



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 5th NOVEMBER 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/Statements** 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/statements in advance, in writing. Priority will be given to such written questions/statements. These 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.

A handwritten signature in black ink, appearing to be 'Glenna Frost', written over a horizontal line.

TOWN CLERK

DATED THIS 29th DAY OF OCTOBER 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 3rd September 2018
 4. Reports from WSCC County and ADC District Councillors
 5. Written Questions from Councillors
 6. Adjournment for public question time and statements
 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 Meeting of 15th October 2018** with resolutions, recommendations and reports including: -
 - Adoption of the Terms of Reference for the Beach Access Topic Team - Min. 70 refers
 - Recommendation to support the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions - Min. 72 refers
 - Adoption of the revised Standing Orders incorporating the agreed amendments - Min. 73 refers
 - Christmas Lighting Budgets for inclusion in the 2019/20, 2020/21 and 2021/22 budgets - Min. 76 refers
 - Expenditure for property purchase - Min. 86 refers
 - 8.2 **Community Engagement and Environment Committee Meeting of 17th September 2018** with resolutions, recommendations and reports
 - 8.3 **Planning and Licensing Committee Meetings of 28th August, 18th September, 9th and 30th October 2018** with resolutions, recommendations and reports
 - 8.4 **Events, Promotion and Leisure Committee Extraordinary Meeting of 8th October 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 External Auditor's Certificate and Report year ending 31st March 2018 Accounts
 11. To note the List of Payments and Transfers made in August and September and to note the balances, bank reconciliations and financial reports previously copied to Councillors (October 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)
 12. Arun District Association of Local Councils: to consider the notes of the meeting held on 19th September 2018 and the Notes of the AGM held on 20th June 2018 (if available)
 13. Regeneration including update on Bognor Regis Regeneration Consultation Working Group - Min. 63.1 refers

14. To consider the appointment of a Council representative to the 'Integrated Prevention and Earliest Help' (IPEH) Arun Hub - Partnership Advisory Board
15. To note that Cllr. Cosgrove now sits on the Planning and Licensing Committee (no longer In Reserve)
16. To ratify the change in date and time of the Community Engagement and Environment Meeting to be held on 12th November 2018 at 7pm, instead of 19th November 2018, to enable a presentation from PC Mooney on scams and frauds
17. To receive, and if acceptable, agree the adoption of the Community Winter Resilience Plan 2018/19
18. To consider approval of absence from meetings for Cllr. M. Lineham due to continued immediate family illness
19. Town Mayor's Report and duties undertaken
20. Town Crier's Report and duties undertaken
21. Reports from Representatives to other organisations
22. To receive Correspondence
23. Redevelopment of the Picturedrome Cinema procurement update
24. Picturedrome Site update - Director's report, any urgent actions taken for ratification
25. The Royal Hotel, Bognor Regis - invitation to procure the hotel - Min. 89 Extraordinary Town Council Meeting held 14th August and Min. 125 Town Council Meeting held 3rd September refer

Agenda items **23, 24 & 25** 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 3rd SEPTEMBER 2018

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

93. 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. Mrs. Daniells, and Cllr. Toovey who were on annual leave, Cllr. Lineham due to family illness, and Cllr. Woodall who was unwell. No further apologies had been received.

In the absence of the Deputy Mayor, Cllr. Woodall, it was **AGREED** that Cllr. Dillon would act as Vice-Chairman for the meeting.

A Member requested that the Council send best wishes to Cllr. Lineham.

94. 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. Cunard declared a Disclosable Pecuniary Interest in Agenda items 21 and 22, as the Tenant of the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed

Cllr. Goodheart declared Ordinary Interests in Agenda items 11, as a volunteer with Rox Music & Arts, and 14 as a volunteer with the 4BR group

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 21 and 22, as a contractor to the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed

95. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD 2nd JULY, AND EXTRAORDINARY COUNCIL MEETING HELD 14th AUGUST 2018

The Minutes of the Council Meeting held 2nd July, and Extraordinary Council Meeting held 14th August 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

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

There were no reports.

97. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were none.

98. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

The meeting was adjourned from 6.36pm until 6.39pm for this item. A member of the public expressed an interest in the Beach Access Topic Team. Another member of the public asked a question relating to a footbridge in Highcroft Avenue/Ivy Lane, Bognor Regis.

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

There were none.

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

101. **Policy and Resources Committee Extraordinary Meeting of 2nd July and Meeting of 30th July 2018**

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

Min. 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

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Events, Promotion and Leisure Committee, and the Allotments Sub-Committee be adopted by the Town Council without change.

102. **Community Engagement and Environment Committee Meeting of 16th July 2018**

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

103. **Planning and Licensing Committee Meetings of 17th July, 7th and 28th August 2018**

The Chairman of the Committee, Cllr. Mrs. Warr, reported and advised Members that the Minutes of the Planning and Licensing Committee Meeting held the previous week on 28th August 2018, had only been published that day and therefore would be referred to be received and considered at the next Council Meeting in November.

104. Events, Promotion and Leisure Committee Extraordinary Meeting of 19th July, and Meeting of 6th August 2018

In the absence of the Chairman, Cllr. Mrs. Daniells, the Minutes of the Extraordinary Meeting held on 19th July were presented by Cllr. Smith, who had been present for that meeting. Cllr. Smith also presented the Minutes of the Meeting held 6th August as acting Vice-Chairman for that meeting.

104.1 A Members spoke of his dissatisfaction at not being able to speak regarding his Motions considered at the Meeting held 6th August 2018. It was noted that an amendment to the Standing Orders will be considered at the next Policy and Resources Committee Meeting to detail how, in future, proposers of Motions who do not have a seat on the Committee to which the matter is referred, may present their Motion at the meeting.

104.2 Min. 41 - Hothampton Play Area

A Member asked for an update regarding discussions with ADC and was informed that the matter would be raised at the BRTC/ADC Liaison meeting that was due to take place the following day.

105. 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'.

106. 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)

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

107. 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."

The Town Clerk's report was noted.

Cllr. Cosgrove spoke in favour of the Motion and Cllr. Enticott seconded the Motion.

As the Motion included the proposal that Council agree for the Community Engagement and Environment Committee to undertake activities, the Mayor deemed it appropriate that the matter be debated immediately, rather than standing referred in accordance with S.O. 9.5.

In answer to a query, the Deputy Clerk offered clarification on the process any Neighbourhood Plan review.

It was noted that whilst the Neighbourhood Plan did include reference to community facilities, it would not hold the level of detail the current proposal was seeking. Members thought that the idea of an audit of community facilities was worthwhile and could lead to a dedicated page on the Town Council's website to enable residents and groups to find details of possible venues.

Following debate, it was **AGREED** that the Community Engagement and Environment Committee be tasked with preparing the report as suggested within the Motion, for future consideration by Council.

108. 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)

The notes of the meetings were not yet available.

109. 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

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

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

Furthermore, Members **NOTED** that Cllr. Cosgrove continues to sit on the Council as a Labour Party member but aligned to the Independent Group.

109.1 It was **RESOLVED** that Cllr. Brooks should be removed from the Policy and Resources Committee to be replaced by Cllrs. Cosgrove and Goodheart to fill the Independent seats and Cllr. Enticott be appointed to the Policy and Resources Committee to fill the A.N. Others vacancy.

109.2 It was **RESOLVED** that Cllr. Cosgrove be appointed to the Community Engagement and Environment Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Community Engagement and Environment Committee to fill the A.N. Others vacancy.

109.3 It was **RESOLVED** that Cllr. Cosgrove be appointed, in Reserve, to the Planning and Licensing Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Planning and Licensing Committee to fill the A.N. Others vacancy. There were no other nominations to fill the Liberal Democrats vacancies.

109.4 It was **RESOLVED** that Cllr. Brooks be appointed to the Events, Promotion and Leisure Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Events, Promotion and Leisure Committee to fill the A.N. Others vacancy.

110. 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

Cllr. Enticott left the meeting

Members noted receipt of the Deputy Clerk's report together with the Briefing Notes of Bognor Regis Regeneration Board Meetings held on 25th July 2018 that had been previously circulated.

