



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

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 3rd SEPTEMBER 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.

TOWN CLERK

DATED THIS 28th DAY OF AUGUST 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 and/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 Council Meeting held 2nd July, and Extraordinary Council Meeting held 14th August 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 2nd July and Meeting of 30th July 2018** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Events, Promotion and Leisure Committee; and Allotments Sub-Committee - Min. 44 refers
- 8.2 **Community Engagement and Environment Committee Meeting of 16th July 2018** with resolutions, recommendations and reports
- 8.3 **Planning and Licensing Committee Meetings of 17th July, 7th and 28th August 2018** with resolutions, recommendations and reports
- 8.4 **Events, Promotion and Leisure Committee Extraordinary Meeting of 19th July, and Meeting of 6th August 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 June and July and to note the balances, bank reconciliations and financial reports previously copied to Councillors (August 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. Cosgrove
"The Council Commissions the Community Engagement & Environment Committee to prepare a Report, with Recommendations, with appropriate Officer input and advice on the extent of and need for community space in Bognor Regis Town.

This Report should inform current and future Council consideration of acquisition of property within the terms of the Council's Strategy, and consider space for meetings, for exhibition, for community groups and other relevant needs.

Current spaces in the Town area include: Bognor Regis Town Hall, The Regis Centre inc theatre and studios, Jeneses, The BR Campus of the University, The Methodist Church, The Hub, The Gordon Centre, The Picturedrome, The Arena, The Baptist Church, St Wilfrids Church, Westloats Community Centre, Local Primary Schools, The Regis School,

Grandad's Front Room, The Regis Music School, South Bersted Church, also facilities at Butlins, BR Library.

There should also be consideration of the proximity to areas of the Town of other parishes facilities such as: Rowland Rank Centre, West Meads Community Hall, Aldwick Parish Hall, New Park Centre Willowhale Library.

The Committee should report to the November meeting of the Council, or January 2019 at the latest, and there should be investigation of capacity, pricing and current regular uptake of the above venues."

12. 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)
13. To review Committee Memberships as referred from the Council Meeting held 2nd July 2018 (Min. 73.5 refers) and also incorporating allocations arising from political party membership changes
14. Regeneration including to receive Briefing Notes of Bognor Regis Regeneration Board Meeting held on 25th July 2018 previously circulated to Councillors, an update on Regeneration Consultation Working Group meetings (Min. 38 refers) and letter from Cllr. Goodheart to ADC regarding regeneration opportunities
15. To discuss the Garden Town initiative as requested by Cllr. Cosgrove and refer to the Planning and Licensing Committee
16. Town Mayor's Report and duties undertaken
17. Town Crier's Report and duties undertaken
18. Reports from Representatives to other organisations
19. To receive Correspondence
20. To receive an update on office provision and agree any action
21. Redevelopment of the Picturedrome Cinema procurement update
22. Picturedrome Site update - Director's report, any urgent actions taken for ratification
23. The Royal Hotel, Bognor Regis - invitation to procure the hotel

Agenda items **20, 21 22 & 23** may contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 2nd JULY 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: K. Batley (during Min. 62), J. Brooks, J. Cosgrove, Mrs. S. Daniells, P. Dillon, D. Enticott (from Min. 58, until Min. 63), T. Gardiner, S. Goodheart, M. Lineham, M. Smith, M. Stanley, W. Toovey, Mrs. J. Warr, and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
1 member of the Press (part of meeting)
OC Birch (part of meeting)
6 members of the public (part of meeting)

Prior to the meeting, a minute's silence was held in memory of Hal Brooks and Daniel Johnston, both of whom had passed away recently, with tributes paid by several Members of the Council

The Meeting opened at 6.38pm

53. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

The Town Clerk gave apologies for Cllr. Cunard, who was on annual leave, and Cllrs. Batley and Enticott who would be late to the meeting.

54. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

*Cllr. Brooks declared an Ordinary Interest in Agenda item 8.2 as a **Member of Arun District Council's Development Control** Committee. 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. Mrs. Daniells declared an Ordinary Interest in Agenda item 8.2 as a Member of Arun District Council. She 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. Mrs. Daniells confirmed that she will reach a decision on merit and not bias

Cllr. Mrs. Daniells also declared a Disclosable Pecuniary Interest in Agenda items 23 & 24, as an employee of the Picturedrome Cinema, and stated that she would leave the meeting when these Agenda items were discussed

Cllr. Dillon declared an Ordinary Interest 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. Dillon also declared an Ordinary Interest as a Member of Arun Arts

Cllr. Goodheart declared an Ordinary Interest in Agenda items 8.1, as a Member of the Bognor Regis In Bloom Working Group, 8.2 as a volunteer with the 4BR group, and items 8.5 & 13 as a volunteer with Rox Music & Arts

Cllr. Goodheart also declared a Disclosable Pecuniary Interest in Agenda item 16, as the subject Member, and stated that he intended to make a short statement at the appropriate time, after which he would leave the meeting while this Agenda item was discussed

Cllr. Reynolds declared an Ordinary Interest 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. Smith declared an Ordinary Interest in Agenda item 8.2 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. Smith confirmed that he will reach a decision on merit and not bias

Cllr. Stanley declared an Ordinary Interest in Agenda items 8.1, as a fundraiser for Stonepillow

Cllr. Stanley declared an Ordinary Interest in Agenda items 8.2, 11 and 17 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

Cllr. Stanley declared a further Ordinary Interest in Agenda item 11 as a fundraiser for Bognor Community Gardeners

55. 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

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 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

56. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

There were no reports.

57. WRITTEN QUESTIONS FROM COUNCILLORS

Cllr. Stanley put the following written question to the Mayor:

Will the Mayor join me in condemning the behaviour of two Senior Arun District Council Members? Whilst as Councillors we should have broad public shoulders, if members of the community feel compelled to raise concerns about the state of our town's regeneration they should not be labelled "Mad", "Blind" or "Political Activists" as have been published reports of in recent local Newspapers. I feel this to be unacceptable and I hope that the Mayor will join me in sending a clear message that on behalf of our town's residents we will not tolerate this.

The Town Mayor confirmed that he was not aware of the specific remarks made in the local press to which Cllr. Stanley referred, however, he did agree that it is important that Councillors at all levels of local government demonstrate their respect for all those they come into contact with, regardless of their own opinion on a particular subject, including residents of our own Town.

58. ADJOURNMENT FOR PUBLIC QUESTION TIME

The meeting was adjourned from 6.43pm until 6.44pm for this item. A member of the public expressed disappointment that events such as International Bognor Birdman and Rox were not taking place this year, the loss of which was terrible for the Town.

Cllr. Brooks declared a Disclosable Pecuniary Interest as a Director to Birdman Events and advised he would leave the meeting if this item was discussed

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

There were none.

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

61. Policy and Resources Committee Extraordinary Meeting of 22nd May 2018

In the absence of the Chairman, Cllr. Cunard, the Minutes of the Extraordinary Meeting held on 22nd May were presented by Cllr. Stanley, as Vice-Chairman of this Committee.

61.1 Min. 5 - To discuss and determine the Resolution arising from the Annual Town Meeting of Electors held 19th March 2018

Members **RESOLVED** that (a) this Council 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).

Members further **RESOLVED** that the membership of the working Group should consist of Cllrs: Cosgrove, Mrs. Daniells, Enticott, Goodheart, Stanley and Mrs. Warr

62. Policy and Resources Committee Meeting of 4th June 2018

In the absence of the Chairman, Cllr. Cunard, Cllr. Cosgrove presented the Minutes of the meeting held on 4th June as acting Vice-Chairman for that meeting.

Cllr. Batley arrived at the meeting

62.1 Min. 12 - To review the Terms of Reference for the Mayoralty Selection Committee, making recommendations on proposed changes to the Town Council as appropriate

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Mayoralty Selection Committee be adopted by the Town Council without change.

62.2 Min. 13 - To review Terms of Reference for the 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, Planning and Licensing Committee, and make any recommendations on proposed changes

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the 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, Planning and Licensing Committee, be adopted by the Town Council with minor amendments as noted.

62.3 Min. 16 - Homelessness

A Member asked what shape the agreed monitoring would take, to be carried out by the Community Engagement and Environment Committee, and after a brief discussion Members were informed by the Town Clerk that this item was on the Committee's Agenda for the meeting to be held on 16th July 2018.

62.4 Min. 17 - To receive, and if acceptable, recommend the adoption of a Data Protection Policy as required by GDPR

Members **RESOLVED** to **APPROVE** the recommendation that the new Data Protection Policy be adopted.

62.5 Min. 18 - To consider future protocol to fly the Town Council flag on the Mayor's birthday and make suitable recommendation to Council

Members **RESOLVED** to **APPROVE** the recommendation that the Town Flag should be flown on the Mayor's birthday.

62.6 Min. 21 - To consider and make recommendation to Council on amendments to Standing Orders and Standing Orders for Contracts

Members **RESOLVED** to **APPROVE** the recommendation that the revised Standing Orders and Standing Orders for Contracts be adopted incorporating all six of the NALC recommended amendments together with a new time limit clause.

63. Policy and Resources Committee Extraordinary Meeting of 2nd July 2018

The Policy and Resources Committee Extraordinary Meeting of 2nd July had taken place immediately prior to the Council Meeting, therefore, the Town Clerk gave a verbal report to Members of the outcomes from the meeting.

63.1 To receive the notes from the Regeneration Consultation Working Group Meetings held on the 8th and 18th June 2018 and furthermore, discuss and determine the Working Group's recommendation 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."

Members received the **RECOMMENDED** Resolution from the preceding Policy and Resources Committee Extraordinary Meeting 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. Furthermore, that suitable public consultation be undertaken by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250."

Cllr. Enticott left the meeting

Members discussed briefly the recommendation before them, following which a recorded vote was requested.

FOR

Cllr. Brooks
Cllr. Cosgrove
Cllr. Gardiner
Cllr. Goodheart
Cllr. Lineham
Cllr. Smith
Cllr. Stanley
Cllr. Toovey
Cllr. Mrs. Warr
Cllr. Woodall

AGAINST

Cllr. Mrs. Daniells
Cllr. Dillon

ABSTENTIONS

Cllr. Batley
Cllr. Reynolds

Members therefore **RESOLVED** to **APPROVE** the recommended Resolution and **AGREED** that the membership of the Working Group should consist of Cllrs: Cosgrove, Goodheart, Smith, Stanley, Mrs. Warr, and Woodall, with the Town Clerk asked to organise a meeting of the Working Group as soon as possible.

64. Community Engagement and Environment Committee Meeting of 21st May 2018

The Chairman of the Committee, Cllr. Smith, reported.

65. Planning and Licensing Committee Meetings of 15th May, 5th and 26th June 2018

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

66. Events, Promotion and Leisure Committee Meeting of 11th June 2018

The Chairman of the Committee, Cllr. Mrs. Daniells, reported.

66.1 Min. 6.1 - Hothamton Play Area

Cllr. Cosgrove informed Members that, although a new gate had been installed at the Play Area, there are further gates and fences in place that are ineffective and continue to put children using the Play Area at risk of dog attacks. Members spoke in support of Cllr. Cosgrove's ongoing concerns and, whilst it was acknowledged that Arun District Council (ADC) had addressed some issues at the Hothamton Play Area, felt that the Town Council should write a letter to ADC outlining the concerns. Members **AGREED** that the matter should be **REFERRED** back to the Events, Promotion and Leisure Committee for further consideration.

66.2 Min. 13.1 - Reappointment of Task and Finish Group

A Member expressed his dissatisfaction that this Group was not to be reappointed with the remaining funds from the Bognor Regis Brand

Budget returned to General Reserves with a simultaneous recommendation that the funds be reallocated to the Committee for an alternative use. The Member went on to suggest that there was no further need for this Committee and that it should be dissolved.

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

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

68. 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)

The Council **RESOLVED** 'to note the payments and transfers made in April and May and to note the balances, bank reconciliations and financial reports'.

69. 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

"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."

The Town Clerk's report was noted.

Cllr. Cosgrove spoke in favour of the Motion and, in the absence of Cllr. Enticott who had left the meeting earlier, Cllr. Mrs. Warr seconded the Motion.

The Mayor did not deem the issue before Members to be urgent enough to require immediate debate but was of the opinion that it should stand **REFERRED** without discussion to the relevant Committee, in this case the Community Engagement and Environment Committee, in accordance with S.O. 9.5.

Cllr. Cosgrove **MOVED** to suspend Standing Orders by resolution under S.O. 41, to enable Members to decide whether to discuss the issue before them immediately. This was seconded by Cllr. Goodheart. Following a vote, Members **RESOLVED** to suspend Standing Orders (S.O. 41) and Members **AGREED** to discuss the issue immediately rather than to defer without discussion. Cllr. Gardiner asked that his abstention be noted.

Cllr. Brooks redeclared an Ordinary Interest as a Member of Arun District Council, specifically as a Member of the Development Control Committee, and left the meeting

Standing Orders were reinstated and discussion was had, with a Member seeking clarification regarding the final sentence of the Motion. An Amendment was therefore proposed and seconded to remove from the Motion the final line as follows: -

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

The Amendment was **CARRIED**; unopposed by the proposer of the Motion.

Discussion then took place on the final amended resolution as follows: -

"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."

Cllr. Brooks returned to the meeting

The Motion was moved by Cllr. Cosgrove, and seconded by Cllr. Goodheart, and a recorded vote was requested.

FOR

Cllr. Batley
Cllr. Cosgrove
Cllr. Gardiner
Cllr. Goodheart
Cllr. Lineham
Cllr. Smith
Cllr. Stanley
Cllr. Toovey
Cllr. Mrs. Warr
Cllr. Woodall

AGAINST

Cllr. Mrs. Daniells
Cllr. Dillon

ABSTENTIONS

Cllr. Brooks
Cllr. Reynolds

Following a vote, the Motion was **CARRIED**.

70. 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."

The Town Clerk's reported was noted. As the Proposer, Cllr. Cosgrove spoke to the Motion. Following the Motion being moved and, in the absence of Cllr. Enticott, seconded by Cllr. Smith, the Mayor did not deem the issue as urgent. Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Events, Promotion and Leisure Committee Meeting, in accordance with S.O. 9.5.

71. NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT - BRTC/ROX CHARITY 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."

