have one place on each Committee.

Cllr. Brooks, as Leader of the Independent Group, has confirmed that their seats should be allocated as follows:

Policy and Resources Committee	- Cllr. J. Brooks
Community Engagement and Environment Committee	- Cllr. S. Goodheart
Events, Promotion and Leisure Committee	- Cllr. S. Goodheart
Planning and Licensing Committee	- Cllr. S. Goodheart

Cllr. Lineham has notified Members that he will review which Committees he wishes to take, with the decision ratified, and any arising vacancies filled, at the Council Meeting to be held on 3rd September.

DECISION

Members are asked to **RATIFY** that Cllr. S. Goodheart should be removed from the Policy and Resources Committee and Cllr. Brooks removed from the Community Engagement and Environment, Events, Promotion and Leisure and Planning and Licensing Committees.

Members are invited to **NOTE** that a review of the A.N. Other places will be undertaken at the Council Meeting in September.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

AGENDA ITEM 16 - TO RECEIVE A REPORT REGARDING SANCTIONS RECOMMENDED BY ARUN DISTRICT COUNCIL FOLLOWING AN ASSESSMENT PANEL HEARING HELD 4th APRIL 2018 AND TO CONSIDER ANY SUBSEQUENT RECOMMENDATIONS FOR CHANGES TO THE CODE OF CONDUCT AND REGISTER OF INTEREST FORMS

REPORT BY TOWN CLERK

FOR DECISION

Members will recall that at the Annual Town Council Meeting held on 14th May 2018, the report from the ADC Assessment Panel, following a complaint submitted to the Monitoring officer regarding Cllr. Goodheart, was circulated to Members.

The purpose of this report is to provide further information regarding the recommendations of the Assessment Panel as detailed below with recommendations/actions taken and for Council to agree how to proceed.

It should be remembered that whilst the findings of the Assessment Panel cannot be challenged, the sanctions listed are recommendations only and the Town Council may apply them or not as it sees fit, although there would need to be justifiable reasons not to do so.

The Clerk to the Council should report the findings of the Subject Member's conduct to Bognor Regis Town Council.

This was carried out at the Annual Town Council Meeting held 14th May 2018 - Min. 9 refers.

The Subject Member should be reprimanded for his failure to abide by the Code of Conduct.

Members are recommended to **AGREE** that Cllr. Goodheart should be reprimanded.

The Clerk to the Council should arrange appropriate training for the Subject Member on the Code of Conduct, the content to be agreed in consultation with the Monitoring Officer.

Following liaison with Cllr. Goodheart, a training session has been arranged for **31st July 2018**. This will be facilitated by the Sussex Association of Local Councils (SALC). It is proposed that following a tailored, one-on-one session for Cllr. Goodheart specifically covering the Code of Conduct, the session will be opened up and all Members urged to attend and will cover not only the Code of Conduct but also a refresher training on subjects including procedural, financial, legal etc. This training will also address the decision taken by Council at the meeting held 12th March 2018, whereby it was agreed that a training refresher on the application of the Code and the ethical framework should be offered to all Councillors (Min. 168.3 refers). The cost for this will be met from the Councillor Training Earmarked Reserve.

The Subject Member's Group Leader (or whoever agrees the allocation of seats) should consider suspending the Subject Member from the Policy and Resources Committee until he has completed appropriate training on the Code of Conduct.

As Cllr. Goodheart is an A.N. Other, any decision to suspend Cllr. Goodheart from the Policy and Resources Committee must be taken by Council. As the training is scheduled to take place on **31st July 2018**, this will in fact mean that should Members agree with the suspension, Cllr. Goodheart will only miss one Policy and Resources Committee meeting on 30th July 2018.

It is recommended that this limited suspension be applied

The Clerk to the Council should review the Bognor Regis Town Council's Code of Conduct in terms of:

a) Clearly defining types of interests – the Panel recommended that the Town Council reconsider its decision to not adopt the revised Code of Conduct adopted by Arun District Council

Members should note that adoption of the ADC Code of Conduct was considered by the Policy and Resources Committee on 5th February 2018 (Min. 148 refers) with their recommendation that it should not be adopted by the Town Council received and accepted by Council on 12th March 2018 (Min. 168.3 refers). The justification for this decision was detailed in a report to that meeting and remains valid.

b) Defining at paragraph 6 (Ordinary Interests) the requirement for councillors to disclose such interests on their Register of Interests form

and

c) Defining at paragraph 8 (Disclosures of Interests at Meetings) whether this should also refer to Ordinary Interests

Following the comments from the Assessment Panel, the Town Council's Code of Conduct has been reviewed and a revised version is attached for Members consideration as **Appendix 1** with amendments shown in red. Members are invited to consider this document, noting the following amendments, and if acceptable, **RESOLVE** to adopt the revised Code of Conduct:

- i) An additional clause 6.1.3 which further clarifies the definition of Ordinary Interest
- ii) An additional clause 6.2 to require under the Code (it is not a statutory requirement) for including Ordinary Interests on the Register of Interests
- iii) A modified clause 8.2 to clarify the point at which declarations should be made
- iv) A modified clause 8.3 to refer to Disclosable Pecuniary and Ordinary Interests.
- v) An additional clause 9.3 to clarify the requirements with regard to leaving the meeting

It must be noted that there is no legal requirement to declare other than Disclosable Pecuniary Interests on the Register of Interests. There is an argument that in adding such a requirement to the Code of Conduct that it adds a discipline which makes Members think about Ordinary Interests in advance. There is however a significant counter-argument in that a Councillor's Ordinary Interests are never likely to be complete as there are potentially so many possibilities for the wider family and close associates all of which may,

but are very unlikely to, become the subject of Council business. It will then be too easy for a Councillor to be in breach of the Code. It would be more pragmatic to limit the prior registration to membership of organisations set out in clause 6.1.3. and this approach is recommended.

d) Reviewing the content of the Register of Interests form – this currently does not refer to the requirement to declare Ordinary Interests although statements made confirmed this was recognised to be custom and practice

A revised Register of Interest form has been prepared which defines Disclosable Pecuniary and Ordinary Interests. This is attached as **Appendix 2** and Members are asked to print this off and complete it as a matter of urgency to ensure that the Register is up to date and clearer for both Members and the public to understand.

e) Reviewing the wording of agendas to make it clearer what the expectations are of councillors under the item 'Declarations of Interest' about declaring both at the start of an item and whenever the interest becomes apparent, based on the Monitoring Officer's recently issued advice.

All agendas now reflect clearly the expectations of Councillors and specifically refer to Disclosable Pecuniary Interests, the need to declare whether they intend to leave the room and whether (if appropriate) the Councillor will exercise the right to speak under the Public Question Time agenda item.

DECISIONS

Do Members **RESOLVE** to reprimand Cllr. Goodheart for his failure to abide by the Code of Conduct?

Do Members **RESOLVE** to undertake training, to be met through the Councillor Training Earmarked Reserve, including a one-on-one element for Cllr. Goodheart followed by an extension to all Members to address the decision taken regarding refresher training on the Code of Conduct for all Members? Furthermore, do Members **AGREE** to suitable expenditure to provide refreshments for this training session, also funded by the Earmarked Reserves for Councillor Training?

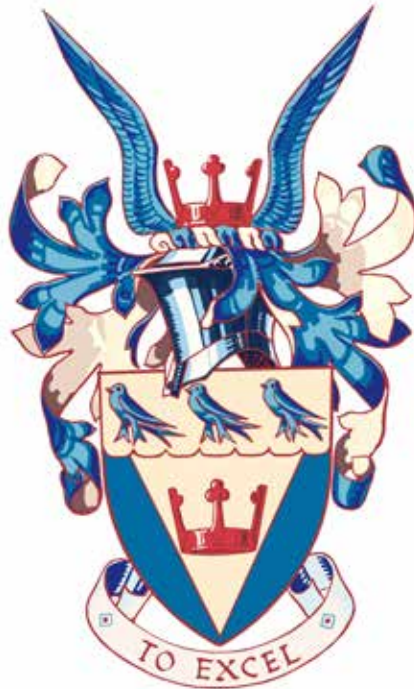
Do Members **RESOLVE** to suspend Cllr. Goodheart from the Policy and Resources Committee until the Training is completed?

Members are asked to **NOTE** that the adoption of ADC's Code of Conduct has been considered and rejected by the Town Council previously.