Cllr. Enticott returned to the meeting

It was noted that as per the Resolution taken at the Council Meeting held 2nd July 2018 (Min. 63.1 refers) an approach had been made to the Chief Executive of ADC to see if there was any interest in them meeting with developers. Members noted that, as circulated with the Agenda, the response had been to decline the suggestion and furthermore, stated that the recent appeal decision had no impact on the District Council's agreed vision for Bognor Regis.

Cllr. Brooks declared an Ordinary Interest as a Member of Arun District Council, and an Ordinary Interest as a voting member of Arun Arts

Cllr. Cunard declared an Ordinary Interest as a member of Arun Arts

Cllr. Dillon declared an Ordinary Interest as a Member of Arun District Council, and also declared an Ordinary Interest as a voting member of Arun Arts

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

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

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

A lengthy discussion took place with topics including ADC's approach to regeneration, the successful appeal by the Sir Richard Hotham project, the consultation with local people about what is wanted from regeneration and the funding of any regeneration. Statements were made, and questions raised about the impact on the lease arrangements of the Regis Centre following any hotel development at the Regis Centre Site.

Due to the direction of the discussion, Cllr. Dillon redeclared his Ordinary Interest as a voting member of Arun Arts, and elected to leave the meeting

Cllr. Cunard left the meeting

Cllr. Enticott left the meeting

The debate continued with further references to the lease situation, the need for an ADC Masterplan and any future development of the police station. Members also expressed frustration at the lack of any Masterplan from ADC, with some Members expressing their opinion of the importance of the connectivity and cross subsidy of all the sites being considered for regeneration.

Cllr. Dillon returned to the meeting

Cllr. Cunard returned to the meeting

Cllr. Goodheart spoke of the letter sent by the Town Clerk to Arun District Council referring to issues raised at the last Council meeting (Min. 75 refers) and stated that he was of the opinion that they had not come back with a considered response.

Cllr. Enticott returned to the meeting

Cllr. Brooks reiterated his Declaration of Interest as a Member of Arun District Council's Development Control Committee

Members noted a letter sent by Cllr. Goodheart, to ADC regarding regeneration opportunities, that had been previously circulated.

111. TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AND REFER TO THE PLANNING AND LICENSING COMMITTEE

Cllr. Cosgrove spoke to the item and suggested that the best way to move this forward was to request it is included on a future JWAAC agenda.

Following discussion, Members **AGREED** that the issue should be referred to the Planning and Licensing Committee for further discussion.

112. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

113. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

114. 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:

114.1 Cllr. Mrs. Daniells - Bognor Regis Regeneration Board; Bognor Regis Twinning Association; BRTC/ADC Liaison Meeting.

114.2 Cllr. Cosgrove - BRTC/ADC Liaison Meeting.

114.3 Cllr. Toovey - Southdowns Folk Festival.

Cllr. Warr reported that following the disappointment of the Illuminations Gala being cancelled due to poor weather conditions, Bognor Regis Seafront Illuminations had rescheduled the firework display for the evening of Bank Holiday Monday and had raised in excess of £300 from a bucket collection held on the evening.

115. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists including the items highlighted by the Town Clerk.

- 116.** Members **RESOLVED** to vary the order of business and take Agenda items 21 and 22 next.

Cllr. Cunard redeclared a Disclosable Pecuniary Interest in Agenda items 21 and 22 as the Tenant of the Picturedrome Cinema, and left the meeting

Cllr. Reynolds redeclared a Disclosable Pecuniary Interest in Agenda items 21 and 22 as a contractor to the Picturedrome Cinema, and left the meeting

In the absence of the Chairman, Cllr. Reynolds, the Vice-Chairman, Cllr. Dillon took the chair

117. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's report was noted. It was noted that an element of the report would need to be discussed under Confidential Business.

118. 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** including :-

- Expenditure of £110 for investigation and temporary repair following the leak in Screen 3
- Notification of surveyor hourly charges
- Final costs of £625.65 and £1,612.50 for scaffolding and roof repairs respectively
- Cost for extension of joint insurance to 2nd July of £174.11

It was noted that an element of the report would need to be discussed under Confidential Business.

During the discussion about the leaking Cinema tower roof, concern was expressed about the revolving light, housed within the tower and its future use. Members felt that as part of planning heritage the illuminated sign should be allowed, as it was originally in the 1960's, and **AGREED** that a Planning Application should be submitted to the Local Planning Authority to permit the use of it.