The Town Clerk's reported was noted. As the Proposer, Cllr. Cosgrove spoke to the Motion. Following the Motion being moved and, in the absence of Cllr. Enticott, seconded by Cllr. Stanley, the Mayor did not deem the issue as urgent. Members **RESOLVED** to 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.

Cllr. Stanley left the meeting

72. 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

The notes of the meetings were not yet available.

Cllr. Gardiner, as Town Council representative to ADALC, gave a verbal report on the recent meetings. Discussion had taken place about the future of the Association and its intended purpose which is to allow all the Parishes and Towns to stand together.

Cllr. Stanley returned to the meeting

73. TO APPROVE CHANGES TO COMMITTEE APPOINTMENTS IN LIGHT OF CHANGE TO POLITICAL PARTY MEMBERSHIPS

Members received the Deputy Clerk's initial report regarding changes to the Committee Membership.

73.1 It was **RESOLVED** that Cllr. Mrs. Daniells should be removed from the Policy and Resources 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.

73.2 It was **RESOLVED** that Cllr. K. Batley be appointed to the Community Engagement and Environment Committee to fill the Liberal Democrat vacancy.

73.3 It was **RESOLVED** that Cllr. Reynolds should be removed from the Planning and Licensing Committee to be replaced by Cllr. Woodall. There were no other nominations to fill the Liberal Democrats vacancies.

73.4 Members proceeded to receive the Deputy Clerk's updated report in light of the reformation of an Independent Group and **RESOLVED** 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.

73.5 Members noted that the remaining member of the A.N. Others, Cllr. Lineham, had 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. He asked that it be noted that he had been voted onto the Council having stood as a UKIP Member and that, in his opinion, he would be doing his electorate a disfavour if he were to change Party allegiance during his time in office. Furthermore, due to personal circumstances, Cllr. Lineham was unable to take up his place on any of the Committees immediately but requested that this be reconsidered at the September Council Meeting. This was **AGREED** by Members.

74. 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

The Town Clerk's report was noted.

Cllr. Goodheart redeclared an Disclosable Pecuniary interest as the subject Member

Cllr. Goodheart gave a short statement and informed Members that he agreed with the recommendations made in the report, as he believed that these would provide him with a better understanding of being a good Councillor and would give confidence to the electorate, and fellow Members, in his abilities.

Cllr. Goodheart left the meeting

Members discussed the report in detail and the Town Clerk read out the Assessment Panel's recommendations.

It was unanimously felt that this had been a regrettable situation and Members agreed that the Council, as a whole, could learn something from this experience.

Members **RESOLVED** that Cllr. Goodheart should not be reprimanded for his failure to abide by the Code of Conduct.

Members **RESOLVED** 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 previously taken regarding refresher training on the Code of Conduct for all Members. Furthermore, Members **AGREED** to suitable expenditure to provide refreshments for this training session, to also be funded from the Earmarked Reserves for Councillor Training.

As a result of the changes in Committee Memberships, as agreed in Min. 73, it was no longer necessary to consider suspending Cllr. Goodheart from the Policy and Resources Committee.

Members **NOTED** that the adoption of ADC's Code of Conduct had been considered and rejected by the Town Council previously.

Having considered the reviewed Code of Conduct, Members **RESOLVED** to adopt the amended document.

Members **NOTED** the updated Register of Interest Forms and, having been provided with blank copies during the meeting, were asked for them to be completed and returned to the Town Clerk as soon as possible.

Members **NOTED** the amended wording for agendas with regard to the Declaration of Interests item.

Cllr. Goodheart returned to the meeting

The Mayor duly informed Cllr. Goodheart of the decisions taken by Members regarding the Assessment Panel's recommendations.

75. REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES OF BOGNOR REGIS REGENERATION BOARD MEETINGS HELD ON 24th JANUARY AND 25th APRIL 2018 PREVIOUSLY CIRCULATED TO COUNCILLORS

Members noted receipt of the Briefing Notes of Bognor Regis Regeneration Board Meetings held on 24th January and 25th April 2018 that had been previously circulated.

Following discussion of the Briefing Notes, Cllr. Cosgrove referred to the comment made during the preceding Extraordinary Policy and Resources Committee Meeting, that ADC's submission for funding for the Winter Gardens Project, from Coast to Capital LEP, had been rejected.

It was, therefore, proposed and seconded that Town Clerk should write to ADC regarding this.

Cllr. Goodheart questioned what outcomes to date had come from negotiations between ADC and the health authority responsible for the Health Centre, West Street, Bognor Regis and asked that the Town Clerk write a letter to ADC for clarification. This was **AGREED** by Members.

Cllr. Stanley raised concerns about the state of the planters outside of Bognor Regis Railway Station, Station Road, and asked that the Town Clerk write a letter to ADC asking what they intended to do about the situation.

This request was seconded by Cllr. Gardiner and it was subsequently **AGREED** that the Town Clerk would write to ADC. It was further suggested that the issue be referred to the BRTC/ADC Liaison Meeting.

*The Town Mayor, Cllr. Reynolds, left the meeting. In the **Chairman's absence the Deputy Mayor, Cllr. Woodall, took the Chair***

76. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

77. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted. Cllr. Brooks offered his congratulations to the Town Crier, Mrs. Jane Smith, for the excellent work she was delivering to the role and for her efforts in promoting Bognor Regis.

The Town Mayor, Cllr. Reynolds, returned to the meeting and took the Chair

78. 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:

78.1 Cllr. Cosgrove - BRTC/ADC Liaison Meeting; West Sussex ALC Ltd.

78.2 Cllr. Mrs. Daniells - Arun District Association of Local Councils; Bognor Regis Twinning Association.

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

79. CORRESPONDENCE

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

Cllr. Dillon left the meeting

80. TO RECEIVE AN UPDATE ON OFFICE PROVISION AND AGREE ANY ACTION - MIN. 48 REFERS

The Deputy Clerk's report was noted and a verbal report was given to Members regarding quotes from local firms of architects.

Cllr. Dillon returned to the meeting

Members discussed the matter before them and, following a vote, **RESOLVED** to **AGREE** that Company A be chosen to proceed with investigations on potential uses of the Town Hall along with associated costs to prepare the building for preferred uses, which will inform the Council should they wish to submit an offer to ADC to purchase the building at a future date. Cllrs. Brooks and Reynolds asked that it be noted that they had voted against the decision in principle. Cllr. Gardiner asked that his abstention be noted.

Having been minded to accept the quotation provided by Company A, whilst the suggestion was made that this expenditure should be funded through General Reserves, Members **AGREED** that the Town Clerk would liaise with the Council's Accountant, and the Chairman and Vice-Chairman of the Policy and Resources Committee, in identifying the appropriate budget.

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

81. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's report was noted.

82. PICTUREDROME SITE 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.

83. 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 item 24 (contractual).

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

84.1 Members received and noted the confidential, verbal report from the Town Clerk in relation to 1a Linden Road and actions taken as detailed were ratified.

As a result of an initial enquiry from the tenant, Members **AGREED** to give Landlord's consent for the tenant to seek the appropriate permissions from the Planning Authority to install a small opening window above the door, once their official request to carry out the works was received via the Managing Agents.

84.2 Members received and noted the confidential, verbal report from the Town Clerk in relation to 1b Linden Road and actions taken as detailed were ratified.

Following some discussion, Members **RESOLVED** to proceed with Option 4 of the guidance received and as detailed in the confidential Appendix (appended to File Minutes). Furthermore, Members **AGREED** that the Town Clerk should liaise with the appropriate parties to identify the most timely and efficient way to achieve the required outcome.

The Meeting closed at 9.01pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 14th AUGUST 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, J. Cosgrove, Mrs. S. Daniells, P. Dillon, D. Enticott, M. Smith (during Min. 90), 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)
2 members of the public (part of meeting)
3 members of the press (part of meeting)

The Meeting opened at 6.30pm

85. 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 Cllrs. Batley, Cunard, and Toovey who were working, Cllrs. Gardiner and Woodall who each had a prior engagement, Cllr. Goodheart who was on annual leave, and Cllr. Lineham due to family commitments. Apologies were also received from Cllr. Smith who would be arriving late to the meeting.

86. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest

87. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

- 88.** Members **RESOLVED** to vary the order of business to take agenda item 5 at this point.

89. PRESERVING THE HERITAGE OF BOGNOR REGIS - TO RECEIVE A REPORT FOLLOWING THE MEMBERS BRIEFING HELD 3rd JULY 2018 INCLUDING: PROCUREMENT OF THE ROYAL HOTEL BOGNOR REGIS: OPTIONS APPRAISAL, OPPORTUNITIES FOR JOINT VENTURE PARTNERING

The Town Clerk's report was noted.

The Chairman welcomed the Town Council's consultant, Mr. G. Chambers (Local Community Solutions Ltd.), to the meeting.

Mr. Chambers gave a brief verbal report reminding Members of the presentations received, and discussions that then ensued, at the Briefing Meeting held 3rd July 2018.

Having drawn attention to the conclusion published within the Town Clerk's report, Members were invited to consider whether further options should be considered or whether the Royal Hotel project be terminated.

Councillors spoke both in favour of and against the idea of procuring the Royal Hotel for a variety of potential uses, but most predominantly as a hotel that incorporates a training facility for young people wanting to work in the hospitality industry. Discussions were also had regarding the different ways in which the project could be funded, including grant funding, partnership working and possibilities within the private sector.

Members agreed that they would like to preserve the heritage of the Town by seeing this building restored but questions were asked as to at what cost this could be achieved, and the impact that such costs might have on council tax levels. The Town Clerk was asked to report back to Members, on this issue, at a future meeting.

In light of the project being unlikely to succeed for grant funding and as it was not a viable project for Public Sector Partnerships (PSP) as detailed in the Town Clerk's report, Members were asked to consider whether to investigate further options relating to procurement of the Royal Hotel.

Discussion followed about other, more local potential partners that could work with the Council to move the project forward and who could share the costs of the project.

Following debate, it was proposed that the issue be kept open for one more meeting cycle and discussed again at the November Council Meeting. Furthermore, it was suggested that Members report back to the Town Clerk within four weeks with any suggestions as to who should be contacted to enquire about any interest in working in partnership with the Council to enable the purchase of the Royal Hotel.

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

FOR	AGAINST	ABSTENTION
Cllr. Brooks	Cllr. Mrs. Daniells	
Cllr. Cosgrove	Cllr. Dillon	
Cllr. Enticott	Cllr. Stanley	
Cllr. Reynolds	Cllr. Mrs. Warr	

With a tied vote, the Mayor used his second, and casting, vote (S.O. 6.5(i)) and it was **RESOLVED** to investigate further options relating to potential partners to facilitate the procurement of the Royal Hotel.

It was **AGREED** that upon receipt of reports from Members, the Town Clerk would write to potential partners to gauge their interest in the project, and that possible funding schemes be further investigated, with a report coming back to Members at the November meeting.

Finally, Members considered possible future collaborations with Public Sector Partnership (PSP) and the wider Arun area. Members proceeded to unanimously **AGREE** to consider further involvement with PSP including identification of potential sub regional projects and a presentation to JWAAC on opportunities for joint working and development of relational partnerships.

Cllr. Enticott left the Meeting

90. TO RATIFY AMENDED COSTS FOR ARCHITECTURAL SERVICES FOR THE TOWN HALL AND TO RECEIVE INFORMATION REGARDING A POTENTIAL FUNDING STREAM TO ASSIST WITH THE INVESTIGATIVE WORK REGARDING POTENTIAL USES OF THE BUILDING - MIN. 80 REFERS

The Deputy Clerk's report was noted.

Members **AGREED** to **RATIFY** the additional expenditure of £200 for the architect services as detailed in the report.

Cllr. Enticott returned to the Meeting

The Town Clerk reminded Members that it had been agreed, at the Council Meeting held 2nd July 2018, that Company A be chosen to proceed with investigations on potential uses of the Town Hall along with associated costs to prepare the building for preferred uses (Min. 80 refers).

Having received information regarding a potential funding stream to assist with the costs arising from investigative work into potential uses of the Town Hall, Members considered the item and a Councillor asked whether the work required to support an Architectural Heritage Fund (AHF) Project Viability Grant Application could incur additional expenditure, with the Deputy Clerk confirming that it could.

Following the discussion and a vote, Members **AGREED** that the potential funding should be considered further and that an invitation be extended to the Project Support Officer for AHF South East to attend a meeting to explore an application for a Project Viability Grant in relation to the Town Hall.

It was highlighted to Members that whilst the decision had already been taken to accept the quotation for architectural services from Company A, there would now be a delay in instructing the works to proceed until discussions with AHF had taken place, as any grant awarded by AHF could

not be retrospective and the costs for the architectural services would form part of any Project Viability Grant application.

Cllr. Smith arrived to the Meeting

91. 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 item 7 (contractual).

92. 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 Civic & Office Manager.

Members discussed the suitability of a property for the potential intended use in both the short and long term, and the possible options for funding such a project.

It was proposed, and seconded, that further investigations into the identified property, in relation to both future office provisions and alternative community and commercial uses, be carried out and reported back to Members at the Council Meeting to be held 3rd September 2018. This was **AGREED**.

The Meeting closed at 7.54pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd JULY 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillor in the public gallery
2 members of the public (part of meeting)

The Meeting opened at 5.32pm

35. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Stanley took the Chair for the meeting and furthermore, Members **AGREED** that Cllr. Reynolds would act as Vice-Chairman for this meeting. The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Cunard who was on annual leave.

36. 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. Goodheart declared an Ordinary Interest in Agenda item 4 due to his involvement with 4BR

Cllrs. Brooks, Mrs. Daniells, Reynolds and Stanley declared Ordinary Interests as Members of Arun District Council

Cllr. Stanley declared an Ordinary Interest as a Member of ADC's Bognor Regis Regeneration Sub-Committee

37. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

38. TO RECEIVE THE NOTES FROM THE REGENERATION CONSULTATION WORKING GROUP MEETINGS HELD ON THE 8th AND 18th JUNE 2018 AND FURTHERMORE, DISCUSS AND DETERMINE THE WORKING GROUP'S RECOMMENDATION 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."

Firstly, Members received the Notes of the Working Group Meetings held on 8th and 18th June 2018. Cllr. Stanley reported that he had unfortunately not been able to attend these meetings and had therefore sent his apologies. It was noted that only two Members had attended the most recent meeting, from which the published Resolution below had emanated:

"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."