Members are invited to consider the reviewed Code of Conduct and if acceptable, **RESOLVE** to adopt the amended document.

Members are asked to **NOTE** the updated Register of Interest Forms and arrange for them to be completed and returned to the Town Clerk as soon as possible.

Members are asked to **NOTE** the amended wording for agendas with regard to the Declaration of Interests item.



BOGNOR REGIS TOWN COUNCIL

CODE OF CONDUCT FOR COUNCILLORS

Adopted by Council on 9th March 2015 - Updated ????? 2018

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1 INTRODUCTION AND INTERPRETATION

- 1.1 The Council has adopted this Code of Conduct to set out the standards required by Councillors and Co-opted Members of Bognor Regis Town Council.
- 1.2 The Code is consistent with the General Principles set out in Appendix 1 and the provisions of S29(1) Localism Act 2011.
- 1.3 In this Code:
- “Co-opted Member” means a person who is not a member of Bognor Regis Town Council but who is a member of any committee or sub-committee of the Council whether or not entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- 1.3.1 “Councillor” includes Members and Co-opted Members of Bognor Regis Town Council.
- N.B. Councillors who have been co-opted to the Council as opposed to being elected at ordinary or by-elections are “Members of Council” and not “Co-opted Members” within the definition above.
- 1.3.2 “interest” means a Disclosable Pecuniary Interest (see paragraph 4) or an Ordinary Interest (see paragraph 6).
- 1.3.3 “meeting” means any meeting of:
- 1.3.3.1 the Council;
 - 1.3.3.2 any of the Council's committees or sub-committees;
 - 1.3.3.3 any briefings by officers and site visits organised by the Council;
- whether or not the press and public are excluded from the meeting.
- 1.3.4 “Relevant Person” means the Councillor or:
- 1.3.4.1 that Councillor's spouse or civil partner;
 - 1.3.4.2 a person with whom that Councillor is living as husband and wife; or
 - 1.3.4.3 a person with whom that Councillor is living as if they were civil partners.
- 1.3.5 an interest is “subject to a pending notification” if the interest has been notified to the District Council's Monitoring Officer under paragraph 5 but has not been entered in the Council's register in consequence of that notification.

2 SCOPE

- 2.1 Councillors must comply with this Code whenever they:
- 2.1.1 conduct the business of the Council (which, in this Code, includes the business of the office to which they are elected or appointed); or
 - 2.1.2 act as a representative of the Council,
- and references to their official capacity are construed accordingly.
- 2.2 This Code only has effect in relation to the conduct of a Councillor when they are acting in their official capacity.

- 2.3 Where a Councillor acts as a representative of the Council:
- 2.3.1 on another relevant authority which has a Code of Conduct, they must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - 2.3.2 on any other body, they must, when acting for that other body, comply with the Council's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
 - 2.3.3 Councillors must comply with the Council's Social Media Policy for Councillors (attached as Appendix 3).

3 GENERAL OBLIGATIONS

RESPECT ETC.

- 3.1 Councillors must treat others with respect.
- 3.2 Councillors must comply with their statutory obligations.
- 3.3 Councillors must not do anything which may cause the Council to breach any of the equality enactments.
- 3.4 Councillors must not bully any person.
- 3.5 Councillors must not intimidate nor attempt to intimidate any person who is or is likely to be:
 - 3.5.1 a complainant;
 - 3.5.2 a witness; or
 - 3.5.3 involved in the administration of any investigation or proceedings,in relation to an allegation that a Councillor (including that Councillor) has failed to comply with their authority's Code of Conduct.
- 3.6 Councillors must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

CONFIDENTIAL INFORMATION ETC.

- 3.7 Councillors must not disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - 3.7.1 they have the consent of a person authorised to give it;
 - 3.7.2 they are required by law to do so;
 - 3.7.3 the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - 3.7.4 the disclosure is:
 - 3.7.4.1 reasonable and in the public interest; and
 - 3.7.4.2 made in good faith and in compliance with the reasonable requirements of the Council.
- 3.8 Councillors must not prevent another person from gaining access to information to which that person is entitled by law.

DISREPUTE

- 3.9 Councillors must not conduct themselves in a manner which could reasonably be regarded as bringing their office or the Council into disrepute.

IMPROPER ADVANTAGE ETC.

- 3.10 Councillors must not use or attempt to use their position as a councillor improperly to confer on or secure for themselves or any other person, an advantage or disadvantage.
- 3.11 Councillors must, when using or authorising the use by others of the resources of the Council:
- 3.11.1 act in accordance with the Council's reasonable requirements;
- 3.11.2 ensure that such resources are not used improperly for political purposes (including party political purposes).
- 3.12 Councillors must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

DECISION MAKING

- 3.13 When reaching decisions on any matter, Councillors must have regard to any relevant advice provided to them by:
- 3.13.1 the Council's Proper Officer, or (where different) Responsible Financial Officer; and
- 3.13.2 the District Council's Monitoring Officer,
- where that officer is acting pursuant to their statutory duties.
- 3.14 Councillors must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

INVESTIGATIONS

- 3.15 Councillors must co-operate with any investigations or other procedures in relation to an alleged breach of this Code of Conduct.

4 DISCLOSABLE PECUNIARY INTERESTS

- 4.1 A Councillor has a "Disclosable Pecuniary Interest" in any business of the Council if the interest is of a description set out in paragraph 4.2 below and is an interest of a Relevant Person and, if the Relevant Person is not the Councillor, the Councillor is aware that that other person has the interest.
- 4.2 "Disclosable Pecuniary Interests" are as defined from time to time by the Secretary of State in Regulations. The Regulations current at the time of adoption of this Code are The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and are set out in Appendix 2.

5 REGISTRATION OF DISCLOSABLE PECUNIARY INTERESTS

- 5.1 Subject to paragraph 7, Councillors must, within 28 days of this Code being adopted by the Council or their election or appointment to office (whichever is the later), register in the District Council's Register of Councillors' Interests (maintained under section 29(1) of the Localism Act 2011) details of their Disclosable Pecuniary Interests (as referred to in paragraph 4 above) by completing the appropriate form and delivering this to the Council's Town Clerk who will forward it to the Monitoring Officer.

- 5.2 Subject to paragraph 7, Councillors must, within 28 days of becoming aware of any Disclosable Pecuniary Interests (as referred to in paragraph 4 above) which they have not registered, or any change to such an interest which they have registered under paragraph 5.1, register details of that unregistered interest or change by completing the appropriate form and delivering this to the Council's Town Clerk who will forward it to the District Council's Monitoring Officer.

6 ORDINARY INTERESTS

- 6.1 A Councillor has an "Ordinary Interest" in any business of the Council where it is not a Disclosable Pecuniary Interest but either:

- 6.1.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- 6.1.1.1 the Councillor;
- 6.1.1.2 a member of the Councillor's family; or
- 6.1.1.3

to a greater extent than it would affect the majority of other council tax payers, ratepayers or inhabitants of the electoral ward for which the Councillor has been elected; or

- 6.1.2 it relates to or is likely to affect any of the interests listed in the table of Disclosable Pecuniary Interests set out in Appendix 2 but in respect of a member of the Councillor's family (other than a Relevant Person) or of any person with whom they have a close association.

- 6.1.3 it relates to or is likely to affect:

- 6.1.3.1 any organisation of which the councillor is a member or in a position of general control or management and to which the councillor is appointed or nominated by the authority; or
- 6.1.3.2 any organisation exercising functions of a public nature or directed to charitable purposes or one of their principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the councillor is a member or in a position of control or management; or
- 6.1.3.3 the interests of any person from whom the councillor has received a gift or hospitality with an estimated value of at least £25; or

- 6.2 Subject to paragraph 7, Councillors should, under the provisions of this Code, within 28 days of becoming aware of any specified Ordinary Interests (i.e. those relating to the membership of specified organisations) which are required to be registered under this Code and which they have not registered, or any change to such an Ordinary Interest which they have previously registered, register details of that unregistered interest or change by completing the appropriate form and delivering this to the Council's Town Clerk who will forward it to the District Council's Monitoring Officer.