- 119.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 1.2.

120. The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 20, 21, 22 & 23 (contractual).

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

The Town Clerk's confidential report was noted and actions taken were **RATIFIED** as detailed in the confidential report, appended to the file Minutes.

Members questioned the reasoning for why confidential reports were not circulated to Members prior to a meeting.

The Town Clerk explained that confidential reports were no longer circulated before a meeting to protect the Council as, in recent times, information that had been deemed as confidential had found its way into the public domain.

The acting Chairman reminded Members that the issue was not an agenda item but could be included on a future agenda. Therefore, Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Policy and Resources Meeting.

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

The Town Clerk's confidential report was noted, and actions taken were **RATIFIED** as detailed in the confidential report, appended to the file Minutes.

123. Members **RESOLVED** to **APPROVE** a further extension to the Meeting of 15 minutes to enable the completion of this Agenda in view of the urgency of the items.

Cllrs. Cunard and Reynolds returned to the meeting

Cllr. Reynolds retook the chair

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

The Town Clerk's confidential report was noted, and actions taken as detailed were ratified.

Members discussed the suitability of a property for the potential intended use in both the short and long term, and it was unanimously **RESOLVED** that the Town Clerk should liaise with the appropriate parties to achieve the required outcome as detailed in the confidential report appended to the file Minutes.

125. THE ROYAL HOTEL, BOGNOR REGIS - INVITATION TO PROCURE THE HOTEL

The Town Clerk's confidential report was noted.

Following discussion, Members **AGREED** to **REFER** the matter to the Planning and Licensing Committee Extraordinary Meeting to be held 10th September 2018 to identify the most timely and efficient way to progress the agreed action, as detailed in the confidential report appended to the file Minutes.

The Meeting closed at 9.01pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 15th OCTOBER 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of the meeting)
4 Councillors in the public gallery: Cllrs: J. Brooks,
Mrs. S. Daniells, P. Dillon and T. Gardiner

The Meeting opened at 6.32pm

63. 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. Smith who was working away and Cllr. Woodall who had a prior engagement. No apologies were received from Cllr. Enticott.

64. 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. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 21, as a contractor to the Picturedrome Cinema and advised that he would leave the room for this item

65. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th JULY 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th July 2018, and these were signed by the Chairman.

66. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.36pm

A Councillor in the public gallery spoke regarding the use and ownership of banner sites in London Road and around the Town, requesting that this be clarified; the future use of the gateway signs; and the inclusion of 2 Hour Free Parking publicity on vacant roundabout sponsorship signs;

A Councillor in the public gallery requested that he be afforded an extension to the permitted time to speak under Agenda item 9 and this was **AGREED**.

The Chairman of the BID Board, seated as a member of the public in the gallery, responded to the query regarding the banners in London Road and confirmed that there is a joint sharing agreement in place and the banners may be used by the Town Council. With regard to the Gateway signs, the BID would be willing to pay to bring them into uniformity.

A member of the public spoke regarding the seafront lights requesting that these be left on during the Christmas period. The Chairman reported that this had been considered previously with the BRSFL organisers, but substantial costs were involved. This suggestion will, however, be noted when the funding agreement is reviewed.

A Councillor in the public gallery referred to a heritage project by the Royal Sussex Regiment and asked that the Council considers being involved with this.

A Councillor in the public gallery spoke regarding the poppies on the lamp post columns that had been erected last year and it was noted that this was carried out by the Royal British Legion under permission from ADC.

Meeting reconvened at 6.50pm

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

67.1 4th December 2017 - Min. 138 - Budget

Members were invited to note that NALC had confirmed that the Local Government Finance Settlement 2019 to 2020: Technical Consultation proposed to again defer the setting of referendum principles for local councils.

67.2 4th June 2018 - Min. 10.1 - CCTV

ADC have advised that the upgrade of the Bognor Regis CCTV equipment has now been completed with the result being significantly higher picture quality. However, details are still awaited of the cost to incorporate Wifi into the network.