Members went on to receive a report presented by Cllr. Cosgrove, including a proposed amended Resolution, dated 29th June 2018, a copy of which is attached as **Appendix 1**.

Cllr. Brooks declared an Ordinary Interest in any discussion around the submissions made to ADC in 2015 as he had been a contributor to ADC's exercise at that time

Members debated the amendment to the Resolution fully with the following comments made:

- ADC's consultation had not been thorough enough
- Concern over the definition of "realistic project" and whether, in fact, any scheme is realistic if more support is shown by ADC and WSCC
- No flats on the sites could be an option
- Noted that at the previous Extraordinary Policy and Resources Committee the remit of the exercise had been expanded to include both regeneration sites and not just the Hothampton site
- Concern that some of the suggested questions in Cllr. Cosgrove's report may well stop some of the original submissions coming back into the exercise
- Suggestion was made that ADC have been informed that their Winter Gardens proposal has been rejected by Coast to Capital LEP as it is not considered as regeneration and clarity on this issue is needed
- If ADC reject working with other developers, this will lead to further degeneration of the Town

Cllr. Cosgrove proposed that the following amendment to the original Resolution be moved and this was seconded by Cllr. Mrs. Warr.

- i. Line 4 - deletion of ". . with the Town Council pleased to help in any way it can"
- ii. Line 4/5 - deletion of ". . if the former proposal results in any regeneration action "
- iii. Line 5 - addition after " . . by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250" after the phrase "Suitable public consultation be undertaken".

Having been proposed and seconded, a vote was taken, and the amendment was **AGREED** by a majority. Cllr. Mrs. Daniells asked that her objection be noted.

Members then proceeded to debate the revised, amended, Resolution 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. Furthermore, that suitable public consultation be undertaken by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250."

During the debate the following points were made:

- That the Town Council are misguided to try and overturn this as ADC will not go back on their proposals; they are a long way down the line and have collated many of the suggestions submitted back in 2015
- As well as objectors, other residents have also commented that they are pleased with the proposals for the Linear Park
- That ADC have not consulted adequately, and other ideas need to be brought forward to them
- Is the land in question ADC's land or the Towns people's land?
- The previous consultation was a sham and ADC's current proposals for the Hothampton site are to stop anything else from happening there
- The inclusion of flats on the Hothampton site is to create income for ADC, necessary to plug the gap created by reduced local government funding from central Government; Bognor Regis is paying the price
- By approving this Resolution, residents will be given an opportunity to give their thoughts
- There is no cross subsidy between the sites
- There is a need to give a last gasp attempt to give local people their say and to not do anything would be letting the Town down

Following the debate, Cllr. Cosgrove proceeded to propose the amended Resolution which was seconded by Cllr. Mrs. Warr.

Following the vote, the Resolution was **AGREED** by a majority

The Meeting closed at 6.03pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th JULY 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
3 Councillors in the public gallery
2 members of the public

The Meeting opened at 6.30pm

39. 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. Brooks who was working.

40. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Stanley declared a Disclosable Pecuniary Interest in Agenda item 18, as Treasurer of CREATE and advised that he would leave the room for this item

41. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th JUNE 2018 AND THE EXTRAORDINARY MEETING HELD ON 2nd JULY 2018

The Town Clerk informed the Chairman of an amendment to Min. 13 of the Minutes of the Meeting held on 4th June 2018, as reference to the Playing Out Scheme Topic Team had been omitted from the Resolution. The amended sentence to be agreed was:

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, Playing Out Scheme Topic Team, and Planning and Licensing Committee.

This was **AGREED**.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4th June 2018, with the agreed amendment, and the Minutes of the Extraordinary Meeting held on 2nd July 2018 and these were signed by the Chairman.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.32pm

A Member in the public gallery spoke about a recent article in a local newspaper concerning Liberal Democrats Councillors and the way in which they were allegedly treated at a District Council Meeting earlier in the month.

A member of the public asked for an update regarding the letter that he had asked the Town Council to write at the Policy and Resources

Committee Meeting held on 4th June 2018 (Min. 9 refers). The Town Clerk advised that an update on this matter would be reported under Matters Arising.

The member of public also spoke of an article that had featured in the latest publication of a local newspaper regarding Arun District Council's proposals for the London Road coach, lorry and car park. He was of the opinion that the development would be doing a disservice to the Town and asked this feeling be supported by the Town Council in writing a letter to ADC.

The Chairman suggested that the matter be raised at the next BRTC/ADC Liaison Meeting, and this was subsequently **AGREED**.

Meeting reconvened at 6.39pm

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

43.1 Extraordinary Meeting 21st November 2017 - Min. 108 - Grant Aid

As the Bognor Birdman event has been cancelled for 2018, as per the terms of the Grant Aid application, the organisers of the event will be returning the cheque awarded earlier this year.

43.2 9th April 2018 - Min. 177.3 - Car Parking Strategy Working Group

Following the decision not to reappoint this Working Group (4th June 2018 Min. 11.2 refers) it should be noted that there has been no opportunity for the letter by the Civic Society to WSCC to be reviewed and Members are invited to confirm how they wish to proceed.

This was **NOTED** by Members.

43.3 9th April 2018 - Min. 184 - CCTV Partnership Funding

On 19th June 2018, ADC relayed the following, received from Sussex Police regarding the CCTV. The upgrade of the CCTV links in Bognor is nearing completion and they are now looking at deploying the new cameras and following tests, it is hoped for the cameras to be replaced shortly. Figures are still awaited regarding the cost of incorporating Wifi into the system and will be provided to Council as soon as they are available.

43.4 4th June 2018 - Min. 9 - Public Speaking

As instructed, the Town Clerk wrote to WSCC with a copy sent to the Chief Executive of ADC regarding possible relocation of the Amenity site. Cllr. Urquhart, Cabinet Member for Environment at WSCC responded to advise that they are reviewing the situation and are considering options to relocate this site elsewhere and will provide updates as the project progresses. ADC responded that they would wish to be involved at the earliest possible date regarding any relocation of the site.

43.5 4th June 2018 - Min. 15 - Annual Governance and Accountability Return (AGAR)

The required documents were published within the appropriate timeframe but no requests for inspection have been received.

43.6 4th June 2018 - Min. 16 - Notice of Motion

The Deputy Clerk had made enquires with the appropriate team at ADC regarding their work with the homeless and was informed that the Homelessness Reduction Act 2018 leaves the same duty on Local Authorities to assess all those who present themselves as homeless but they now have to go further and rather than just assess their housing needs they have to take an holistic approach, taking into account any other issues and working with their partner departments to prepare a personalised Action Plan.

43.7 4th June 2018 - Min. 23 - Arun Arts

A letter has been sent querying the business models, but to date, no response received.

44. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: EVENTS, PROMOTION AND LEISURE COMMITTEE; ALLOTMENTS SUB-COMMITTEE

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** to Council the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee as detailed, be adopted.

45. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Deputy Clerk's report and circulation of the Councillor Privacy Statement were noted. Councillor Consent Forms as detailed in the report were also circulated to those present for signing and return.

46. TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11th JUNE 2018 THAT THE UNALLOCATED BOGNOR REGIS BRAND BUDGET BE RETURNED TO GENERAL RESERVES WITH A SIMULTANEOUS RECOMMENDATION THAT THE FUNDS BE REALLOCATED TO THE COMMITTEE FOR A NEW, EVENT RELATED PURPOSE - MINS. 13.1 AND 14 REFER

The Deputy Clerk's report was noted.

Members **AGREED** to **RATIFY** the recommendation that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to the

Events, Promotion and Leisure Committee for a new, event related purpose.

47. TO RECEIVE THE TOWN FORCE REPORT INCLUDING REQUEST TO STORE EVENT EQUIPMENT AT THE TOWN FORCE UNIT AND AN UPDATE ON THE PURCHASE OF THE NEW VEHICLE - MIN. 19 REFERS

The Town Force Manager's report was noted.

A Councillor asked whether there was any branding on the marquees and it was confirmed that there was not.

Members **AGREED** to store the ROX equipment free of charge, at the Town Force unit, without accepting any liability and responsibility.

Members further **AGREED** that Town Force time to issue and put away the equipment would come out of the ROX allocation for free Town Force hours for events.

48. TO CONSIDER CURRENT LEVEL OF FIDELITY GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER ANY INCREASE IS REQUIRED

The Deputy Clerk's report was noted.

Members **AGREED** to **APPROVE** the current level of Fidelity Guarantee Insurance held at £50,000 and confirmed that this level of cover remains appropriate for the Council's requirements given the financial controls that the Council has in place.

49. TO CONSIDER BOGNOR REGIS TOWN COUNCIL FORMALLY RECOGNISING WORLD MENTAL HEALTH DAY; THIS RECOGNITION WOULD COME FROM WEBSITE AND SOCIAL MEDIA PROMOTION AS WELL AS ENABLING LOCAL COMMUNITY GROUPS TO HOLD EVENTS - AS REQUESTED BY CLLR. STANLEY

Councillor Stanley advised Members that he was looking to achieve awareness of Mental Health Day by bringing into perspective projects and events, that support Mental Health Day, taking place in Bognor Regis.

Members **AGREED** that it was a good idea to promote these events on social media platforms providing that by promoting such events there would be no expectation of any financial contribution or commitment from the Town Council. Once having been made aware of any Mental Health Day events that are taking place in Bognor Regis, the Town Council will signpost these on its website and Facebook page.

50. **TO CONSIDER BOGNOR REGIS TOWN COUNCIL WORKING ALONGSIDE THE TOWN COUNCIL'S ACCOUNTANT IN ORDER TO MAKE A MORE COMMUNITY FRIENDLY VERSION OF FINANCIAL INFORMATION, WITH A SPECIFIC FOCUS ON LANGUAGE, CONTENT AND FORMAT AND AN AIM TO MAKE THE COUNCIL'S FINANCIAL RECORDS MORE WIDELY ACCESSIBLE AND UNDERSTANDABLE TO THE ELECTORATE - AS REQUESTED BY CLLR. STANLEY**

In light of this proposal, prior to the meeting, the Town Clerk had liaised with the Town Council's Accountant regarding the request to vary the financial information to make it more understandable to the electorate.

The Town Clerk read out the following observations, made by the Accountant, to Members:

"The essence of Local Authority reporting is to reflect the Costs of (and Income earned from) the Services that the Council provides to its electors, thereby showing (in effect) where their money is actually spent. It is for this reason that the reports published are clearly denominated into service headings. This is in marked contrast to the private sector where the overwhelming emphasis is on the "bottom line" and how it was earned.

The accounting package that the Council uses is specifically written to produce the reports required to achieve the above objective. The reports are embedded within the software, thereby eliminating the possibility of error in their production arising from the transfer of information from one medium to another.

There are other reports also contained within the software, and alternative means of budgeting (e.g. by phasing monthly).

I would be happy to show Cllr. Stanley the alternative possibilities available but would caution against:

Extraction of data into e.g. specially written Excel reports, the time and effort would inevitably increase the fees chargeable and (more importantly) increase the possibility of incorrect/incomplete reporting and, any attempts to change the current services reporting structure which has served the Council well for many years."

Members discussed at length the pros and cons of the formats currently adopted by the Council in sharing its financial records with the electorate, including the pictorial form used for the Budget Breakdown in the Town Council's Newsletter for 2018.

Following debate, Members **AGREED** to defer any decision on moving forward with this proposal at this time. It was further **AGREED** that the Town Council's Accountant be invited to attend a meeting with Members of the Town Council on one of his contractual visits to consider alternative

options for financial reporting with Members, with further consideration being given to this at the next meeting. This would be subject to the Accountant's availability to meet with Members within the timeframe.

The Chairman asked that the Town Clerk liaise with the Accountant to agree a date on which he would be available to attend a meeting, and that the Clerk update Members accordingly. In the meantime, Cllr. Stanley was asked to gather some examples.

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

The Notes of the meeting held 25th April 2018, and of the Annual General Meeting on 20th June 2018, were not available.

A Member in the public gallery asked the Chairman if he could speak on the item and this was **AGREED** by Members.

The Member in the public gallery spoke of issues with the Chairmanship of ADALC and the future of the organisation.

The Chairman thanked the Member in the public gallery for the verbal report.

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

The Projects Officer's report was noted.

A Member asked whether attendance at the Town Centre Manager Ops Meeting was the remit of Members. The Town Clerk responded by saying that she thought it was the remit of Officers but would seek clarification and report back.

53. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,280 PLUS VAT FOR ROLLING REPLACEMENT OF 3 PC'S

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the purchase of 3 Dell OptiPlex computers at a total cost of £2,280 excluding VAT as part of the on-going rolling replacement programme.

54. TO RATIFY EXPENDITURE OF £1,350 PLUS VAT FOR IT SECURITY WORK, FOLLOWING AN IT SECURITY ASSESSMENT, IN LINE WITH GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the expenditure of £1,350 excluding VAT for the works identified in the IT Security Assessment, as set out in the report, to ensure compliance with GDPR.

Furthermore, Members **NOTED** that this additional expenditure may result in the current IT Support Costs budget being exceeded as a consequence of these necessary works.

55. TO RECEIVE AND IF ACCEPTABLE APPROVE A DRAFT AGREEMENT FOR FUTURE MAINTENANCE AND POWER SUPPLY TO OLBY'S CLOCK AND TO RATIFY EXPENDITURE (IF AVAILABLE)

The Town Clerk informed Members that the draft agreement for future maintenance and power supply to Olby's Clock was not yet available.

Members **AGREED** that the item be deferred to a future meeting of the Policy and Resources Committee.

56. TO RECEIVE A RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 16TH JULY 2018 (MIN. 37 REFERS) THAT THE £10,000 ALLOCATED FOR YOUTH PROVISION BE UTILISED AS MATCH FUNDING

Cllr. Stanley redeclared a Disclosable Pecuniary Interest and left the meeting

The Deputy Clerk's report was noted.

Members **AGREED** with the **RECOMMENDATION** that the £10,000 allocated for Youth Provision in the 2018/19 budget be utilised as match funding and, as such, referred to in funding applications for future service provision.

Cllr. Stanley returned to the meeting

57. FINANCIAL REPORTS INCLUDING: -

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

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

- 57.2 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 May and June 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**.