7 SENSITIVE INFORMATION

- 7.1 Paragraphs 7.2 and 7.3 apply where:

- 7.1.1 a Councillor has an interest (whether or not a Disclosable Pecuniary Interest), and

- 7.1.2 the nature of the interest is such that the Councillor, and the District Council's Monitoring Officer, decide in writing that disclosure of the details of the interest could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
- 7.2 If the interest is entered in the Council's register, copies of the register that are made available for inspection, and any published version of the register, will not include details of the interest (but may state that the Councillor has an interest the details of which are withheld under subsection 32(2) Localism Act 2011).
- 7.3 If paragraph 8.2 applies in relation to the interest, that paragraph is to be read as requiring the Councillor to disclose not the interest but merely the fact that the Councillor has an interest in the matter concerned.
- 7.4 If a Councillor becomes aware of any change of circumstances which means that information excluded from the register under paragraph 7.2 is no longer sensitive information, they must notify the District Council's Monitoring Officer so that the register can be amended.

8 DISCLOSURE OF INTERESTS AT MEETINGS

- 8.1 Paragraphs 8.2 and 8.3 apply if a Councillor:
- 8.1.1 is present at a meeting;
 - 8.1.2 has a Disclosable Pecuniary Interest or an Ordinary Interest in any matter to be considered, or being considered, at the meeting; and
 - 8.1.3 is aware or ought reasonably to be aware that the condition in paragraph 8.1.2 is met.
- 8.2 Subject to paragraph 7.3, the Councillor must disclose the existence and the nature of the interest to the meeting **as soon as they become aware of that interest.**
- 8.3 **If the interest, whether a Disclosable Pecuniary Interest or a specified Ordinary Interest,** is not entered in the Council's register and is not the subject of a pending notification, the Councillor must notify the Council's Monitoring Officer of the interest as soon as possible and in any event before the end of 28 days beginning with the date of the disclosure.

9 PARTICIPATION AT MEETINGS

- 9.1 Paragraph 9.2 applies if a Councillor:
- 9.1.1 is present at a meeting; and
 - 9.1.2 has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting; or
- 9.2 Subject to paragraph 10, the Councillor:
- 9.2.1 may not participate, or participate further, in any discussion of the matter at the meeting,
 - 9.2.2 may not participate in any vote, or further vote, taken on the matter at the meeting; and
 - 9.2.3 must withdraw from the room where the meeting considering the business is being held.
- 9.3 **Where the Councillor has declared an Ordinary Interest, they are not debarred from participating in the discussion and vote, however if the Councillor feels more comfortable they may choose to withdraw from the room and not participate in the discussion or vote.**

- 10.1 The Council may, on a written request made to the Council's Proper Officer by a Councillor, grant a dispensation relieving the Councillor from all or any of the restrictions in paragraph 9.2 in cases described in the dispensation.
- 10.2 The Council may grant a dispensation under paragraph 10.1 only if, after having had regard to all relevant circumstances, the Council considers that:
- 10.2.1 without the dispensation the number of persons prohibited by Section 31(4) Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - 10.2.2 without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - 10.2.3 granting the dispensation is in the interests of persons living in the authority's area,
 - 10.2.4 it is otherwise appropriate to grant a dispensation.
- 10.3 A dispensation under paragraph 10.1 must specify the period for which it has effect, and the period specified may not exceed four years. Paragraph 9.2 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under paragraph 10.1.

Selflessness

1. Councillors should act solely in terms of the public interest.

Integrity

2. Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

3. Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

4. Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

5. Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

6. Councillors should be truthful.

Leadership

7. Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

In this Appendix:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and

(b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where—

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and

(b) either—

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

This guidance is not part of the adopted Code of Conduct but is designed to explain how certain matters should be dealt with to ensure compliance.

Predetermination or Bias

There will be situations where matters are discussed which do not affect the Disclosable Pecuniary Interests of the member and his/her partner but during which participation of that member is still inappropriate.

It is not a problem for councillors to be predisposed to a particular view. That predisposition can be strong and can be publicly voiced. They may even have been elected specifically because of their views on this particular issue. It might be in favour of or against a particular point of view, for example an application for planning permission.

However, the councillor must be open to the possibility that, they will hear arguments during the debate about the issue that will change their mind about how they intend to vote. They must also take into consideration written reports and advice from officers. As long as they are willing to keep an open mind about the issue they are entitled to take part in any vote on it.

The appearance of predetermination or bias on behalf of any member who takes part in the discussion or voting on a matter may result in the validity of any decision taken on the matter being challenged through the courts. Members should take care to not participate (and should usually leave the meeting room) when discussions on matters which they may have predetermined or in respect of which they may be perceived to be biased take place.

An example of such bias occurring would be where an application for planning permission made by a relative of the member was being discussed.

Offences

It is a criminal offence to:

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest
- Knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale (currently £5000) and disqualification from being a councillor for up to 5 years.

Any allegations of a failure to comply with the Code of Conduct other than in respect of a Disclosable Pecuniary Interest will be dealt with locally and the following sanctions might be appropriate:

- Recommending to the Town Council, that he/she be removed from any or all Committees or Sub-Committees of the Council;
- Recommending the Town Council to arrange training for the member;
- Recommending to the Town Council, that the member be removed from all outside appointments to which he/she has been appointed or nominated by the authority;
- Recommending to the Town Council, that the member be excluded from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings;



BOGNOR REGIS TOWN COUNCIL SOCIAL MEDIA POLICY FOR COUNCILLORS

Adopted by Council on 9th March 2015 to take effect from 8th May 2015

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1 INTRODUCTION

- 1.1 Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests.
- 1.2 For the purposes of this policy, the term “social media” covers sites and applications including but not restricted to Facebook, Twitter, Flickr, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.
- 1.3 An overview of the main types of social media can be found at the end of this policy.

2 BENEFITS AND RISKS

- 2.1 The following potential benefits have been identified with the use of social media:
 - 2.1.1 Ability to connect with harder-to-reach groups;
 - 2.1.2 Real-time updates on emerging situations (i.e. as they happen);
 - 2.1.3 Heightened level of interactivity;
 - 2.1.4 Low cost in comparison with traditional forms of media;
 - 2.1.5 Enhanced transparency;
 - 2.1.6 Building a sense of belonging in a neighbourhood;
 - 2.1.7 Increased resident satisfaction levels;
 - 2.1.8 Help to reduce social problems like vandalism or racism.
- 2.2 The following risks have been identified with the use of social media:
 - 2.2.1 Virus or other malware (malicious software) infection from infected sites;
 - 2.2.2 Disclosure of confidential information;
 - 2.2.3 Damage to the reputation of the Council;
 - 2.2.4 Social engineering attacks or “phishing”. This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client;
 - 2.2.5 Bullying or witch-hunting;
 - 2.2.6 Civil or criminal action relating to breaches of legislation;
 - 2.2.7 Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

3 WHO THIS POLICY COVERS

- 3.1 This policy covers all Councillors. It should be considered in conjunction with the Council’s Code of Conduct for Councillors.
- 3.2 It relates to all use of social media, whether inside or outside of official capacities.

4 WHO CAN USE SOCIAL MEDIA

- 4.1 The Town Clerk will have control of any social media sites set up for the Council as a corporate body. It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.

5 USERS' RESPONSIBILITIES

- 5.1 Councillors using social media should make use of stringent privacy settings if they do not wish them to be accessed by the press and public.
- 5.2 In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council's logo on a personal account or website should only occur with the written permission of the Town Clerk.
- 5.3 The logo should not be used on sites or applications which are unrelated to or not representative of the Council's official position. If in doubt, contact the Town Clerk.
- 5.4 Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council, unless there are exceptional circumstances, such as a potential threat to personal security. In such instances, the Council's Town Clerk must be consulted.
- 5.5 Councillors are personally responsible for the content which they publish on any form of social media. Publishing – or allowing to be published (in the form of a comment) – an untrue statement about a person which is damaging to their reputation may amount to libel.
- 5.6 Councillors must treat others with respect, avoid personal attacks and not make disrespectful, rude or offensive comments.
- 5.7 Councillors must comply with equality laws contained within the Equality Act 2010, associated legislation and the Council's Equality Policy. They must not publish anything that might be considered sexist, racist, ageist, homophobic or anti-faith.

6 ANONYMOUS POSTINGS

- 6.1 When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor (for instance in their profile) and make it clear whether or not they are representing the views of the Council. They must not make anonymous posts nor use a pseudonym when making such comments so as to hide their identity.
- 6.2 Councillors who fail to identify themselves as a Councillor in breach of this obligation will be deemed to be acting in their official capacity for the purposes of the Code of Conduct and such failure will itself be a breach of the Code of Conduct for Councillors.