67.3 4th June 2018 - Min. 19 - Town Force Report

Council is still awaiting confirmation as to how the Landlord wishes to proceed with regard to the future use of the caged area at the Southern Cross Industrial Estate. The Town Force team continue to use the area whilst awaiting further details from the Landlord's agents.

67.4 30th July 2018 - Min. 42 - Public Speaking

A member of the public has been in touch with the Town Council to clarify his comments made during public question time, as recorded in the Minutes of the Policy and Resources Committee Meeting held 30th July 2018 (Min. 42 refers). The member of public has informed the office that he is supportive of the development, in principle, as student flats on this site would be near to the University campus, and within walking distance of the Town Centre which could be of benefit to local businesses. The member of public also suggested that elevating the flats on stilts would allow for the whole of the ground level to be devoted to public car parking, (with perhaps some student parking), the provision of which would be doing a service to the Town, taking

into account the extra spaces gained from the lorry park. This issue was further raised at the BRTC/ADC Liaison Meeting held on 4th September at which the Leader of the Council had advised that the Cabinet decision had been for 200/300 student units but with the existing number of car parking spaces maintained, as would be the visual entrance to Hotham Park.

67.5 30th July 2018 - Min. 43.1 - Grant Aid

The Grant awarded to the Bognor Birdman event 2018 has now been returned.

67.6 30th July 2018 - Min. 45 - GDPR

Signed Councillor Consent forms are still outstanding from Cllrs. Batley and Lineham.

67.7 30th July 2018 - Min. 50 - Town Council Financial Information

The meeting with the Accountant is planned for 3rd December, during one of his scheduled visits. Cllr. Stanley confirmed that he would be available to attend.

67.8 30th July 2018 - Min. 52 - Report from the Projects Officer on Town Centre Issues

As requested, it has been confirmed that attendance at the Town Centre Ops meetings (which no longer take place) was for Officers only, to enable a report back to Council. With regard to the BID Management Board, they have specifically requested that for both ADC and BRTC only Officers are in attendance to enable a report back to Council.

68. ADJOURNMENT TO ALLOW FOR REPORT FROM OUTGOING TOWN CENTRE MANAGER, MR. T. RAHMAN

Members were advised that unfortunately, after the publication of the Agenda for the meeting, Mr. Rahman had advised that he would not be able to attend. However, a written report was provided which was **NOTED** by Members.

69. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

70. TO RECEIVE TERMS OF REFERENCE FOR THE BEACH ACCESS TOPIC TEAM AND IF ACCEPTABLE RECOMMEND TO COUNCIL

Members received the draft Terms of Reference and **RESOLVED** to **RECOMMEND** to Council that these be adopted.

71. TO RECEIVE THE NOTES OF THE MEETINGS OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 AND 19th SEPTEMBER 2018 AND OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018 (IF AVAILABLE). TO ALSO INCLUDE AN ADJOURNMENT TO RECEIVE A VERBAL REPORT FROM CLLR. GARDINER ON THE ADALC CONFERENCE HELD 4th OCTOBER 2018

The Notes of the meeting held 25th April 2018 were received by Members.

The Notes of the Annual General Meeting on 20th June 2018 and the most recent meeting held on 19th September 2018, were not available.

The Chairman adjourned the meeting at 6.58pm to allow Cllr. Gardiner to address the Committee regarding the ADALC Conference held 4th October 2018

It was noted that as agreed previously (Min. 66 refers), Cllr. Gardiner would be afforded additional time to a maximum of 5 minutes to speak on this matter.

Cllr. Gardiner reported that ADALC had recently had resignations from the Chairman, Secretary and Treasurer. A new Secretary had now been appointed but without the other posts being filled, the Association would be unable to function. Therefore, at the conference held on 4th October various options for the future of the Association were considered including it being dissolved; an amalgamation with the Chichester Association; and a model of one meeting per year with the Executive meeting three times a year. Members were therefore asked for their opinion on the future of the Association which would be fed back to the next ADALC meeting.

The Chairman reconvened the meeting at 7.02pm and thanked Cllr. Gardiner for his report

Members went on to discuss the advantages and disadvantages of ADALC and the suggestions for its continuance. The role of JWAAC and JEAAC was discussed as well as the need for greater cooperation and partnership working between the Parish and Town Councils in the District.