58. CORRESPONDENCE

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

The Town Clerk brought to the attention of Members that nominations to the NALC Larger Councils Committee were invited, and that Members were asked to notify the Clerk of any nominations prior to the deadline of 7th September 2018.

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

Cllr. Cunard redeclared a Disclosable Pecuniary Interest and left the meeting

In the absence of the Chairman, Cllr. Stanley as Vice-Chairman took the chair

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.

60. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 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 21 and 23 (contractual).

61. 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 1a Linden Road, the leak that had occurred, and actions taken. It was **AGREED** to **RATIFY** the relating expenditure as detailed in the Clerk's report.

The Town Clerk updated Members on actions taken in relation to the tenancy of 1b Linden Road as previously agreed, detailed in her verbal confidential report. Members noted the costs involved in relation to achieving the required outcome.

62. **TOWN FORCE: REQUEST FOR EARLY CESSATION OF SPONSORSHIP AGREEMENT AND NOTE OF OUTSTANDING DEBTORS**

Cllr. Cunard returned to the meeting

The Deputy Clerk's confidential report was noted together with the list of outstanding debtors (confidential).

Members **RESOLVED** to write-off the two debts identified in the confidential report with immediate effect.

The Meeting closed at 7.40pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 16th JULY 2018

PRESENT: Cllr. M. Smith (Chairman); P. Dillon, S. Goodheart
and Mrs. J. Warr.

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
4 members of the public

The Meeting opened at 6.32pm

25. 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. Mrs. S. Daniells, who was away and D. Enticott. No other apologies had been received.

26. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no Declarations of Interest

27. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21st MAY 2018

The Minutes of the Meeting held on the 21st May 2018 were approved by the Committee as a correct record and were signed by the Chairman.

28. 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 6.34pm

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 member of the public gave Members a brief overview of the Thumbs-Up Campaign, a voluntary organisation to raise awareness and provide better resources for people with learning difficulties
- Beach Access - will the Town Council look at the worsening problem of gaining access to the beach especially for disabled, elderly and people with pushchairs and buggies
- Power to Change - a Member highlighted a series of fundraising opportunities that are now available to Town and Parish Councils

Members were keen to support Thumbs-Up and asked for this to be an Agenda item for the Community Engagement and Environment Committee Meeting to be held on 17th September 2018.

The Meeting was reconvened at 6.56pm

29. ADJOURNMENT FOR PRESENTATION FROM SAMMY COMMUNITY TRANSPORT. MEMBERS TO SUBSEQUENTLY CONSIDER IF THERE IS AN OPPORTUNITY TO WORK WITH SAMMY COMMUNITY TRANSPORT TO ENGAGE WITH ISOLATED MEMBERS OF THE COMMUNITY - MIN. 12 REFERS

The Meeting was adjourned at 6.57pm

A Trustee from Sammy Community Transport (SCT) gave a presentation outlining some of the issues faced by the organisation.

SCT started in 1974 and has grown significantly over the years. It is a high-profile organisation and well known in the community. However, it still struggles to recruit volunteers. SCT run a fleet of minibuses and wheelchair adapted cars used to ferry members of the public who can't use buses or afford taxis to Town or to hospital and doctors appointments. Many of these people are socially isolated and depend on the services of SCT but with rising fuel, insurance and fleet maintenance costs, it is difficult to keep the fares low. To help combat mileage costs, SCT would like to find a local base to garage some of the fleet and would ask the Town Council for any assistance with this.

The Meeting re-convened at 7.13pm

Following discussion, Members pledged to help SCT by lobbying District and County Councils to help find a suitable location for a local base and to refer the issue to the next BRTC/ADC Liaison Meeting.

The Chairman thanked SCT for attending the meeting.

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

30.1 Min. 7.3 refers - 21st May 2018 Update on Community Forums and Surgeries

The Projects Officer read out a response from Dominic Raab MP to the letters sent 30th January, 13th April and 18th June 2018. Mr Raab thanked the Committee for inviting him to visit Bognor Regis and regretted having to decline on this occasion. Mr Raab also outlined the Government's position on housing and the reforms announced in the Autumn Budget. Members asked for a copy of the letter to be made available to the Town Council's Planning and Licensing Committee for information.

30.2 Min. 10 refers - 21st May 2018 Consideration of item referred from public question time regarding the Foreshore Office and toilets on the promenade

The Projects Officer reported that to date there had not been a response to the letter sent to ADC highlighting the inadequacy of the facilities at the Foreshore Office regarding there not being a separate room for First Aid procedures to be administered.

30.3 Min. 13 refers - 21st May 2018 Consideration of a proposal by Cllr. Enticott to utilise an existing initiative regarding dog bins in residential areas

The Projects Officer read out a response received from the ADC Licensing Team Manager regarding the use of the existing preventative signage. ADC would prefer to encourage members of the public to contact them with problems, as they felt that continued use of the signage dilutes the impact and can result in flyposting.

31. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND

The Projects Officer's report was noted including the application from CREATE, a youth organisation. It was subsequently **AGREED** to award £350.00 from the Flexible Community Fund to assist with the continued set up and promotion of the group.

32. REPORT ON COUNCILLOR SURGERIES AND UPDATE ON OPEN FORUM SESSIONS HELD AT THE REGIS SCHOOL ON 13th JUNE 2018 AND 10th JULY 2018

The Projects Officer's report was noted including the following:

Open Forum:

The Projects Officer gave an overview of the successful Community Open Forum held at The Regis School on the 13th June and the invitation to attend an A' level student Geography class on the 10th July 2018 to discuss regeneration. A senior ADC Regeneration Officer was also in attendance and the feedback from the school has been very positive. Members were asked to consider the comments in the accompanying report to see if there were any issues that they could take up with District or County Councillors. Members were further asked to consider options for the August Community Open Forum. Following discussion, it was **AGREED** to arrange an open meeting at the Regis Centre and invite members from various community organisations such as the Women's Institute and community groups to attend. Members also **AGREED** to invite Councillors from neighbouring parishes to be in attendance to assist with any neighbouring parish related issues.

Drop-in Surgeries:

The Projects Officer reported that the last session in London Road was the most heavily attended to date with a range of issues and comments being raised by members of the public. Although the Hastings Close session was not so well attended, there have been reports of positive feedback from residents that they were encouraged to see Members of the Town Council making the effort to engage and have a presence in the area. The Projects Officer also reported that following a recent meeting with the Safer Arun Partnership, it was indicated that a member of the team may be able to attend some of the London Road sessions and it is hoped that someone will be able to attend the surgery arranged for the 17th July.

The Projects Officer will continue to arrange a series of Councillor Drop-in sessions throughout August at various locations.

33. FURTHER CONSIDERATION OF A PROPOSAL FROM A COMMUNITY LEADER REGARDING A COMMUNITY 4 COMMUNITY INITIATIVE - MIN. 9 REFERS

The Projects Officer's report was noted. The Chairman allowed the Community Leader to speak from the public gallery, who reported that the newly formed Community Focus Group were producing a street sheet and were focusing on the issues surrounding homelessness. Members therefore **AGREED** to offer their support through the Community Focus Group and maintain a watching brief as proposed by the Policy and Resources Committee at their meeting of the 4th June 2018.

34. Members **RESOLVED to vary the order of business to take the additional agenda item at this point.**

35. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 24th MAY 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 24th May 2018.

Members **RESOLVED** to **APPROVE** the cost of £7.96 for additional pumpkin seeds.

36. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 5th JULY 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 5th July 2018.

Members **RESOLVED** to **APPROVE** the cost of £15.13 for leaflet packs to be funded from the current year's Competition Expenses Budget.

Members **RESOLVED** to **APPROVE** the cost of £15.00 for an additional voucher for the Guides Competition to be funded from the Earmarked Reserves Competition Budget.

Members **RESOLVED** to **APPROVE** the cost of £33.60 for the purchase of brackets to be funded from the current year's Environment Budget.

37. UPDATE ON YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 4th JULY 2018

The Projects Officer's report was noted. Members were reminded that the 6-month trial period for the Youth Worker was due to expire at the end of July. Whilst there was absolutely no criticism of the Youth Worker who has undertaken a huge amount of successful engagement and made an enormous impact, concerns were raised about the lack of management of her time and the forward planning of the project by Sussex Clubs for Young People (SCYP). However, following a recent meeting with a representative from SCYP, the Chairman and Projects Officer, SCYP have agreed to continue to fund the Youth Worker for a further 12 weeks to allow her to continue her work whilst future funding is secured. The Chairman suggested that a letter be sent to SCYP expressing the Committees disappointment of their management and this was **AGREED**. The Chairman also reported that following a series of communications with the neighbouring parishes, Aldwick Parish Council have kindly offered to host a meeting with other parishes to see if there is an opportunity for some collaborative working on the Youth Worker project going forward. Members thanked the Chairman and the Projects Officer for their work throughout the project.

Members further considered and **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the £10,000 budgeted funds for 2018-19 Youth Provision be utilised as match funding for larger funding bids to further secure the position of the Youth Worker for another year.

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

The Projects Officer's report was noted. Members **AGREED** to review the continuance of the Playing Out topic at the next meeting following the Playing Out Pavement Art Event that will take place on the 8th August as part of the Town Council's Funshine Days.

39. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19

The Projects Officer's report was noted, and Members **RESOLVED** to **RATIFY** the payment of £500.00 from the Hotham Ward 2018/19 Ward Allocation Budget to The Regis School to purchase some recycling bins which will be branded as sponsored by the Town Council.

The Projects Officer gave an update on the arrangements for the Summer Play Scheme and Victoria Road Car Parking Area and reminded Members of the remaining budget for Marine and Marine North Wards.

40. TO CONSIDER A PROPOSAL BY CLLR. ENTICOTT TO ADDRESS ANTI-SOCIAL STREET BEGGING IN THE TOWN - REPORT BY CLLR. ENTICOTT

No Report had been received from Cllr. Enticott and Members **AGREED** to defer this item to the next meeting.

41. CONSIDERATION OF BEACH ACCESS AS REFERRED FROM THE BRTC/ADC LIAISON MEETING OF THE 8th MAY 2018

Members noted that the issue of beach access is constantly being raised at Councillor Drop-in Surgeries and was brought to Members' attention during public question time. Members further noted the Projects Officer's report and following discussion, **AGREED** that the issue should become the subject of a Topic Team. The Chairman of the Committee along with Cllrs. S. Goodheart, P. Dillon and Mrs. J. Warr will sit on the Topic Team and other relevant stakeholders and members of the community will be invited to join the team. The Projects Officer will make the necessary arrangements.

42. REPORTS:

- a. To note Financial Reports, previously circulated

The reports were noted

- b. Any further reports

There were no further reports.

43. CORRESPONDENCE

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

Downview Primary School - a letter from students raising their concerns over the dangers and impact plastic is having on the environment. Members asked the Projects Officer to reply.

Copy of an email to the Town Centre Manager regarding cycling in the precinct.

The Meeting closed at 8.18pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th JULY 2018

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

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

The Meeting opened at 6.31pm

37. 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 had a prior engagement, and Cllr. Enticott due to family commitments. No further apologies were received.

38. 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 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

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

Cllr. Goodheart declared a Disclosable Pecuniary Interest in Agenda item 7 (Planning Application BR/142/18/OUT), as a neighbour to the property, and stated that he intended to make a short statement at the appropriate time, after which he would leave the meeting while this Agenda item was discussed

39. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 26th JUNE 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26th June 2018 as an accurate record of the proceedings and the Chairman signed them.

40. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

The Civic & Office Manager gave a verbal update to Members regarding the Bognor Regis Railway Station clock. In an email from Network Rail dated 28th June 2018, the Town Council was informed that the clock requires repairs to the face and specialist parts for the mechanism, which dates from the 1930's. The process of sourcing the specialist parts was imminent, and the expectation was that works would be completed by September 2018.

42. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 16462: BENJAMIN JAMES ALLARD & KERRY FIONA ALLARD, FUSION BEACH BAR, 'THE BEACON', THE ESPLANADE, BOGNOR REGIS, WEST SUSSEX

Licensing Act 2003

Premises: Benjamin James Allard & Kerry Fiona Allard, Fusion Beach Bar, 'The Beacon', The Esplanade, Bognor Regis

Licence Number: 16462

The Committee noted the Licence Application received for the supply of alcohol between the hours of 12:00 and 20:00 Monday to Sunday. The premises will only operate during the periods(s) permitted under the terms of a concession granted and issued by Arun District Council. The period of operation will be between April and September each year. 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.

Licensing Act 2003 - Variation to Premises Licence

Premises: Picturedrome Cinema, 51 Canada Grove, Bognor Regis

Licence Number: 6810

The Civic & Office Manager advised Members that a variation to Premises Licence for Picturedrome Cinema, 51 Canada Grove, Bognor Regis, had been received since the Agenda had first been published. The variation proposes the provision of Late Night Refreshment (indoors) daily 23:00-05:00, and amend the current licence plan to include the new layout. 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 variation to Premises Licence application.

43. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29th JUNE, 6th AND 13th JULY 2018

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

43.2 The Committee noted that no representations had been received from the public, or from neighbouring parishes, in respect of these applications.

Cllr. Goodheart redeclared a Disclosable Pecuniary Interest in Planning Application BR/142/18/OUT and, after making a short statement, left the meeting

Having declared a Disclosable Pecuniary Interest in Planning Application BR/142/18/OUT, Cllr. Goodheart was unable to vote on the matter resulting in the meeting being non-quorate for this Planning Application only

- 43.3** With only Cllrs. Mrs. Warr and Dillon able to vote when considering Planning Application BR/142/18/OUT, on List dated 6th July 2018, observations were made on this application which will be taken into account when the Town Clerk makes her representations under the powers delegated to her (Appended to these Minutes as **Appendix 1**).

Cllr. Goodheart returned to the meeting

- 43.4** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 2**).

- 44. 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 29th JUNE, 6th AND 13th JULY 2018**

There were none.

- 45. TO CONSIDER COMMENTING ON PLANNING APPLICATION WSCC/031/18/BR: ST MARY'S CATHOLIC PRIMARY SCHOOL, GLAMIS STREET, BOGNOR REGIS, PO21 1DU - 2 STOREY EXTENSION COMPRISING 3 NO. CLASSROOMS, LIBRARY, OFFICES & ANCILLARY ACCOMMODATION, INTERNAL ALTERATIONS, INTERNAL ALTERATIONS TO EXISTING SCHOOL HALL & THE CONSTRUCTION OF 2 NO. HALL STORES & EXTERNAL WORKS**

Following discussion Members **RESOLVED** to raise **NO OBJECTION** to Planning Application WSCC/031/18/BR.