7 SAFETY

- 7.1 Councillors must be aware of their own safety when placing information on the Internet and should not publish information which could give details which could leave them vulnerable.
- 7.2 Any Councillor receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Town Clerk and/or the police.

- 7.3 They should use a secure password (generally more than eight characters long and using a mixture of letters and numbers) and never share their password with anyone.

8 INFORMATION PROTECTION

- 8.1 Councillors must not disclose information, make commitments or engage in activity on behalf of the Council unless they are authorised to do so.
- 8.2 They should not cite or reference customers, partners or suppliers without their prior written consent.
- 8.3 They must handle any personal or sensitive information in line with the Council's data protection policies.
- 8.4 Social media sites are in the public domain and it is important that Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by media such as newspapers.
- 8.5 Councillors must not publish or report on meetings which are private or internal or publish exempt committee reports or private papers.
- 8.6 Copyright laws still apply online. Councillors must not use images to which they do not hold the copyright. Information shared should be attributed to the source (i.e. via web link). Councillors must respect fair-use and financial disclosure laws.

9 ELECTIONS

- 9.1 The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk. Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.
- 9.2 Political blogs cannot be linked from the Council's website and the Council will not promote Councillors' Twitter accounts during the election purdah period.

10 BEST PRACTICE

- 10.1 Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others' privacy and for topics that may be considered controversial, such as politics or religion.
- 10.2 Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute.
- 10.3 Corporate social media must not be used for party political purposes nor specific campaigning purposes as the Council is not permitted to publish material which "in whole or part appears to affect public support for a political party" (Local Government Act 1986). The Council's corporate social media accounts must not be used for such purposes by a Councillor.

- 10.4 Councillors must not use the Council's social media accounts to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.
- 10.5 Social media must not be used in an abusive or hateful manner.
- 10.6 Social media must not be used for actions that would put Councillors in breach of the Code of Conduct for Councillors.
- 10.7 Use of social media must not breach the Council's misconduct, equal opportunities or bullying and harassment policies.

11 BREACHES OF THIS POLICY

- 11.1 Failure to comply with this policy may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council's Standards Procedures.
- 11.2 Other violations of this policy, such as breaching the Data Protection Act 1988, could lead to criminal or civil action being taken against the individual(s) involved.

The Council reserves the right to request the closure of any applications or removal of any content published by Councillors deemed inappropriate or which may adversely affect the reputation of the Council, or put it at risk of legal action.

EXAMPLES OF SOCIAL MEDIA

The types and numbers of social media tools are constantly growing and this policy is intended to cover all emerging brands of social media account as well as those listed below.

Facebook: A website and accompanying mobile application on which users create a profile or timeline for themselves where they send and receive requests from “friends” which link their accounts, enabling them to share photos, information and common interests. Accounts can be set to “private” which prevents anyone but a user’s approved friends seeing the content.

Blogs: Short for “weblog”, this is an online diary and can take the form of a personal website created from scratch and designed by the user, or a template hosted on a site such as Blogger, WordPress or Blogs Today. It is effectively an online diary which can be themed or personal, surrounding an individual’s interests or opinions.

Twitter: A microblogging site where users communicate in 140-character statements, including images and links to websites if required. Unlike Facebook (which is essentially private unless you grant access to a ‘friend’), Twitter accounts are generally public unless restrictions are placed by the user to make them private. Users attract followers, who do not require permission to read a user’s ‘tweets’ (the name of the messages) unless they are blocked. It can be compared with sending a text message to a virtual message board.

Messages can be further shared by ‘re-tweeting’ and public messages exchanged using the “@” symbol and a user’s Twitter name or ‘handle’.

YouTube: A video-sharing website, where users can view and upload their own videos.

1 BACKGROUND AND INTERPRETATION

- 1.1 This Planning Code of Good Practice takes into account the Local Government Association's Guidance Note: Probity in Planning (2013 version but adapted for use and adoption by the Town Council to supplement its Code of Conduct for Councillors,
- 1.2 In this Code of Good Practice, "Interest", "Disclosable Pecuniary Interest" and "Ordinary Interest" have the meanings given in the Code of Conduct for Councillors and "Private Interest" means either:
- 1.2.1 a Disclosable Pecuniary Interest; or
 - 1.2.2 an Ordinary Interest where that interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest.
- 1.3 The Town Council is not a planning authority, but as an important consultee it is still part of the planning process. It is no longer a statutory consultee but has the right to be notified by planning authorities if it has requested them to do so. It is important therefore, that their consideration of planning applications in public, are open and fair.
- 1.4 The planning authority will usually be Arun District Council but may be West Sussex County Council for certain matters including mineral extraction, waste disposal and educational establishments.

2 INTRODUCTION

THE AIM OF THIS CODE OF GOOD PRACTICE

- 2.1 To ensure that in the planning process there are no grounds for suggesting that observations by the Town Council have been biased, partial or not well-founded in any way.

THE KEY PURPOSE OF PLANNING

- 2.2 To control development in the public interest.

THE ROLE AS A MEMBER OF THE TOWN COUNCIL

- 2.3 To consider planning applications notified to it and construct observations to be forwarded to the planning authority, openly, impartially, with sound judgement and for justifiable reasons.

WHEN THE CODE OF GOOD PRACTICE APPLIES

- 2.4 This Code of Good Practice applies to Town Councillors at all times when involving themselves in the planning process. This includes when taking part in the meetings of the Council to determine observations to be forwarded to the Planning Authority or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings. It

applies as equally to planning enforcement matters or consultation on site specific policy issues as it does to planning applications.

- 2.5 If Councillors have any doubts about the application of this Code of Good Practice to their own circumstances, they should seek advice early, from their Town Clerk or the District Council's Monitoring Officer.

3 RELATIONSHIP TO THE CODE OF CONDUCT FOR COUNCILLORS

- 3.1 The rules in the Code of Conduct for Councillors adopted by the Town Council must always be complied with first.
- 3.2 The rules in this Planning Code of Good Practice must then be applied. They seek to explain and supplement the Code of Conduct for Councillors for the purposes of planning matters. If a Councillor does not abide by this Code of Good Practice, they may put:
- 3.2.1 the Council at risk of proceedings on the validity of their decision on observations; and
 - 3.2.2 themselves at risk of either being named in a report made to the Standards Committee or Town Council or, if the failure is also likely to be a breach of the Code of Conduct for Councillors, a complaint being made to the Standards Committee.

4 DEVELOPMENT PROPOSALS AND INTERESTS UNDER THE CODE OF CONDUCT FOR COUNCILLORS

- 4.1 Councillors must disclose the existence and nature of any Interest at any relevant meeting, including informal meetings or discussions with officers and other Councillors. Interests should preferably be disclosed at the beginning of the meeting or as soon as an interest becomes known.
- 4.2 Where the Councillor has a Private Interest, they must:
- 4.2.1 not participate, or give the appearance of trying to participate, in the making of any decision on the matter by the Council. However, they may address the Committee but only to make a presentation in the same manner that would apply to a normal member of the public, after which they must leave the room whilst the meeting considers it (they must not remain in the public gallery).
 - 4.2.2 not try to represent town ward views; they should get another Local Councillor to do so instead.
 - 4.2.3 not get involved in the processing of the application.
 - 4.2.4 not seek or accept any preferential treatment, or place themselves in a position that could lead the public to think they are receiving preferential treatment, because of their position as a councillor. This would include using their position to discuss that proposal with officers or councillors when other members of the public would not have the same opportunity to do so.
 - 4.2.5 be aware that, whilst they are not prevented from seeking to explain and justify a proposal in which they have a Private Interest to an appropriate officer, in person or in writing, the Code of Conduct for Councillors places limitations on them in representing that proposal.