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

There were none.

- 47. CONSIDERATION OF AN APPLICATION TO APPLY FOR LISTED BUILDING STATUS FOR THE ROYAL HOTEL AS RAISED AT THE MEMBERS BRIEFING HELD 3rd JULY 2018**

Members were provided with information about the application process for listed building status, which included the following: -

- Applications are made through Historic England

- Applications can be made free of charge and take approximately 23 weeks to process
- Alternatively, an Enhanced Advisory Service or Fast-Track Listing can be paid for, at a fee of £225 plus VAT and is in addition to cost price, whereby Historic England process the application in approximately 12 weeks
- Applications must meet three criteria to be considered: -
 - Is demonstrably under serious threat of demolition or major alteration
 - Is a priority under Historic England's programme of strategic work (Heritage at Risk)
 - Possesses evident significance, and is obviously worthy of inclusion on the National Heritage List for England
- To apply online the following is required: -
 - Property address
 - Ownership details
 - Details of any current planning applications, permissions or threats to the building
 - Photographs
 - Reasons why the building should be assessed for listing (historic, architectural, archaeological and/or artistic interest)
 - Documentary evidence to support the application such as historic maps and research reports
 - A list of resources used to complete the research.

Members discussed at length the pros and cons of listing the building and, whilst preservation of an iconic heritage was felt to be important, Members were mindful of what prohibitive effect Listed Building Status could have any future development of the site.

Following consideration Members **RESOLVED** to **AGREE** that the Officers at the Town Council should proceed with making an application for Listed Building Status in regard to The Royal Hotel, Bognor Regis.

48. TO RECONSIDER THE PERMANENT CLOSURE OF HIGH STREET, BOGNOR REGIS, TO THROUGH TRAFFIC AS REQUESTED BY CLLR. J. COSGROVE

Having previously considered this matter at the Planning and Licensing Meeting held on 14th November 2017 (Min. 114 refers), Members were reminded of the Pre-Meeting Briefing that they had attended prior to the Planning and Licensing Meeting held on 9th January 2018.

At the Pre-Meeting Briefing, Members of the Town Council met with Cllr. Hitchins, Chairman of ADC's Bognor Regis Regeneration Sub-Committee, and Cllr. Lanzer, WSCC Cabinet Member for Highways and Infrastructure, to discuss what traffic schemes might be considered as part of regeneration proposals for Bognor Regis.

Amongst other options, the permanent closure of the High Street, to through traffic, was discussed. The majority of Members present at the Pre-Meeting Briefing did not consider the permanent closure of the High Street to be a favoured option. Although everyone agreed that pedestrian safety was a concern, mostly due to the flouting of restrictions by road users and the lack of enforcement by authority, there was also concern for the detrimental effect to traders on the High Street that its permanent closure would have on these businesses.

It had been suggested, at the Pre-Meeting Briefing, that a survey should be carried out amongst traders on the High Street to gauge what road schemes they would like to see, with this information then fed back through the Town Council's representative at a future JWAAC Highways and Transport Meeting.

Discussions took place regarding the permanent closure of High Street, with which Members disagreed but spoke in favour of opening the road to two-way traffic instead.

Members **RESOLVED** to **AGREE** that the matter be placed on the Agenda for the Planning and Licensing Meeting, to be held on 7th August 2018, at which a survey for traders on the High Street would be drafted for approval, and next steps agreed.

49. TO CONSIDER COMMENTING ON WSCC'S 2018 STRATEGIC TRANSPORT INVESTMENT PROGRAMME (STIP) IN IDENTIFYING ANY STRATEGIC TRANSPORT SCHEMES THAT SHOULD BE CONSIDERED AS PART OF THE STIP PRIORITISATION PROCESS - AS AGREED AT THE PLANNING AND LICENSING MEETING HELD ON 26TH JUNE 2018 (MIN. 36.1 REFERS)

Members **AGREED** to submit **NO COMMENT** in relation to WSCC's 2018 Strategic Transport Investment Programme.

50. CORRESPONDENCE

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

Additional correspondence included:-

- 50.1** Arun District Council - Arun Local Plan - Planning Inspector's Report - forwarded to Councillors
- 50.2** Westminster Briefing - Neighbourhood Planning: Policy and Practice to be held in London on 13th September 2018
- 50.3** WSCC - Planned roadworks 11th-25th July 2018. Circulated to Councillors and uploaded to Facebook
- 50.4** Westminster Briefing - Parks and Greenspaces Briefing to be held in London on 19th September 2018

The Meeting closed at 8.10pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE OBSERVATIONS
REPRESENTATIONS ON LIST DATED 6th JULY 2018

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

<p>BR/142/18/OUT Richmond Arms 224 London Road Bognor Regis PO21 1AU</p>	<p>Outline application with all matters reserved for the demolition & conversion of existing public house with residential accommodation to 1st floor to form 10 No. residential flats over 3.5 storeys</p>	<p>OBJECTION Based on the limited information made available with the outline application, in particular the lack of plans, Members were minded to object. There was concern that the footprint suggests that the development will encroach onto the pavement causing obvious problems to pedestrians. Members felt that parking on London Road is already overstretched so, if the application were to proceed, they would recommend a one-way traffic system be introduced along with herringbone parking. Members also felt that 10 No. residential flats was over-development with the maximum set at 8, with a bin store and external fire escape included in any plans. Should these recommendations be taken on board then Members would reconsider their objection.</p>
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APPENDIX 2
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th JULY 2018
REPRESENTATIONS ON LISTS DATED 29th JUNE, 6th AND 13th JULY 2018

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

BR/155/18/PL 23 Devonshire Road Bognor Regis PO21 2SY	Conservatory to rear of property	NO OBJECTION
BR/163/18/T Nyewood Infant and Junior School Brent Road Bognor Regis PO21 5NW	Fell 1 No. Elm tree to 1m; reduce upper crown on north aspect by up to 2m, thin crown by 20% & lift southern canopy aspect to 4m to 1 No. Ash tree, reduce crown of 1 No. Hawthorn tree by 2-3m & reduce crown of 1 No. Hawthorn tree by 3-4m	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/160/18/HH 33 Southdown Road Bognor Regis PO21 2JR	Demolition of garage & erection of detached garden room	NO OBJECTION
BR/141/18/PL 26 Nyewood Lane Bognor Regis PO21 2QB	Change of use from dwelling (C3 Dwelling House) to 8 bed HMO (Sui Generis)	OBJECTION on the grounds of over-development and that Members felt it would be the loss of a lovely family home that is so near to facilities.
BR/148/18/L The White Tower 16 Aldwick Road Bognor Regis	Listed building consent to mount a Blue Plaque to the exterior wall	NO OBJECTION
BR/171/18/HH 31 Merrion Avenue Bognor Regis PO22 9DF	Remove existing conservatory & replace with rear extension. Relocation of Utility room. Installation of rooflights on flat roof	NO OBJECTION

BR/167/18/HH 6 Mead Court Mead Lane Bognor Regis PO22 8BL	Conversion of existing integral garage into bedroom. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area	NO OBJECTION
BR/166/18/HH 7 Mead Court Mead Lane Bognor Regis PO22 8BL	Conversion of existing integral garage into bedroom. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 7th AUGUST 2018

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

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
1 member of the press (part of meeting)

The Meeting opened at 6.30pm

51. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement and the following announcements:

"Following a notification to the Clerk from the Leader of the Labour Group, Councillor Enticott has been suspended from taking up any committee seat held where he has been appointed by the Labour Group. On this basis, he will not be able to sit on the Committee at the meeting being held today."

The Chairman also advised that the meeting would be Chaired in strict accordance with The Town Council's Standing Orders and stated:

"In line with the National Association of Local Council's Legal Topic Note 1, item number 25 informs that Councillors attending meetings of Committees to which they have not been appointed may only speak during Public Question Time. They do not have the right to participate in the meeting at any other time, nor be permitted by the Committee to do so."

Apologies for absence were received from Cllr. Goodheart, who had another meeting to attend, and Cllr. Mrs. Daniells who had a prior commitment.

52. 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 make their declaration by stating:

1.

- 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. 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

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

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17th July 2018 as an accurate record of the proceedings and the Chairman signed them.

54. **TO RATIFY THE REPRESENTATIONS MADE UNDER DELEGATED POWERS BY THE TOWN CLERK IN RESPECT OF PLANNING APPLICATION BR/142/18/OUT ON LIST DATED 6th JULY AND TO ENDORSE THE RECOMMENDATION MADE IN THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th JULY 2018 (MIN. 43.3 REFERS)**

The Committee noted the observations, which had been made in respect of Planning Application BR/142/18/OUT on List dated 6th July 2018, when the meeting was non-quorate for this Planning Application only (Min.43.3 refers).

The Committee **RESOLVED** to **RATIFY** the observations and representations made under delegated powers by the Town Clerk.

55. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were none.

57. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO NOTICE OF REVIEW - PREMISES LICENCE 14603: TAO, 41/43 HIGH STREET, BOGNOR REGIS**

Licensing Act 2003

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

Reference Number: 14603

The Civic & Office Manager's report was noted.

Members were concerned to learn of the ongoing issues at the premises and were of the opinion that it would be prudent for the Town Council to support ADC in their decisions regarding this matter.

Members spoke in favor of the premises licence holder and felt that some of these issues may have arisen due to a lack of licensing experience on the premises licence holder's part.

Members were hopeful that with the support offered to the premises licence holder by the Butlin's Bognor Regis Resort Director (as detailed in the report), and with clear guidance from the ADC Licensing Team, that all issues could be addressed and resolved satisfactorily within an agreed time i.e. three months.

58. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 20th, 27th JULY AND 3rd AUGUST 2018

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

58.2 The Committee noted that no representations had been received from the public, or from neighbouring parishes, in respect of these applications.

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

58.4 The Committee noted that details of changes to previously advertised Planning Applications BR/229/17/PL, BR/166/18/HH and BR/167/18/HH had been received from ADC. Having considered the changes, Members **RESOLVED** to **AGREE** to submit no further comments on these applications.

59. 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 20th, 27th JULY AND 3rd AUGUST 2018

There were none.

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

There were none.

61. TO NOTE PROPOSALS SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE REGARDING SAFETY IMPROVEMENTS ON LONDON ROAD, BOGNOR REGIS AND TO CONSIDER ANY FURTHER SUGGESTIONS TO THE PROPOSALS

The Civic & Office Manager's report was noted.

Members noted and **AGREED** to support the proposals sent by Cllr. Goodheart to the Joint Western Arun Area Committee, having made no further suggestions.

62. TO NOTE A REQUEST SENT BY CLLR. GOODHEART TO THE JOINT WESTERN ARUN AREA COMMITTEE ASKING THAT TWO ITEMS BE INTRODUCED TO THE AGENDA AND DEBATED, WITH A VIEW TO GAINING SUPPORT FOR FUTURE DEVELOPMENT OF THESE ITEMS

The Civic & Office Manager's report was noted.

Members noted and, having made no further suggestions, **AGREED** to support the request sent by Cllr. Goodheart to the Joint Western Arun Area Committee for the inclusion of two items, namely the Bognor Regis Amenity Tip and the Bognor Regis Masterplan, to be introduced to a future agenda for debate.

63. TO CONSIDER CYCLE MATTERS AS REQUESTED BY CLLR. GOODHEART

The Civic & Office Manager's report was noted.

Members noted the letter submitted by Cllr. Goodheart regarding cycling matters pertinent to Bognor Regis.

Members **AGREED** that the matter relating to signage/by-laws to prohibit cycling along the London Road precinct should be included as an item to be discussed on the agenda of a future meeting of the Planning and Licensing Committee, but not the installation of cycle racks at the eastern end of Aldwick Road, Bognor Regis.

Members felt that Cllr. Goodheart should direct his request to repaint the bicycle sign stenciled on the ground of the subway from the London Road coach park and Upper Bognor Road to the JWAAC Highways & Transport Committee.

64. TO REVIEW ARUN DISTRICT COUNCIL'S DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) AND TO CONSIDER THE TOWN COUNCIL'S RESPONSE TO THE PUBLIC CONSULTATION

The Civic & Office Manager's report was noted.

The draft revised Statement of Community Involvement (SCI) issued by ADC was noted and Members **RESOLVED** to **AGREE** to make no response to the public consultation.

65. TO APPROVE THE FORMAT OF A PROPOSED SURVEY TO BE CIRCULATED TO TRADERS ON THE HIGH STREET, BOGNOR REGIS REGARDING ROAD SCHEMES (MIN. 48 REFERS)

Members discussed the various formats that the survey could take, such as closed questions, multiple choice etc., and **AGREED** that an open question be put to traders on the High Street, Bognor Regis, as follows;

"As a trader/business owner on the High Street, what road schemes would you like to see considered in future regeneration proposals for the High Street i.e. one-way / two-way / closed to traffic? Please explain why you feel this way, and how you believe each option may be beneficial or detrimental to your business."

Furthermore, Members **AGREED** that the Civic & Office Manager should approach the Bognor Regis BID Board and ask for their support in circulating the survey to traders.

66. TO RECEIVE ARUN DISTRICT COUNCIL'S DRAFT STATEMENT OF GAMBLING LICENSING PRINCIPLES 2019-2022 AND TO CONSIDER ANY RESPONSE TO THE PROPOSED CHANGES

Members received ADC's draft Statement of Gambling Licensing Principles 2019-2022 and following consideration **AGREED** to make no response to the proposed changes.

67. CORRESPONDENCE

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

Additional correspondence included: -

- 67.1** SSALC - Neighbourhood Planning Briefing Awareness training event, various locations on various dates, at a cost of £60 plus VAT.
- 67.2** WSCC - West Sussex Minerals & Waste Planning Policy Update – adoption of Joint Minerals Local Plan.
- 67.3** CPRE - Fracking campaign.
- 67.4** Gov.uk - Government's new planning rulebook to deliver more quality, well-designed homes.
- 67.5** Rural Sussex - South East Community Led Housing Conferences 2018 dates and venues available.
- 67.6** ADC - Planning Peer Challenge Report. Circulated to Councillors.