5 FETTERING DISCRETION IN THE PLANNING PROCESS

- 5.1 Councillors must not fetter their discretion, and therefore their ability to participate in discussing planning matters and deciding on representations to be made to the Planning Authority, by making up their mind, or clearly appearing to have made up their mind (particularly in relation to an external interest or lobby group), on how they will vote on any planning matter prior to formal consideration of the matter at the meeting of the Town Council and of their hearing the Town Clerk's advice and evidence and arguments on both sides.
- 5.2 Fettering their discretion in this way and then taking part in making the decision will put the Council at risk of challenge on the grounds of there being a danger of bias or pre-determination or a failure to take into account all of the material considerations enabling the proposal to be considered on its merits.
- 5.3 Councillors are likely to have fettered their discretion where the Council is the landowner, developer or applicant and they have acted as, or could be perceived as being, a chief advocate for the proposal. This is more than a matter of membership of the Town Council which proposes the matter and makes representations to the Planning Authority, but that through their significant personal involvement in preparing or advocating the proposal they will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its planning merits.
- 5.4 Councillors are able to take part in the debate on a proposal when acting as part of a consultee body (e.g. member of a conservation group), provided:
 - 5.4.1 the proposal does not substantially affect the well-being or financial standing of the consultee body;
 - 5.4.2 they make it clear to the consultee body that:
 - 5.4.2.1 their views are expressed on the limited information before them only;
 - 5.4.2.2 they must reserve judgement and the independence to make up their own mind on each separate proposal, based on their overriding duty to the whole parish or town and when it comes before the Town Council and they hear all of the relevant information; and
 - 5.4.2.3 they will not in any way commit themselves as to how they or others may vote when the proposal comes before the Town Council; and
 - 5.4.3 they disclose the Ordinary Interest regarding their membership or role when the Town Council comes to consider the proposal.
- 5.5 Councillors must not speak and vote on a proposal where they have fettered their discretion. They do not also have to withdraw (if they don't have a Private Interest in the matter), but they may prefer to do so for the sake of appearances.
- 5.6 Councillors should explain that they do not intend to speak and vote because they have, or they could reasonably be perceived as having judged (or reserved the right to judge) the matter elsewhere, so that this may be recorded in the minutes.

6 CONTACT WITH APPLICANTS, DEVELOPERS AND OBJECTORS

- 6.1 Councillors should refer those who approach them for planning, procedural or technical advice to the Town Clerk or to Planning Authority officers.
- 6.2 Councillors should not agree to any private meeting with applicants, developers or groups of objectors on their own where they can reasonably avoid it. Where they believe that a private

meeting would be useful in clarifying the issues, they should attend with the Town Clerk or other Town Council Officer. The Town Clerk or other officer will then ensure that those present at the meeting are advised from the start that the discussions will not bind the Council to any particular course of action, that the meeting is recorded, and the record of the meeting is disclosed to all other Town Council Members.

6.3 Councillors should:

- 6.3.1 follow the rules on lobbying;
- 6.3.2 consider whether or not it would be prudent in the circumstances to make notes when contacted; and
- 6.3.3 report to the Town Clerk any significant contact with the applicant and other parties, explaining the nature and purpose of the contacts and their involvement in them, and ensure that this is recorded on the planning file.

6.4 In addition, in respect of presentations by applicants/developers, Councillors should:

- 6.4.1 Invite the applicants/developers to present to the whole Town Council or committee, where possible in public, however applicant confidentiality at a pre-application stage must be respected;
- 6.4.2 ask relevant questions for the purposes of clarifying their understanding of the proposals;
- 6.4.3 remember that the presentation is not part of the formal process of debate and determination of any subsequent application; this will be carried out by the Town Council if a planning application is subsequently made;
- 6.4.4 be aware that a presentation is a form of lobbying and they must not express any strong view or state how you or other Councillors might vote. The Town Council may after consideration, forward initial reactions to the proposal, but must make clear these comments are without prejudice to any formal observations to the Planning Authority on a planning application after all information contained in it and other views have been considered

7 LOBBYING OF COUNCILLORS

- 7.1 Councillors must remember that their overriding duty is to the town, taking account of the need to make decisions impartially, that they should not improperly favour, or appear to improperly favour, any person, company, group or locality.
- 7.2 Councillors should not accept gifts or hospitality from any person involved in or affected by a planning proposal. If a degree of hospitality is entirely unavoidable, they must ensure it is kept to a minimum, that its acceptance is declared as soon as possible and that they remember to register interests where their value is over £25 (in accordance with the Council's rules on gifts and hospitality).
- 7.3 Councillors should copy or pass on any lobbying correspondence they receive to the Town Clerk at the earliest opportunity.
- 7.4 Councillors should promptly refer to the Town Clerk any offers made to them of community benefit, through a proposed s.106 Planning Obligation or otherwise.
- 7.5 Councillors should inform the Town Clerk where they feel they have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality). The Town Clerk may refer this matter to the District Council's Monitoring Officer if considered significant.

- 7.6 Unless they have a Private Interest, Councillors will not have fettered their discretion or breached this Planning Code of Good Practice through:
- 7.6.1 listening or receiving viewpoints from residents or other interested parties;
 - 7.6.2 making comments to residents, interested parties, other Councillors or appropriate officers, provided they do not consist of or amount to pre-judging the issue and they make it clear that they are keeping an open mind;
 - 7.6.3 seeking information through appropriate channels; or
 - 7.6.4 being a vehicle for the expression of opinion, provided they explain their actions at the start of the meeting or item and make it clear that, having expressed the opinion or town ward view, they have not committed themselves to vote in accordance with those views and will make up their own mind having heard all the facts and listened to the debate.

8 LOBBYING BY COUNCILLORS

- 8.1 Councillors should not lead or represent an organisation whose primary purpose is to lobby to promote or oppose planning proposals. If they do, they will have fettered their discretion and are likely to have a Private Interest.
- 8.2 Councillors may join general interest groups which reflect their areas of interest and which concentrate on issues beyond particular planning proposals, such as the Victorian Society, CPRE, Ramblers Association or a local civic society, but they must disclose any Interest where that organisation has made representations on a particular proposal and make it clear to that organisation and the Town Council that they have reserved judgement and the independence to make up their own mind on each separate proposal.
- 8.3 Councillors should not excessively lobby fellow councillors regarding their concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken.
- 8.4 Councillors must not decide or discuss how to vote on any application at any sort of Political Group Meeting, or lobby any other Councillor to do so. Political Group Meetings should never dictate how Councillors should vote on a planning issue.

9 SITE VISITS

- 9.1 Councillors should attend site visits organised by the Town Council where possible.
- 9.2 Councillors should not request a site visit unless they feel it is strictly necessary because:
 - 9.2.1 particular site factors are significant in terms of the weight attached to them relative to other factors or the difficulty of their assessment in the absence of a site inspection.
- 9.3 Councillors should ensure that any information which they gain from the site visit is reported back to the Town Council, so that all Councillors have the same information.
- 9.4 Councillors must ensure that they treat the site visit only as an opportunity to seek information and to observe the site.
- 9.5 Councillors may ask the applicants/developers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- 9.6 Councillors must not express opinions or views to anyone.

10 PUBLIC SPEAKING AT MEETINGS

- 10.1 Councillors must not allow members of the public to communicate with them during the Town Council's proceedings (orally or in writing) other than through the scheme for public speaking, as this may give the appearance of bias.
- 10.2 Councillors must ensure that they comply with the Town Council's procedures in respect of public speaking.

11 OFFICERS

- 11.1 Councillors must not put pressure on either the Town Clerk or Planning Authority officers to put forward a particular recommendation. This does not prevent them from asking questions or submitting views as individuals through the formal consultation process
- 11.2 Councillors must recognise and respect that Planning Authority officers involved in the processing and determination of planning matters must act in accordance with their Council's Code of Conduct for Officers and their professional codes of conduct, primarily the Royal Town Planning Institute's Code of Professional Conduct. As a result, planning officers' views, opinions and recommendations will be presented on the basis of their overriding obligation of professional independence, which may on occasion be at odds with the views, opinions or decisions of the Committee or Councillors.

12 DECISION-MAKING

- 12.1 Local Councillors may lobby their District or County Councillors but must accept that they in turn must act correctly and must not fetter their discretion. The Town Councillor may request the District or County Councillor to request a proposal to go before the Committee rather than be determined through officer delegation, but must remember that if that councillor does so, that their reasons will need to be stated, recorded and repeated in the report to the Committee.
- 12.2 Councillors should come to the Town Council meetings with an open mind and demonstrate that they are open-minded.
- 12.3 Councillors must make observations based on material planning considerations, in accordance with the Development Plan and any adopted Neighbourhood Plan unless material considerations indicate otherwise.
- 12.4 Councillors must come to their decision only after due consideration of all of the information reasonably required upon which to base a decision. If they feel there is insufficient time to digest new information or that there is simply insufficient information before them, they should request further time or information from the Planning Authority.
- 12.5 Councillors should not vote or take part in the meeting's discussion on a proposal unless they have been present to hear the entire debate, including the Clerk's introduction to the matter.
- 12.6 Councillors should make sure that the reasons for Local Council's decisions are recorded.