The Meeting closed at 8.07pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th AUGUST 2018
REPRESENTATIONS ON LISTS DATED 20th, 27th JULY AND 3rd AUGUST 2018

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

BR/174/18/HH 10 Annandale Avenue Bognor Regis PO21 2EU	Two storey side extension	NO OBJECTION
BR/139/18/OUT Rear of 94-100 Hook Lane Bognor Regis PO22 8AT	Outline application with some matters reserved for the demolition of 1 No. existing dwelling to form access for 6 No. residential dwellings. This application affects the setting of listed buildings & affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area	NO OBJECTION
BR/181/18/HH 17 Sandymount Close Bognor Regis PO22 9EL	Single storey rear extension & replacement of rear window with a glazed door	NO OBJECTION
BR/185/18/T Nyewood C E Junior School Brent Road Bognor Regis PO21 5NW	Fell 1 No. Bird Cherry tree & reduce crown remaining 1-3m of branch end length to balance to 1 No. Common Ash tree	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/182/18/HH 11A Merrion Avenue Bognor Regis PO22 9DE	Rear single storey extension & new 2.1m high timber fencing to the north east & north west boundaries	NO OBJECTION

BR/186/18/L Office Accommodation 71 Upper Bognor Road Bognor Regis PO21 1HP	Listed building consent for the demolition of boundary wall & associated/linked 20th century outbuildings	NO OBJECTION on the grounds that the existing flint walls along Upper Bognor Road remain intact and that any repairs to these walls be in accordance with existing materials used.
BR/187/18/A The William Hardwicke 12 High Street Bognor Regis PO21 1SR	2 No. internally illuminated fascia signs, 1 No. non illuminated fascia sign, 3 No. non illuminated hoardings, 1 No. externally illuminated hoarding, 1 No. Lantern & 2 No. up down lights on front elevation	NO OBJECTION
BR/191/18/PL 2-4 Waterloo Square Bognor Regis PO21 1SU	Demolition of 2 & 3 storey building with mixed use (commercial & dwellings). This application affects the character and appearance of The Steyne, Bognor Regis Conservation Area	NO OBJECTION The Committee hoped that any future development on this site will reflect the character and style of the surrounding area. Members would welcome an opportunity to receive a presentation from the developers in regard to planning applications on this site.
BR/120/18/PL 2 Highfield Road Bognor Regis PO22 8BG	Conversion of existing ground floor flat into 3 No. self-contained apartments	NO COMMENT Members instructed the Civic & Office Manager to contact ADC to clarify whether this was a retrospective Planning Application, as 2018 images on Google Maps suggest the building work outlined in the application had already begun. Comments on this Planning Application are able to be made up until 31 August 2018, therefore Members AGREED to DEFER a decision on Planning Application BR/120/18/PL until the Planning and Licensing Committee Meeting to be held 28 August 2018.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

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

HELD ON THURSDAY 19th JULY 2018

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

IN ATTENDANCE: 1 Councillor in Public Gallery until Min. 24
Mrs. S. Hodgson (Projects Officer)

The Meeting opened at 9.24am

21. 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 Cllrs: K. Batley and A. Cunard who were working and P. Dillon who had a hospital appointment. No other apologies had been received.

22. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

23. ADJOURNMENT FOR PUBLIC QUESTION TIME

A Member present in the public gallery, urged the Committee to undertake a commitment to consider a more exciting lighting display for the town encompassing new and modern technology and to ensure the chosen contractor is comfortable with delivering these objectives.

24. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 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 5 and 6 (contractual).

25. UPDATE ON CURRENT CONTRACT ARRANGEMENTS FOR THE CHRISTMAS LIGHTS DISPLAY AND OLD TOWN DISPLAY LIGHTS

The Projects Officer gave a verbal report regarding concerns over the situation with the current contractor. Members were pleased to be informed that assurances had been received that there will be no issues with the provision of the 2018 display. Further details can be found in the confidential report appended to the file Minutes.

26. CONSIDERATION OF THE PROPOSALS FOR THE CHRISTMAS LIGHTS DISPLAY AND DECORATIONS FOR 2019 AND TO RECEIVE PRESENTATIONS FROM THREE CONTRACTORS

Members received presentations and quotations from three contractors. It was noted that all the quotations provided, exceeded the current Christmas Lights Budget. Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee the appointment of company three, The Festive Lighting Company. The Policy and Resources Committee to be asked to consider the various options put forward by this company and agree the preferred option, being mindful of the budgetary requirements.

A report of the presentations given, can be found in the confidential report appended to the file Minutes.

Members **AGREED** that a report on the three different options of various levels of display would be prepared by the Projects Officer, including costs, and these will be noted by the Events Promotion and Leisure Committee at the August meeting prior to consideration of the information by the Policy and Resources Committee in October.

The Meeting closed at 2.10pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

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

HELD ON MONDAY 6th AUGUST 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) - (until Min. 40)
2 Councillors in the public gallery (for part of the meeting)
4 members of the public
1 member of the press

The Meeting opened at 6.30pm

27. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement and the following announcements:

"Following a notification to the Clerk from the Leader of the Labour Group, Councillor Enticott has been suspended from taking up any committee seat held where he has been appointed by the Labour Group. On this basis, he will not be able to sit on the Committee at the meeting being held today."

The Chairman also advised that the meeting would be Chaired in strict accordance with the Town Council's Standing Orders.

In the absence of the Vice-Chairman Members **AGREED** that Cllr. M. Smith would act as Vice-Chairman for the meeting.

No apologies had been received.

28. 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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Goodheart declared an Ordinary Interest in Agenda items 12 and 15 due to his involvement with ROX

29. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th JUNE 2018 AND EXTRAORDINARY MEETING HELD ON 19th JULY 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th June 2018 and the Extraordinary Meeting held on 19th July and these were signed by the Chairman.

30. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the Meeting at 6.34pm

A member of the public commented on the successful Hotham Park Country Fair event at the weekend and thanked the Town Council for the support they gave towards the event.

A Member who was present in the public gallery spoke on Agenda item 5.

The Chairman re-convened the Meeting at 6.36pm

31. TO RECEIVE A PRESENTATION FROM VINCO MARKETING REGARDING THE LOVE BOGNOR INITIATIVE AND TO MAKE RECOMMENDATIONS REGARDING FUTURE PARTNERSHIP WORK IN ACCORDANCE WITH THE COUNCIL'S PARTNERSHIP PROMOTION AND SPONSORSHIP POLICY - MIN. 143, EVENTS PROMOTION AND LEISURE MEETING 16th APRIL 2018 REFERS

The Chairman adjourned the Meeting at 6.37pm to receive the presentation from Vinco Marketing

Vinco Marketing gave a presentation on their Love Bognor project and the work they have undertaken. Love Bognor is a self-funded project which encourages positive messages about Bognor Regis with a zero tolerance to bad language or negativity. It is available via four social media platforms, Facebook, Twitter, Instagram and has a web-site. The web-site covers 6 main areas Tourism/Events/Offers and Promotion/Recruitment/Community and news. Love Bognor merchandise is available in three local retailers, a hotel and online. 10% of any membership fees go back to the community via local charities and 10% to promoting the Town on national scale.

Following the presentation, Vinco Marketing took questions from the Committee and the Chairman thanked them for attending and giving a comprehensive and informative presentation.

The Chairman re-convened the Meeting at 7.05pm

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

Mins. 13.1 and 14. - 11th June 2018: Bognor Regis Brand Budget including utilisation of remaining balance less previously identified expenditure

The Projects Officer reported that the Policy and Resources Committee at their meeting on the 30th July 2018, agreed to re-allocate the funds from the previous Bognor Regis Brand Budget to the Events Promotions and Leisure Committee for an event related purpose. Members asked for this to be an Agenda item for the next meeting for discussion.

33. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12th JUNE 2018

The Committee received the notes from the meeting held on the 12th June 2018 and noted that there were no Resolutions or Recommendations in the report.

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

The Events Officer gave a verbal update on the Events Programme for 2018 as follows:

- 34.1** The Funshine Days are going well and have two more weeks to run. It had been necessary to withdraw the roller rink due to unavoidable circumstances of which Members had been previously informed. However, replacement events had been scheduled.
- 34.2** Members **RESOLVED** to **AGREE** the Virement of £500.00 from the Drive Through Time budget to the Funshine Days for enhancement to one of the Funshine Day events and **AGREED** to **RECOMMEND** this to the Policy and Resources Committee.

35. CONSIDERATION OF AN ADVERTISING OPPORTUNITY WITHIN A MAJOR PUBLICATION FOR THE 2019 ISSUE AND TO IDENTIFY A BUDGET FOR RELATED COSTS

Following discussion Members **AGREED** not to proceed with the opportunity at this time. However, the Events Officer was asked to investigate if the publisher would be willing to enter into a sponsorship arrangement with the Town Council and Members would re-visit the opportunity at a future meeting.

36. UPDATE ON PROPOSAL TO HOLD A STAND-ALONE OUTDOOR FILM EVENT - MIN. 15, EVENTS PROMOTION AND LEISURE MEETING 11th JUNE 2018 REFERS

Cllrs. Cunard and Mrs. Daniells declared and Ordinary Interest in this item due to their involvement with the Picturedrome Cinema

The Projects Officer's report was noted.

Following discussion Members **AGREED** not to apply for membership to Film Hub South East or submit an application for funding.

Members further **AGREED** not to hold a stand-alone event at this time.

37. TO NOTE THE REPORT FOR THE RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE REGARDING THE BUDGETARY REQUIREMENTS FOR THE CHRISTMAS 2019 LIGHTING DISPLAY CONTRACT

The Projects Officer's report was noted.

Members appointed Cllr. Goodheart, along with the Projects Officer, to attend the meeting at the University on the 23rd August 2018 and further **AGREED** to invite Cllr. Brooks to also attend.

38. UPDATE ON OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019 – MIN. 18, EVENTS PROMOTION AND LEISURE MEETING 11th JUNE 2018 REFERS

The Projects Officer reported that although an initial meeting had taken place, very little detail had come about as a further meeting with potential stakeholders was scheduled for later in the week. The Chairman had been invited to attend that meeting along with Officers and a report will be made available to Members following the meeting.

39. Members **RESOLVED to vary the order of business and take Agenda item 15 next**

40. CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE FOR THE TOWN COUNCIL TO EXPLORE A PARTNERSHIP WITH ROX CHARITY FOR A 3-YEAR PERIOD TO DELIVER A FESTIVAL EVENT FROM 2019/20 ONWARDS AS REFERRED FROM THE COUNCIL MEETING ON THE 2nd JULY 2018, MIN 71. REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS

Cllr. Goodheart, having previously declared an Ordinary Interest in this Agenda item, made a statement and elected to leave the Chamber whilst the item was debated

The Projects Officer's report was noted incorporating Cllr. Cosgrove's motion as previously circulated.

A Member felt that previous ROX events had been welcomed locally and nationally and that the free events were a positive and popular addition for the Town. There were concerns raised about the issues that can be associated with big events such as crowd control and spiralling costs, and that if any partnership was undertaken there would need to be clear lines as to where responsibility lies. Following discussion Members agreed in principle to the proposal and were in favour of a £ for £ match funding. However, Officers were asked to meet with the ROX Organisation for some discussion on how the partnership could work and to initiate the terms of a service level agreement prior to re-consideration by this Committee before any recommendation to the Policy and Resources Committee is made.

41. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. COSGROVE REGARDING THE HOTHAMTON PLAY AREA AS REFERRED FROM THE COUNCIL MEETING OF THE 2nd JULY 2018, MIN. 6.1 REFERS

The Projects Officer's report was noted.

Following discussion, Members **AGREED** not to send another letter to ADC at this time. The previous responses from ADC to earlier correspondence was noted and it was felt that with the potential development of the Linear Park, any further objections could provoke a negative reaction. A Member who is

also an ADC Councillor was asked to speak with the relevant department at ADC to see if some improvements could be made.

42. CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE, TO ORGANISE A COMMEMORATION EVENT FOR HOLOCAUST MEMORIAL DAY IN JANUARY 2019, AS REFERRED FROM THE COUNCIL MEETING OF THE 2nd JULY 2018, MIN. 70 REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS

The Projects Officer's report was noted.

Members considered the proposal and felt that the Holocaust Memorial Day should be observed. However, it was **AGREED** to wait for the distribution of the official HMD 2019 activity pack, that is available in September, to consider the official event guidelines, before making any decision on what form the event would take. Officers will secure a copy of the publication for the October meeting for Members to consider further.

43. TO NOTE CORRESPONDENCE

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

44. DATE OF NEXT MEETING

Monday 8th October 2018.

The Meeting closed at 8.00 pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

**AGENDA ITEM 11 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. COSGROVE - EXTENT AND NEED OF COMMUNITY SPACE**

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. J. Cosgrove: -

"The Council Commissions the Community Engagement & Environment Committee to prepare a Report, with Recommendations, with appropriate Officer input and advice on the extent of and need for community space in Bognor Regis Town.

This Report should inform current and future Council consideration of acquisition of property within the terms of the Council's Strategy, and consider space for meetings, for exhibition, for community groups and other relevant needs.

Current spaces in the Town area include: Bognor Regis Town Hall, The Regis Centre inc theatre and studios, Jeneses, The BR Campus of the University, The Methodist Church, The Hub, The Gordon Centre, The Picturedrome, The Arena, The Baptist Church, St Wilfrids Church, Westloats Community Centre, Local Primary Schools, The Regis School, Grandad's Front Room, The Regis Music School, South Bersted Church, also facilities at Butlins, BR Library.

There should also be consideration of the proximity to areas of the Town of other parishes facilities such as: Rowland Rank Centre, West Meads Community Hall, Aldwick Parish Hall, New Park Centre Willowhale Library.

The Committee should report to the November meeting of the Council, or January 2019 at the latest, and there should be investigation of capacity, pricing and current regular uptake of the above venues."

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

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem that matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the Community Engagement and Environment Committee?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

AGENDA ITEM 13 - TO REVIEW COMMITTEE MEMBERSHIPS AS REFERRED FROM THE COUNCIL MEETING HELD 2nd JULY 2018 (MIN. 73.5 REFERS) AND ALSO INCORPORATING ALLOCATIONS ARISING FROM POLITICAL PARTY MEMBERSHIP CHANGES

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall that at the Council Meeting held 2nd July, Committee Memberships were reviewed following Cllr. Woodall's decision to move to the Conservative Group together with the reformation of an Independent Group (Min. 73 refers).