13 TRAINING

- 13.1 Councillors should where possible have attended the planning training prescribed by the Town Council.

REGISTER OF INTERESTS FORM

I, (NAME), _____ being a Member of **Bognor Regis Town Council**, set out below under the appropriate headings my details which I am required to declare under the Localism Act 2011 and related Regulations relating to Disclosable Pecuniary Interests and under the Bognor Regis Town Council Code of Conduct for Ordinary Interests. I note that in accordance with section 31 (4) of the Localism Act 2011 a member with a Disclosable Pecuniary Interest must not participate in any discussion of the matter at a meeting or participate in any vote, taken on the matter at the meeting, unless a Dispensation has been sought and granted in accordance with section 33 of the Localism Act 2011. I also realise, that on occasions it may be appropriate (although not a legal obligation), to be seen not to participate in any discussion of the matter at a meeting or participate in any vote, taken on the matter at the meeting even for an Ordinary Interest.

Subject	Description – please read the explanatory notes at the end of this form	Myself	My spouse/partner
<i>Part 1: Disclosable Pecuniary Interest (Paragraphs 4 & 5 of the Code of Conduct)</i>			
1 Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried out for profit or gain.		
2 Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 ⁽¹⁾ .		
3 Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.		
4 Land	Any beneficial interest in land which is within the area of the relevant authority [includes where you live].		
5 Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.		

6	Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.		
7	Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.		
Part 2: Ordinary Interests (Paragraph 6 of the Code of Conduct) <i>The Code of Conduct does not require the registration of all Ordinary interests which may need to be declared at a meeting as this is considered impractical, however it does require the registration of the membership of specified organisations which are always known about in advance.</i>				
8	Ordinary Interests	Are you a member of any of the following type of organisations which could be the subject of any business with the Council? a) any organisation of which the Councillor is a member or in a position of general control or management <u>and to which the Councillor is appointed or nominated by the authority</u> ; or b) any organisation exercising functions of a public nature <u>or</u> directed to charitable purposes <u>or</u> one of their principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the Councillor is a member or in a position of control or management. <i>If yes, please state details. If none, please state 'no'</i>		

Part 3: Voluntary Registration

9	For Information	Do you or your partner belong to any other organisations that you would wish to declare, for example a political association, residents association or charity/group not covered by (8) above <i>If yes, please state details. If none, please state 'no'</i>		
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Part 4: Sensitive Interest (Paragraph 7 of the Code of Conduct)

10	Sensitive Interests	Do you consider that disclosure of the details of a Disclosable Pecuniary Interest could lead to you, or a person connected with you, being subject to violence or intimidation. <i>Please list the subject that you believe should not be made public and provide a separate explanation of the reasons. If the Monitoring Officer agrees, these will be withheld from the published Register of Interest.</i>		
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Members Declaration

I declare that:

1. The information that I have provided on this Register of Interests Form is a true record to the best of my knowledge.
2. I will ensure my Register of Interests is kept up to date and agree to notify the Town Clerk in writing within 28 days of becoming aware of any change to the information provided.
3. I acknowledge that my register of Interests will be available for public inspection and will be published to the Council's website (excluding any sensitive interest agreed with the Monitoring Officer).
4. I acknowledge the criminal sanctions relating to Disclosable Pecuniary Interest as set out in Bognor Regis Town Council's Code of Conduct.

Signed:

Name (please print)

Date

REGISTER OF INTERESTS: Bognor Regis Town Council

For Office Purposes Only		
1	Name of Councillor:	
2	Form forwarded to the Monitoring Officer	Date:
3	Form received by the Monitoring Officer	Date:
4	Form included on hard copy Register	Date
5	Form included on website for ADC	Date
6	Form included on website for Town/Parish Council	Date Or not applicable

Explanatory Notes:

- “the Act” means the Localism Act 2011;
- “body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- “director” includes a member of the committee of management of an industrial and provident society;
- “land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- “M” means a member of a relevant authority;
- “member” includes a co-opted member;
- “relevant authority” means the authority of which M is a member;
- “relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
- “relevant person” means M or any other person referred to in section 30(3)(b) of the Act;
- “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000⁽²⁾ and other securities of any description, other than money deposited with a building society.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd JULY 2018**

**AGENDA ITEM 18 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEPHEN REYNOLDS FROM 14th MAY – 25th JUNE 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Thursday 17.05.18	:	Seaside Awards Flag ceremony, BR seafront
Saturday 19.05.18	:	Royal Wedding screening Hotham Park RAFA Service of Thanksgiving, Chichester Cathedral
Sunday 20.05.18	:	Junior BR Prom 10K Road Race BR Prom 10K Road Race, West Park
Monday 21.05.18	:	Girlguides Annual Review, Barons Hall, Arundel Castle
Thursday 24.05.18	:	BR Twinning Association Cream Tea and St. Maur Des Fosses students, Methodist Church Hall
Saturday 26.05.18	:	Slindon Church Fete, Slindon College
Sunday 27.05.18	:	Grand unveiling of Alice in Wonderland Statues, Hotham Park
Wednesday 30.05.18	:	<i>Deputy Mayor attended: Park Day, Hotham Park</i>
Saturday 09.06.18	:	Bognor Regis Carnival – the Esplanade and West Park
Tuesday 12.06.18	:	<i>Deputy Mayor attended: Guides planting at Mini Golf</i>
Saturday 16.06.18	:	Bognor Regis Armed Forces Day – reception at RAFA Club followed by Drumhead Service
Saturday 23.06.18	:	Proms in the Park

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 2nd JULY 2018**

**AGENDA ITEM 19 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 14th MAY – 23rd JUNE 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Sunday 20.05.18	:	Bognor Prom 10K Road Race, West Park
Thursday 24.05.18	:	Twinning Association Cream Tea, Methodist Church Hall
Friday 25.05.18	:	Spirit FM: Together for Tyler, Bandstand, BR
Wednesday 30.05.18	:	Proclamation in Town Centre, BR Park Day, Hotham Park
Friday 01.06.18	:	London Promotional Trip
Sunday 03.06.18	:	Wedding Fayre @ Hilton, Southampton
Thursday 07.06.18	:	Proclamation in Town Centre, BR
Saturday 09.06.18	:	Bognor Regis Carnival
Tuesday 12.06.18	:	Networking meeting Mumpreneurs
Thursday 14.06.18	:	Proclamation in Town Centre, BR
Friday 15.06.18	:	Langston Creatives, Hayling Island
Saturday 16.06.18	:	Sussex Day Proclamation in Littlehampton and BR Bognor Regis Armed Forces Day
Sunday 17.06.18	:	Langston Creatives, Hayling Island
Thursday 21.06.18	:	John Lewis Store card holders sale – private view
Friday 22.06.18	:	Proclamation in Town Centre, BR
Saturday 23.06.18	:	Proms in the Park, Hotham Park