At that time, it was noted that Cllr. Lineham would remain the only A.N. Other and that he would be afforded one seat on each Committee. It was also agreed that as Cllr. Lineham was not able to take up his place on any of the Committees immediately, the issue would be deferred until this meeting for confirmation. However, Cllr. Lineham has advised the Town Clerk that he continues to be unable to take up any positions on the Committees at the current time.

Members should also note that Cllr. Enticott has informed the Town Clerk that following his departure from the Labour Party, he wishes to be an Independent Councillor and, as he has decided not to seek membership of the Independent Group, should be allocated Committee places as an A.N. Other.

As a result of Cllr. Lineham's decision not to take any Committee places at the current time, Cllr. Enticott may elect to sit on any of the Committees to fill the A.N. Other place.

Finally, Cllr. Cosgrove as the only remaining member of the Labour Group, has informed the Town Clerk that he wishes to be aligned with the Independent Group and the leader of that Group, Cllr. Brooks, has confirmed this.

The allocation of seats is therefore calculated as follows:

Group	Names	Total
Conservatives (* incl. 2 Independents aligned)	Cllr. Dillon (Leader) Cllr. Gardiner Cllr. Reynolds Cllr. Woodall Cllr. Cunard* Cllr. Mrs. Daniells*	6
Liberal Democrats	Cllr. Batley Cllr. Smith Cllr. Stanley Cllr. Toovey Cllr. Mrs. Warr (Leader)	5
Independent Group (** incl. 1 Labour aligned)	Cllr. Brooks (Leader) Cllr. Goodheart Cllr. Cosgrove**	3
A.N. Others	Cllr. Enticott (Ind) Cllr. Lineham (UKIP)	2

Committee Proportionality

Conservative Group (incl. 2 Independents aligned)	3 Members per Committee
Liberal Democrat Group	3 Members per Committee
Independent Group (incl. 1 Labour aligned)	2 Members per Committee
A.N. Others	1 Member per Committee
Total	9 Members per Committee

Whilst the seats occupied by members of the Conservative and Liberal Democrat Groups are unaffected, Members are asked to receive details of the proposed seat allocation for the Independent Group and A.N. Others.

Policy and Resources Committee

Independent Group - Cllr. Cosgrove and Cllr. Goodheart

A.N. Others - Cllr. Enticott still to confirm if he wishes to take this place or if vacant, appointment to be agreed by Council

Community Engagement and Environment Committee

Independent Group - Cllr. Cosgrove and Cllr. Goodheart

A.N. Others - Cllr. Enticott still to confirm if he wishes to take this place or if vacant, appointment to be agreed by Council

Planning and Licensing Committee

Independent Group - Cllr. Cosgrove and Cllr. Goodheart

A.N. Others - Cllr. Enticott still to confirm if he wishes to take this place or if vacant, appointment to be agreed by Council

Members are also invited to note that two Liberal Democrat vacancies remain on this Committee and Council is urged to make the necessary appointments to ensure that all meetings are quorate and that therefore timely comments on applications may be made.

Events, Promotion and Leisure Committee

Independent Group - Cllr. Brooks and Cllr. Goodheart

A.N. Others - Cllr. Enticott still to confirm if he wishes to take this place or if vacant, appointment to be agreed by Council

DECISIONS

To **NOTE** that Cllr. Enticott now sits on the Council as an Independent Councillor rather than as a Labour Party member.

To **NOTE** that Cllr. Cosgrove continues to sit on the Council as a Labour Party member but aligned to the Independent Group.

To **AGREE** the Independent Group and A.N. Other appointments to each Committee.

To **AGREE** further appointments to the Planning and Licencing Committee to fill the two Liberal Democrat Group vacancies.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

AGENDA ITEM 14 - REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES OF BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 25th JULY 2018 PREVIOUSLY CIRCULATED TO COUNCILLORS, AN UPDATE ON REGENERATION CONSULTATION WORKING GROUP MEETINGS (MIN. 38 REFERS) AND LETTER FROM CLLR. GOODHEART TO ADC REGARDING REGENERATION OPPORTUNITIES

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Firstly, Members are invited to note the previous circulation to all Members of the Briefing Notes from the Bognor Regis Regeneration Board meeting held on 25th July 2018.

With regard to the Regeneration Consultation Working Group the initial meeting was arranged for 16th July.

Cllrs. Cosgrove, Goodheart and Stanley were in attendance and a draft letter to the Chief Executive of ADC was circulated prior to the meeting. Members agreed to the issue of the letter (attached as **Appendix 1**) with copies to be forwarded to Karl Roberts (ADC - Director of Place) and Cllr. G. Brown (Leader ADC). A response to the letter was received on 19th July and is attached as **Appendix 2**.

Members went on to discuss the next step with regard to the most effective way to approach the previous submissions to the ADC consultation in 2015. It was subsequently agreed that a letter be circulated to all Members of the Working Group via email for approval.

This second letter was circulated to the Working Group Members the same day, but feedback was received from only two of the six Members. As a result of the limited response, the Deputy Clerk informed all Members of the Working Group that the letter would not be issued, and a further meeting arranged for August.

Due to Chamber availability, it has been necessary to push this meeting back and it will now take place on Wednesday 5th September, with an appropriate report to the next Council meeting.

Finally, Members are invited to note the previous circulation to all Members (via email), of a letter sent by Cllr. Goodheart, to ADC regarding regeneration opportunities and this is attached as **Appendix 3**.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

Mr. N. Lynn
Chief Executive
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton BN17 5LF

16th July 2018

Dear Nigel

Regeneration in Bognor Regis

At recent meetings of the Town Council, Members have debated the ongoing regeneration plans for Bognor Regis and expressed concern at the level of consultation that has been undertaken with Bognor Regis residents about not only the plans for the Linear Park at Hothampton but also the larger scale ideas for the Winter Gardens on the Regis Centre site.

Members are fully aware of ADC's published initial plans to, in the shorter term, develop the Hothampton site directly whilst the ideas for the Regis Centre site would involve other developers and would form a second phase to the regeneration.

The most recent discussion took place at an Extraordinary Meeting of the Policy and Resources Committee on 2nd July 2018, at which it was decided that amongst other actions, I should write to you to enquire whether there is any interest from ADC to meeting with developers, who have a realistic prospect of carrying schemes through, and seeing what common ground can be found.

This suggested liaison is now all the more pertinent in light of the recent successful appeal by the Sir Richard Hotham (SRH) Project.

Members would therefore be very grateful for your comments regarding not only a potential meeting with developers but also to provide any update to the Town Council on the District Council's response to the SRH appeal.

Yours faithfully

Mrs. G. Frost
Town Clerk

c.c. Mrs. G Brown - Leader, Arun District Council
Mr. K. Roberts - Director of Place, Arun District Council

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737600

Fax:
DX: 57406 Littlehampton
Minicom: 01903 732765



e-mail: nigel.lynn@arun.gov.uk

19 July 2018

Please ask for:

Mr Nigel Lynn

01903 737600

Glenna Frost
Town Clerk
Bognor Regis Town Council
Bognor Regis Town Hall
Clarence Road, Bognor Regis
PO21 1LD

Our Ref: NL/gls

Dear Glenna

Regeneration in Bognor Regis

Thank you for your letter of 16 July 2018.

Arun District Council has been discussing our regeneration projects for a considerable time and we have a great deal of experience in this area of work.

The recent appeal decision has no impact on the Council's agreed vision for Bognor Regis in March 2018, January 2018 and re-affirmed last night (18 July 2018).

Yours sincerely



Mr Nigel Lynn
Chief Executive

Copied to: Councillor Mrs G Brown
Karl Roberts

Councillor Steve Goodheart
3 Upper Bognor Road
Bognor Regis
West Sussex
PO21 1JB

29th July 2018

BOGNOR REGIS REGENERATION - MISSED OPPORTUNITIES FOR BOGNOR'S FUTURE

What will it take before the leaders of ADC admit that the 'ambitious' plans that have been agreed in principle are not ambitious enough?

I am writing this as a local who has worked alongside other passionate, local people such as Sean Maginnis and 4BR, on regeneration projects & as someone who has been looking out for Bognor's future for many years now. I am also an independent Bognor Town Councillor.

The announcement that the London Road car park and coach park (accessed via Hotham Way) are to be built on with student accommodation once again shows the lack of vision for the bigger picture. Here's a thought - it's not too late to incorporate the police station within these plans. The current building is too big for police requirements & a smaller one could be included within the new build. This would have the added benefit of releasing more land to include in the regeneration of the town.

The car/coach park should not be viewed as a stand-alone site but included within the regeneration plans made for the Regis Centre & Hothamton car park. If ADC were to talk to independent professional advisors & investors on the best outcome for ADC regarding income from accommodation they would be told that **the three sites should be linked together to enable cross-subsidy**. This would enable the local communities to see true regeneration with public realm projects alongside long-term maintenance income and the three sites supporting each other. But hold on a moment! Aren't we being told that the council is paying for advice from a design company - Urban Delivery? What on earth are they advising and to whose advantage?

ADC must remember that the whole reason for regeneration is to support the town and benefit the local communities not just to benefit ADC!

Using all three sites to maximise their potential would involve interlinking the activities. Here are some suggestions:

1. London Road site:

A new, smaller police station / a theatre & multi-purpose space to replace the Regis Centre / student accommodation / car-parking (essential for drop-off & pick-up at Edward Bryant school) / music venue / bar / restaurant / retail / hotel / walkways to enable users of the site to have views over Hotham Park.

2. Regis Centre site:

residential accommodation / restaurants / a garden bar / public realm projects / links to the promenade / pedestrianise the Esplanade.

3. Hothamton car park site:

A new health centre / residential & student accommodation / retail units / retain & improve access to sunken gardens / multi-storey car park / multi-purpose venue / bar / restaurant / public realm projects.

If ADCs plans, as reported in local press last week, are 'exciting & significant' why are we just told that a hotel & bar are to be included? Isn't this supposed to be a multi-million-pound project? What is exciting about just a hotel and bar?

If these plans are 'exciting & significant' why are there plans for a ground-floor restaurant? If ADC had any understanding of the location, they would realise that a restaurant facing the sea must be on the first-floor to maximise the wonderful sea-views!

The previous generation of councillors devastated Bognor Regis. This generation has a chance to get it right. Don't miss this opportunity for Bognor's future.

Ambitious plans need strong, visionary & open-minded leaders. It is time for the council leader to step forward or step down.

Steve Goodheart
Independent Town Councillor

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

AGENDA ITEM 15 - TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AND REFER TO THE PLANNING AND LICENSING COMMITTEE

REPORT BY TOWN CLERK

FOR DECISION

The following communication, also circulated to Clerks in neighbouring parishes, has been received by the Town Clerk from Cllr. Cosgrove and as requested, included on the agenda for this meeting.

"In case you are not yet aware, the following has been published per the Communities Secretary re Garden Towns.

<https://www.gov.uk/government/news/james-brokenshire-plans-increase-in-garden-towns>

Given the serious pressure on land in our urban parishes, I believe this new initiative might prove to be of real significance for all of our Parishes.

I make it clear here that I am undertaking this communication without reference to my Town Clerk and thus this communication in no way is meant to represent the views of BR Town Council.

That being said, I am asking my Clerk to table this item for full Council in September so that the Town Council can consider what action, if any, it might wish to take and to which Committee this would stand referred.

Affordable housing is, in my view, a prime need in our parishes, I simply request that you consider if and how my communication might be taken forward in your Council. There are a number of options, one of which might be discussion at JWAAC, for example. It's my personal opinion, for what it's worth, that this initiative might form the basis for effective co-operation in a crucial area of local concern."

DECISIONS

Do Members wish to refer this issue to the Planning and Licensing Committee for further discussion?



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(<https://www.smartsurvey.co.uk/s/navigationssurvey2018?c=/government/news/james-brokenshire-plans-increase-in-garden-towns>)

1. Home (<https://www.gov.uk/>)
2. Housing, local and community (<https://www.gov.uk/housing-local-and-community>)
3. Planning and building (<https://www.gov.uk/housing-local-and-community/planning-and-building>)
4. House building (<https://www.gov.uk/housing-local-and-community/house-building>)

Press release

James Brokenshire plans increase in garden towns

New garden communities programme announced.

Published 15 August 2018

From:

Ministry of Housing, Communities & Local Government

(<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>) and The Rt Hon James Brokenshire MP (<https://www.gov.uk/government/people/james-brokenshire>)



Communities Secretary Rt Hon James Brokenshire MP calls for an increase in garden towns in England, as he announces the new garden communities programme.

The programme will see more high quality homes built and green spaces created, expanding on government's plans for more locally-led developments.

The garden towns push in England is part of government's clear ambition to build 300,000 homes a year by the mid-2020s.

Councils across England and private developers who have secured support from local authorities will be able to apply for a place on the programme.

The winning bidders will receive tailored advice and potential grant funding for help with staffing or environmental assessments; part of the planning process for new garden towns.

Communities Secretary Rt Hon James Brokenshire MP said:

This plan is about the government working with councils and developers to get great homes in keeping with beautiful areas in England.

We want to help local authorities build strong and vibrant communities where people want to live, work, and raise families.

Our garden communities programme already has the potential to provide over 200,000 new homes by 2050, and we want to go further.

Strong community involvement and engagement will be at the heart of judging garden community proposals; ensuring developments reflect local character while also designing beautiful green spaces near homes.

Garden communities can take the form of new villages, towns or cities and have the potential to deliver well designed homes at an increased scale, with projects ranging in size from 10,000 to 40,000 homes.

This prospectus (<https://www.gov.uk/government/publications/garden-communities-prospectus>) is the latest step by government to get Britain building, with 23 locally-led garden communities already receiving funding support, with the potential to deliver over 200,000 homes by 2050.

The launch today signals the start of a 3 month application process, with successful garden community proposals being announced later in the New Year.

Last year 217,000 homes were built, marking the biggest increase in housing supply in England for almost a decade.

Futher information

A garden town is a development of more than 10,000 homes. Garden villages are smaller settlements of between 1,500 and 10,000 homes.