**BOGNOR REGIS TOWN COUNCIL MEETING
2nd JULY 2018**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. Parliament - Public Bill Committees - Scrutiny Unit - Tenant Fees Bill Committee: schedule of meetings June 2018
2. WSCC - invitation to local community event 21 June at Bognor Library to discuss democracy and celebrate 90 years of equal voting rights
3. JWAAC Agenda 13 June 2018 - forwarded to BRTC representative
4. Ellis Whittam - HR and Health & Safety News
5. ADC - Democratic Services - Weekly Despatch Information Service
6. Zurich Insurance - Marketing email regarding BRTC Insurance renewal and Civic and Office Manager's response
7. VAAC – weekly updates – forwarded to Councillors and on Social Media
8. WSCC – Poster advertising JWAAC meeting 13 June at Regis School. Posted on website and social media and forwarded to Councillors
9. ADC - Seawater quality in the Arun District 2018 test results up to 29th May
10. LCPAS Support Service for Parish and Town Councils
11. NALC Newsletter 7 June 2018 - forwarded to Councillors
12. ADALC Agenda Forwarded to Councillors
13. VAAC Newsletters & updates & Briefing - forwarded to Councillors
14. PCC and Neighbourhood Alerts forwarded to Councillors and posted on Social Media where appropriate
15. The Regis School Newsletter - Issue 16 8 June 18
16. WSCC - list of "Awards for West Sussex, Birthday Honours 2018 circulated to all Councillors. Letter of congratulations sent by the Mayor to the two local recipients
17. NALC - Annual Conference 2018 - Shaping our future
18. ADC/BRTC conversation re WIFI
19. Letter of congratulation from the Mayor on behalf of the Town Council to Councillor Mrs Gillian Brown on her OBE
20. Letter of congratulation from the Mayor on behalf of the Town Council to Mrs Hazel Latus on her BEM
21. ADC Travellers Update - Travellers on Horsemere Green Lane, Climping - forwarded to Councillors
22. WSCC - information on Parent & Carer Online Safety Survey - forwarded to Councillors on Social Media and Website
23. Stonepillow summer newsletter
24. Nalc - Chief executive's bulletin
25. WSCC - duplicated update and JEAAC link
26. NALC Chief Executives Bulletin Forwarded to Councillors
27. The Office of the Sussex Police and Crime Commissioner - Newsletter 15.06.18 - forwarded to Councillors
28. Bognor Regis Twinning Association - Minutes of the meeting held on 23rd May 2108
29. NALC Newsletter

AGENDA ITEM 21

- 30.** ADC - letter from Chief Executive regarding the Bognor Regis Amenity Site, Shripney Road
- 31.** Local Councils Update - June 2018 - Issue 218
- 32.** Email from a member of the public and the Deputy Clerks reply regarding Billy Bulb
- 33.** SALC - weekly NALC Executive Bulletin
- 34.** ADC – Traveller Update – Travellers in Ford and Rustington – forwarded to Councillors
- 35.** Ordnance Survey – Reminder Open OS MasterMap announcement – key parts of the OS MasterMaps to be opened under Open Government Licence
- 36.** HCLG – HCLG and HSC Joint report publication on long term funding of adult social care to be published 27 June 00.01
- 37.** Bognor Regis Twinning Association Coffee Morning 7 July 2018
- 38.** 1st Pagham & Aldwick Brownies - invitation to their EqualiTeas Tea Party 28 June 5.30 - 7.00 - Forwarded to Councillors
- 39.** Mairie Saint-Maur - Felicitations et invitation ville de Saint-Maur Invitation to the Mayor - also sent by post
- 40.** The Regis School - Newsletter Issue 17 22.06.18
- 41.** NALC - Chief Executives weekly bulletin 22 June 2018
- 42.** ADC - Traveller Update - Travellers in Angmering - forwarded to Councillors
- 43.** NFP WORKSHOPS - Bid Writing; The Basics booking details
- 44.** NALC - Annual Conference 2018: Early Bird Rates
- 45.** Westminster Briefing - Electoral Administration Briefing Tuesday 18th September 11.00 Central London

**BOGNOR REGIS TOWN COUNCIL MEETING
2nd JULY 2018**

AGENDA ITEM 21 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. Twinning Association - Next Foreign Films at the Bognor Regis Picturedrome
2. Westminster Briefing - Electoral Administration Briefing 18 September 2018
3. Arun District Council - Traveller Update - Travellers in Angmering - forwarded to Councillors
4. NALC - Newsletter
5. Arun Weekly Despatch Information Service week beginning 25 June
6. Sussex Police and Crime Commissioner - 21st Century policing - Forwarded to Councillors
7. Arun District Council - Travellers Update - forwarded to Councillors
8. WPS Insurance - HSE Safety Cornerstones July 2018 - Mental Health Conditions are on the rise
9. Arun District Council - Travellers Update - forwarded to Councillors
10. VAAC - Annual Survey of voluntary and community groups
11. VAAC - Funding focus - forwarded to Councillors
12. SSALC - Chairs Networking Day 12th July 2018 - attendance list
13. Arun District Council - Travellers Update - forwarded to Councillors
14. WSCC - Heatwave level 3 issued - forwarded to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 22 - TO RECEIVE AN UPDATE ON OFFICE PROVISION
AND AGREE ANY ACTION - MIN. 48 REFERS**

REPORT BY DEPUTY CLERK

FOR DECISION

Members will recall that at the Extraordinary Council Meeting held on 30th April, whilst it was decided to take no immediate action to submit an offer to ADC to purchase the Town Hall, agreement was given, in principle and subject to obtaining prior cost, to take architectural and commercial advice on potential uses of the building along with associated costs to prepare the building for preferred uses, which will inform the Council should they wish to submit an offer at a future date (Min. 196 refers).

A brief was therefore drafted by LCS Ltd, attached as **Appendix 1**, and this was circulated to local firms of architects identified through the website of the Royal Institute of British Architects (RIBA).

Of those approached, three architects have agreed to provide a quotation but unfortunately, at the time of publishing, only one of three has been received. It is anticipated that all three quotations will be available for inclusion in a report update at the Meeting, at which point Members will be invited to consider the quotations, **AGREE** if they wish to proceed further with these investigations and if so, confirm the quotation that they wish to accept.

Members are asked to note that quotations for commercial advice will be sought if required as a result of the decision taken below.

DECISION

Do Members wish to accept one of the three quotations provided in line with the brief as drafted and if so, which is the preferred provider?

Furthermore, if minded to accept a quotation to proceed to the next stage, Members are asked to confirm the budget against which the expenditure should be drawn.

Members are also invited to note that ADC's Property, Estates and Facilities Manager has contact the Clerk recently and asked for confirmation of the Town Council's decision with regard to the Town Hall. The Officer was directed to the Minutes of the Extraordinary Council Meeting and also advised that the decision taken at that time has been relayed to both the Chairman and the Chief Executive of the District Council at the recent Liaison Meeting.

Finally, with regard to the decision that investigations should continue into alternative property and availability of suitable office accommodation in the Town, Members are asked to note that the Town Clerk has been endeavouring to arrange a viewing of a Town centre property, which is currently being marketed, but as yet has not received confirmation of a suitable date and time from the marketing agent.

BRIEF: Possible Future use of Bognor Regis Town Hall.

Overview

Bognor Regis Town Hall, built in 1929, is owned by Arun District Council (ADC) who currently occupy part of the main building. Bognor Regis Town Council (BRTC) has occupied part of Bognor Regis Town Hall (Town Hall) from its inception as a neighbourhood council in 1978 and currently occupies most of the second floor under a licence which has a 3 months termination clause.

ADC have undertaken a review which will likely mean the building being offered for sale, with vacant possession. The building is listed as a community asset.

BRTC have expressed a provisional interest in purchasing the Town Hall, which they consider to be an important community asset for the Town, however for such a purchase to make business sense, they need to find alternative uses for the majority of the ground and second floors of the building, which will either provide income to help off-set running costs and/or facilitate the Council providing additional services/community benefit.

In order to inform the Council's decision whether or not to submit an offer for the Property, BRTC now seek on a confidential basis, advice on:

- Possible future uses of the Town Hall building;
- A sketch layout of how those uses could be accommodated and
- A budget cost for converting the building for the preferred purpose(s)

Quotations for providing this information are requested no later than **25th May 2018**. It hoped that a contract for the Designer will be awarded by in June 2018.

There is no commitment to accept the lowest or any quote.

About Bognor Regis Town Hall

The Town Hall is located on Clarence Road (corner of Belmont Street), Bognor Regis, PO21 1LD.

The property comprises three parts, the main building is Grade II listed, a three-storey brick and tile town hall of neo-Georgian design which comprises office and reception. The main building has a symmetrical splayed design with central spur to the rear in yellow Flemish Bond brickwork with brown brick and stone dressing and hipped pantile roof with elaborate central wooden clock face and cupola copper dome. Attached to the west side of the main building is a small single storey, flat roofed modular office building (the Lesser) with internal access from the main building. The final part comprises a single storey flat-roofed brick building that provides office accommodation for the Citizens Advice Bureau (CAB) and Shop-mobility (formerly a fire station).

The property is located in the centre of Bognor Regis, just south of the main shopping thoroughfares of High Street and London Road. Just to the south is the Esplanade which adjoins the sea front and immediately to the west is the Belmont Street public carpark that serves the Regis Centre, an arts/entertainment venue. There are mainly residential properties on the east side of Clarence Road, many divided into flats.

Currently on offer to the Town Council is the freehold of the main building but not the Lesser or CAB buildings. Unfortunately, ADC will at this stage not include freehold space for parking but may be prepared to grant a licence. BRTC realise this may restrict future uses. The property includes a drop-off zone to the front of the building.

The total site area is an estimated 0.21ha.

Floor area of the Town Hall & (excluding the Lesser & CAB):

Ground Floor	290.19 sq m.
First Floor	247.77 sq m.
Second Floor	227.05 sq m.

There is a lift and three staircases in the main building. Each floor contains a mixture of open plan and cellular offices and storerooms. There are small kitchen facilities on both ground and second floors and toilets on ground and first floors and a Council Chamber on the first floor off the main stairs and Foyer.

Sketch Design

The sketch design will be the designer's own, based on early ideas by BRTC or alternatives put forward by the architect.

BRTC have taken advice from its commercial agent and believe that there is not sufficient demand for office space in the Town to give it a reasonable prospect of securing tenants for the remaining two floors.

Initial thoughts are therefore:

Ground Floor. Reception for BRTC. Community/event space based on an extended main office, other "break-out" rooms and possible office accommodation for current minor tenants.

First Floor. Current BRTC office and Council Chamber.

Second Floor. Self-contained apartments.

The Quotation to be in the following format:

A fixed fee for the information stated in the Overview above. The proposal to include an initial sketch of the Architect's initial ideas, examples of similar work undertaken and details of qualifications and professional membership.

Arrangements to view the Town Hall can be made with the Town Clerk.

Quotation Return to:

Town Clerk, Bognor Regis Town Council, Town Hall, Clarence Road, Bognor Regis, PO21 1LD.
Email: glennafrost@bognorregis.gov.uk
Telephone: 01243 867744

Appendices:

1. Floor Plans of property.

Also available to appointed Architect:

1. District Valuers Report
2. Condition Survey and estimate of Catch-up repairs.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 22 - TO RECEIVE AN UPDATE ON OFFICE PROVISION
AND AGREE ANY ACTION - MIN. 48 REFERS**

UPDATE REPORT BY DEPUTY CLERK

FOR DECISION

Members received the report as circulated previously regarding this issue, including a copy of a brief provided to architect firms to enable a quotation to be prepared.

A total of five firms were approached, all sourced from the Royal Institute of British Architects (RIBA) website but only three confirmed that they would be able to provide a quotation.

Unfortunately, one of the three firms has not submitted the required quotation, and therefore Members are invited to receive the following, two quotations:

Company A : £3,600
Company B : £4,850

Members are invited to consider these quotations, **AGREE** if they wish to proceed further with these investigations and if so, confirm the quotation that they wish to accept.

DECISION

Do Members wish to accept one of the two quotations provided in line with the brief as drafted and if so, which is the preferred provider?

Furthermore, if minded to accept a quotation to proceed to the next stage, Members are asked to confirm the budget against which the expenditure should be drawn.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING 2nd JULY 2018**

**AGENDA ITEM 23 - REDEVELOPMENT OF THE PICTUREDROME CINEMA
PROCUREMENT UPDATE**

REPORT BY THE TOWN CLERK

FOR INFORMATION

INTRODUCTION

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

PICTUREDROME PROJECT CONSTRUCTION UPDATE

Since the last progress report the rain screen cladding has been completed on the outside of the building. The fire alarm system has been completed throughout the cinema and extended to the Regis Burger restaurant and the Kiosk. The new power supply and metering has been installed satisfactorily and the contractor has commenced commissioning all plant and equipment prior to sign off from Building Control and repossession of the site by the Council. However, Building Control will not issue a completion certificate prior to completion of internal fit out works which are the responsibility of the tenant. It is anticipated that fit out works will commence on Monday 2nd July.

To avoid further prolongation costs a partial possession has been agreed for the 2nd July when the cinema operator will take over the site from the contractor. Following fit out, a final inspection will be undertaken by Building Control and full possession given back to the Council and the cinema operator.

It is anticipated that all works will be completed by the end of July. Ready for the grand opening in September.

JOINT INSURANCE REQUIREMENTS FOR THE CINEMA DURING THE CONSTRUCTION PHASE

The joint insurance between the Council and the Contractor provides the cover for the works and the existing structure in the form of two policies in accordance with the requirements of the JCT contract for the provision of a new cinema screen.

The first policy covers damage to the new works to cover accidental loss or damage to the works. The second policy is an extension of the current policy for the existing structure to provide indemnity to the Contractor. The existing terms and conditions of the policy apply and requires confirmation from the Contractor that the premises will remain weatherproof and secure for the duration of the

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contract and that any heat work involved will be the subject of a Hot Permit working system.

As reported at the last Town Council meeting, these policies were due to expire in April at the anticipated completion date but were extended until the 4th June in line the proposed new contract completion date and any additional cost would be advised in due course. It was also reported that any prolongation to the revised contract completion date may also result in an additional premium being payable. The need to extend the policies again in line with revised contract completion dates has been necessary and details of the final additional premiums payable will be notified when known and will be funded as part of the additional costs which fall outside the contract.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd JULY 2018**

**AGENDA ITEM 24 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Progress Reports on Picturedrome Expansion Project - a further update to inform the public of progress with the expansion project was posted on the Town Council website in May 2018 and circulated to Councillors.

Opening Ceremony for the fourth screen any update - Min. 34 refers - it was reported at the last Town Council meeting that a member of the public had written to the Town Council suggesting that HRH Prince Harry and Ms. Meghan Markle be invited to officially open the fourth screen of the Picturedrome Cinema and following some discussion it was agreed that an invitation should be sent. A letter was sent from the Town Mayor shortly after the meeting however, a reply is still awaited.

Insurance Reinstatement Cost Assessment - as reported in the last Picturedrome Site update report, following completion of the expansion project an assessment of the building will be undertaken to ensure that the building is adequately insured. A date has now been set for early August for this to be undertaken and access to all parts of the Picturedrome site including 1a and 1b Linden Road will be required to enable this inspection to be carried out. The Managing Agents have been asked to arrange the access with the respective tenants so that confirmation of the arrangements can be confirmed with the Valuer prior to his visit.

Kiosk 1a Linden Road, Electrical Safety Certificate - Members will recall it was reported at the May Council Meeting that to ensure that the premises were fully compliant with current regulations prior to being relet, an electrical inspection would be undertaken at an estimated cost of £100 plus VAT. The invoice for these works has now been received totalling £80.00 plus VAT resulting in a small saving on the cost previously reported of £20.00.

Kiosk 1a Linden Road, New Heating and works to undertake recommendations identified in recent Electrical Safety Inspection - at the last Policy and Resources Committee Meeting, it was reported that as a result of the recent electrical safety inspection, no major items were identified. However, there were a number of observations and recommendations for improvement made which it was reported would be addressed when the installation of the new energy efficient electric heaters was carried out. The new energy efficient electric heating has now been installed with one heater in the main office area and a further small heater in the kitchen/cloakroom area. A further electric point for a 2nd heater has also been installed in the main office area, which will allow for a further heater to be installed if the area proves cold in the winter due to the large area of glass windows facing the street. The other

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improvement works identified in the initial inspection have also been undertaken including replacement of the old consumer unit and replacement of the extractor fan in the WC, which was found to be faulty at a total cost of £1,449.70 plus VAT.

A full Electrical Installation Certificate was issued on completion of the job with all previous recommendations having been addressed. A copy of this has also been passed on to the new tenants for their records.

Asbestos Incident within original building - During a routine visit to the new cinema extension via the existing building by the Council's contractor's they noticed that an area of ceiling outside screen2/projector room/toilets had collapsed. This was probably caused by internal fit out works being initiated by the tenant's staff. The Council's contractors knew from the recent management survey that the collapsed material may contain asbestos and that there was a strong possibility of the area being contaminated. In consequence Cheesmur stopped all work in the area whilst the tenant's staff arranged for testing which revealed low level asbestos containing material. The ACM was subsequently cleared and properly disposed of.

Although the Council's main contract was interrupted it was contained within the existing prolongation envelope and did not cause further prolongation.

Following the asbestos removal, air clearance tests were undertaken and found to be satisfactory, and all construction work recommenced. The costs associated with this incident including asbestos clearance and disposal was borne by the tenant.

Kiosk 1a Linden Road - further information in relation to reletting of the premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.

Regis Burger 1b Linden Road - further information in relation to the premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.