Office address and general enquiries

2 Marsham Street
London
SW1P 4DF

Contact form <http://forms.communiti...> (<http://forms.communities.gov.uk/>)

General enquiries: please use this number if you are a member of the public 030 3444 0000

Media enquiries

Email newsdesk@communities.gsi.gov.uk

Please use this number if you are a journalist wishing to speak to Press Office 0303 444 1209

Social media - MHCLG

Twitter - <https://twitter.com/mhclg> (<https://twitter.com/mhclg>)

Flickr - <http://www.flickr.com/photos/mhclg> (<http://www.flickr.com/photos/mhclg>)

LinkedIn - <http://www.linkedin.com/company/mhclg> (<http://www.linkedin.com/company/mhclg>)

Published 15 August 2018

Topics

- House building (<https://www.gov.uk/housing-local-and-community/house-building>)

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

**AGENDA ITEM 16 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEPHEN REYNOLDS FROM 25th JUNE - 28th AUGUST 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Tuesday 26.06.18	:	<i>Deputy Mayor attended: Stonepillow Hostel opening. Ellasdale Road, BR</i>
		<i>Deputy Mayor attended: BR District Beavers sandcastle competition, seafront Felpham</i>
Wednesday 27.06.18	:	Regis School Awards evening, Arena
Thursday 28.06.18	:	<i>Deputy Mayor attended: 1st Pagham & Aldwick Brownies tea party at Mosse Hall, Aldwick</i>
Saturday 30.06.18	:	Littlehampton Armed Forces Day parade and Drumhead service, Littlehampton seafront
Sunday 01.07.18	:	Mayor of Arundel's Annual Civic Service, St. Nicholas Church, Arundel
Monday 02.07.18	:	'Playing Out' Scheme Chalk Challenge prize giving, Council Chamber
Wednesday 04.07.18	:	BR District Scouts AGM, Newtown Social Club
Saturday 07.07.18	:	BR Twinning Association Coffee morning, Felpham
		Abbots Lawn Nursing Home 'Swinging Sixties' charity fundraiser
Sunday 08.07.18	:	A Drive Through Time event, West Park
		'Walk the Bryson Line' finish event at Legends Bar
Tuesday 17.07.18	:	'Celebration Time' at Elizabeth House, Victoria Drive
Wednesday 18.07.18	:	VAAC AGM and Networking Lunch, Yapton Village Hall
Thursday 19.07.18	:	Presentation of award for In Bloom Cherry Tomato competition to ABC Day Nursery, Aldwick Road

AGENDA ITEM 16

Sunday 29.07.18	:	Function at The Beresford, Middleton
Monday 30.07.18	:	Meeting at Stonepillow, Ellasdale Road
Thursday 02.08.18	:	4Sight 'Sight Awareness Day' in London Road Precinct
Saturday 04.08.18	:	Hotham Park Country Fair, Hotham Park
Tuesday 07.08.18	:	Talk to the ARC Group (for the visually impaired) Servite House, Servite Close
Thursday 09.08.18	:	Making Theatre Gaining Skills – filming in Hotham Park
Thursday 16.08.18	:	National Citizen Service Dragons Den, The Phoenix Centre
<i>Friday 17.08.18</i>	:	<i>Deputy Mayor attended: Annual Art Exhibition, Town Cross Avenue</i>

Events not attended:

Thursday 28.06.18	:	Chichester College Graduation ceremony, Chichester Cathedral
Sunday 01.07.18	:	West Sussex Armed Forces Day Drumhead in Steyne Gardens, Worthing
Friday 13.07.18	:	Southdowns Concert Band concert, Boxgrove Priory

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

**AGENDA ITEM 17 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 23rd JUNE - 28th AUGUST 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 29.06.18	:	St Mary's School Fayre, Glamis Street, BR
Thursday 05.07.18	:	Proclamation in Town Centre, BR
Saturday 07.07.18	:	Aldwick Green Village Fete, Aldwick
Sunday 08.07.18	:	Drive Through Time event, West Park
Sunday 08.07.18	:	'Walk the Bryson Line' event at Legends Bar
Monday 09.07.18	:	Live 'Cry' on BBC Radio 2 Jeremy Vine show
Saturday 14.07.18	:	70 th birthday party – private engagement
Thursday 26.07.18	:	Proclamation in Town Centre, BR
Thursday 02.08.18	:	Proclamation in Town Centre, BR
Saturday 04.08.18	:	Windsor – AHGTC Guild championship competition
Saturday 11.08.18	:	Westbourne Horticultural Show – private engagement
Monday 13.08.18	:	Proclamation in Town Centre BR
Friday 24.08.18	:	Proclamation in Town Centre BR
Sunday 26.08.18	:	Kite Festival Felpham

**BOGNOR REGIS TOWN COUNCIL MEETING
3rd SEPTEMBER 2018**

AGENDA ITEM 19 - CORRESPONDENCE

FOR INFORMATION

- 1. Email from a member of the public regarding antisocial behaviour in the Gloucester Road Car Park at night**
- 2. Email from Southcoast WASPI regarding BRTC support for WASPI**
- 3. Email from an exhibitor at the Hotham Park Country Fair regarding the damage caused to their gazebos over the weekend**
4. NALC - Last chance for early bird rates for annual conference
5. WPS - Commercial Insurance Profile July 2018
6. Limited spaces for Mental Health 2018 - Delivering the Five year Forward View
7. WSCC - Planned roadworks in West Sussex - forwarded to Councillors and those affecting Bognor Regis posted on social media
8. Neighbourhood Alert Weekly Bulletin dated 23 - 29 July; - forwarded to Councillors and on Social Media
9. VAAC weekly update 2/8/18 - forwarded to Councillors
10. NALC - Chief Executives bulletin
11. NFP Workshops - Bid writing Workshops for Charities Schools and Not for Profit Organisations
12. Arun District Council - Information Service - links to website for agendas and Minutes
13. WSCC - Heatwave warning issued forwarded to Councillors and posted on social media
14. PCC Office - Pride in Policing. Is this the job for you?
15. Email from a member of the public congratulating Town Force on their work keeping the town attractive with flowers etc
16. Ellis Whittam - HR and Health & Safety News
17. VAAC - WSCC funding stream - forwarded to Councillors
18. Arun District Council - Travellers Update Travellers in North Bersted - forwarded to Councillors
19. Email correspondence between the Town Clerk and the Chief Executive Arun District Council: Min.75 of the Council Meeting held 2nd July 2018 refers - Forwarded to Councillors
20. NALC - Star Councils Awards. Have you submitted your entry?
21. Arun District Council - Travellers Update - North Bersted Travellers - forwarded to Councillors
22. NALC - newsletter August 2018 - forwarded to Councillors
23. VAAC - E-Bulletin Update 9.8.18 - forwarded to Councillors and on Social media
24. CiLCA registration price increase Oct 2018
25. Ordnance Survey - Open MasterMap approach to development - Join our Open Zoomstack trial
26. Neighbourhood Alert Weekly Bulletin - 09-08-18 - forwarded to Councillors and on Social Media
27. NALC - Chief Executive's bulletin - forwarded to Councillors
28. NALC - request to complete NALC LCTS survey
29. Arun District Council - Travellers Update - Forwarded to Councillors

30. Neighbourhood Alert - Finding Additional Support in a Power Cut - forwarded to Councillors
31. Sussex PCC - Newsletter - Volunteers - forwarded to Councillors
32. SALC - Meeting with Chief Constable of Sussex Police Friday 16th November 2018 - send in topics to raise by 2nd November 2018
33. SSALC - Training event - Elections and Co-option Briefing
34. VAAC - Annual Survey for groups in Arun and Chichester - forwarded to Councillors
35. Email from Cllr Enticott informing the Town Clerk his resignation from the Labour group and intention to represent his ward independently
36. Neighbourhood Alert Weekly Bulletin 6/8/18 - 12/8/18 forwarded to Councillors and on Social Media
37. NALC - Newsletter - forwarded to Councillors
38. Arun District Council - Travellers Update - Forwarded to Councillors
39. VAAC - weekly e-bulletin update - forwarded to Councillors and on Social Media
40. NALC - share your opinions on councillor training
41. Neighbourhood alert - Nominate your best neighbour 2018 - + Nfib Alert - Bogus Overseas Officers forwarded to Councillors and on Social Media
42. Local Council Update August 2018 Issue 220
43. NALC - Chief Executive's bulletin - forwarded to Councillors
44. Sussex Police and Crime Commissioner - Listening to your concerns - community feedback and intelligence - forwarded to Councillors
45. DCK Accounting Solutions - letter re accounting fees
46. NALC - Nominations open for Larger Councils Committee
47. Neighbourhood Alert - Weekly Bulletin - Monday 13 August - 19 August 2018 - forwarded to Councillors and on Social Media
48. Dementia 2020, Roadmap to Delivery - 30th April 2019 - RSM London - Early bird rate available
49. Littlehampton Progress Newsletter Summer 2018
50. Moore Stephens emails regarding BRTC Annual Return Variance query
51. Neighbourhood Alert – Nominate your Best Neighbour of 2018 forwarded to Councillors and on social media
52. Arun district Council - Travellers update Travellers in Water Lane Wick - Forwarded to Councillors
53. Email correspondence between a member of the public and the Town Council regarding the state of Market Street. - Forwarded to Ward Councillors
54. Office of the Sussex Police and Crime Commissioner - Support for Victims and families - forwarded to Councillors
55. VAAC - Fundraiser Networking Meeting - Forwarded to Councillors and on Social Media
56. NALC Annual Conference 2018 - Places selling out fast

**BOGNOR REGIS TOWN COUNCIL MEETING
3rd SEPTEMBER 2018**

AGENDA ITEM 19A - ADDITIONAL CORRESPONDENCE - FOR INFORMATION

- 1.** Arun District Council - Travellers Update - Travellers in Water Lane, Littlehampton - forwarded to Councillors
- 2.** Hemingway Design - Hunstanton/Hayling Island/Great Exhibition of the North and more
- 3.** VAAC - Weekly E-Bulletin Updates
- 4.** NALC – Newsletter, August 2018
- 5.** PSMA – Newsletter, August 2018
- 6.** NALC - Nominations for Larger Councils Committee now open - last chance
- 7.** NALC - Chief Executive's Bulletin
- 8.** VAAC - Funding Focus, September 2018. Details of new website launched
- 9.** Kiddivouchers - Details about joining scheme
- 10.** Sussex Police & Crime Commissioner - Newsletter, 31st August 2018. Circulated to Councillors
- 11.** NALC - Spring Conference 2018 taking place on 11th February 2019 in London
- 12.** West Sussex Age UK - Details of AGM to be held 26th September 2018 at Laburnum Centre, Bognor Regis
- 13.** TV Licensing - Confirmation of business status

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 3rd SEPTEMBER 2018**

**AGENDA ITEM 21 - 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

Members have previously been advised that the Picturedrome extension would be completed by July with the grand opening in August 2018. The completion date has now been extended due in part to Building Control from Arun District Council who have required proof of the fire resistance of the material covering the walls of the auditorium. In particular this has meant that the Cinema operator has been required to construct samples of the material for testing which have been sent to the British Research Establishment and results are expected over the next few weeks.

The work to finish the interior of the Cinema has therefore been interrupted and Practical Completion including sign off by Building Control is now anticipated by the end of September. Following Practical Completion, contracts will be exchanged by the Cinema tenant and the Council and according to the Council's solicitor the Cinema could be operational one-week later subject to the legal documentation being completed within this timeframe.

**BOGNOR REGIS TOWN COUNCIL
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**AGENDA ITEM 22 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Insurance Reinstatement Cost Assessment - as reported at the last Town Council Meeting, an assessment of the whole Picturedrome site including 1a and 1b Linden Road had been arranged for early August to ensure that the building is adequately insured. The report is now complete and has been sent to the Insurance Brokers to establish whether there will be any change in the sum insured. Members will be updated when further information is available.

Leak in Screen 3 of the Cinema - the Facilities Manager at the Cinema has been in touch to advise that a leak has occurred in the ceiling of Screen 3. Above the ceiling in this area is the tower that is located at the front of the building. Refurbishment works were undertaken to the tower back in 2011 however, it is possible that water ingress is now occurring either through the roof or the windows. Contact has been made with the Insurance Company to advise of the leak although it is not known whether a claim will be possible until it is established whether the leak is as a result of general wear and tear.

The Managing Agents arranged for a local contractor to go up into the tower to investigate as the Facilities Manager indicated that the leak could be from a broken window. If this were the case he would undertake an emergency repair with Perspex to prevent further water damage. If it was established that it was not a broken window he would take some photos and advise what he thought was the cause of the leak. Following the investigation, he reported back via the Managing Agents as follows: -

"the water ingress is quite bad. He thinks its possibly coming from the oak frame windows which he has sealed today with clear silicone as a temporary measure or possibly the original lead flashing has failed. There is "tracking" showing recent wetness around the window frames.

He strongly recommends that a surveyor takes a look at the roof internally and externally to be 100% sure of what's causing the problem."

As the contractor was working at height this was a two-man job resulting in a charge for this initial investigation and temporary repair of £110.

The Managing Agents have now arranged for a surveyor to carry out an assessment of the area and produce a report with recommendations on the cause of the water ingress and how to remedy the problem. The cost for the surveyor will be £90 per hour. This is scheduled to take place on Thursday of this week.

AGENDA ITEM 22

Disrepair to the Picturedrome Cinema Tower Roof – as reported at the May Town Council Meeting, during investigation of the Cinema tower to house the electric switch gear required for the new power supply, the contractors identified that the roof to the tower was leaking and required repair. It was reported that for expediency the work would be carried out by Cheesmur but would be funded from the Schedule of Works budget and would not impact on the main extension project budget. The costs for this work were reported as being estimated at £582.00 for access scaffolding and a provisional sum of £1,500 to complete roof repairs. Final figures have now been advised and are slightly inflated on the original estimated figures identified at £625.65 for scaffolding and £1,612.50 for the actual roof repairs.

Joint insurance requirements for the Cinema during the construction phase - at the Town Council Meeting on 2nd July, reference was made to the joint insurance between the Council and the Contractor which 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. It was reported that these policies were due to expire in April at the anticipated completion date but were extended until the 4th June in line with the proposed new contract completion date. The need to extend the policies again in line with revised contract completion dates had been necessary and details of the final additional premiums payable would be notified when known and would be funded as part of the additional costs which fall outside the contract. The final additional charge for the extension of time until 2nd July for the joint insurance is now known to be £174.11.

Kiosk 1a Linden Road - further information in relation to these 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.