Following debate, it was proposed and **AGREED** that the Town Council should not support the continuance of ADALC but rather increase dialogue with the neighbouring Parishes and Towns through existing committees such as JWAAC and JEAAC, as well as ad hoc contact and communication as circumstances dictate.

72. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID MANAGEMENT BOARD INCLUDING CONSIDERATION OF A CONTRIBUTION BY THE TOWN COUNCIL TO THE BUSINESS WARDEN COSTS

The Projects Officer's report was noted, and Members also received a letter from the Chairman of the BID Board giving more details about the Business Warden Scheme and the financial assistance of £10,000 per annum being sought from the Town Council.

Members considered the issue of future funding contributions to the Business Warden Scheme and **RESOLVED** to **RECOMMEND** to Council support for the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions.

73. TO CONSIDER AMENDMENTS TO THE STANDING ORDERS AND WORDING OF AGENDAS - COUNCIL MEETING 3rd SEPTEMBER 2018, MIN. 104.1 REFERS

The Deputy Clerk's report was noted including the changes to the wording of agendas relating to statements as well as questions from the public and the use of "Clerk's Report" rather than "Matters Arising". Members also noted that the Town Clerk will be looking to present to the new administration in May 2019, revised Standing Orders based on the NALC recommended model but tailored to accommodate Bognor Regis Town Council's own requirements.

Following discussion, Members unanimously **RESOLVED** to **RECOMMEND** to Council the adoption of the revised Standing Orders incorporating the following amendments:

- 73.1** 23.1 of the Standing Orders be amended to read "*A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak for three minutes at the beginning of the specific agenda item to explain her/his resolution to the committee but shall take no further part in the debate and will not vote.*"
- 73.2** 31.7 of the Standing Orders be amended to read "*A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/statements in writing in advance. Speakers must give their name before stating their question or making their statement and may speak for up to a maximum of two minutes each*"

or five minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period."

- 73.3** 31.8 of the Standing Orders be amended to read "*A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period.*"

74. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 121 OF COUNCIL MEETING 3rd SEPTEMBER 2018 REFERS

The Town Clerk's report was noted.

Members fully debated the issues surrounding the responsibilities and liabilities arising from the issue of confidential reports prior to the meetings. Some Members felt that their issue in advance was necessary to enable Councillors to carry out their role effectively, whilst concern was also expressed about the liability that Councillors could be exposed to through having confidential papers in their possession.

The subject of data protection, and specifically in relation to GDPR, was highlighted especially the risks involved with emailing to non-secure, personal email addresses, as are currently used by all Councillors.

The Deputy Clerk also reported that consideration would need to be given to the disposal of confidential papers and that Members would need to give written confirmation that all printed paperwork would be securely disposed of (shredded or incinerated) or returned to the Town Council for disposal.

Following discussion, it was **AGREED** that the issue be deferred and referred back to this Committee following research by Officers regarding the following:

- i) Proposal to issue confidential reports in advance
- ii) Use of ".gov.uk" email addresses for all Councillors to receive and send emails securely for Council business only, including details of any costs, password protection and any other methods of security
- iii) Data Protection implications, compliance with GDPR and the Data Protection Act 2018 and steps that could be taken to mitigate any risks

75. TO RECEIVE AN UPDATED ACTION PLAN FOR THE CORPORATE STRATEGY - MIN. 187 OF POLICY AND RESOURCES COMMITTEE MEETING HELD 9th APRIL 2018 REFERS

The Deputy Clerk's report, including the updated Action Plan as circulated to all Members prior to the meeting was **NOTED**.

76. TO RECEIVE DETAILS OF A THREE-YEAR CONTRACT FOR CHRISTMAS LIGHTING IN THE TOWN, INCLUDING EXPECTED COSTS (EVENTS, PROMOTION AND LEISURE COMMITTEE EXTRAORDINARY MEETING 19th JULY 2018 - MIN. 26 REFERS), AND TO DISCUSS AND MAKE RECOMMENDATIONS REGARDING ANY NECESSARY BUDGETARY REQUIREMENTS FOR 2019/20 TO ENABLE FUNDING OF THIS EXERCISE

The Deputy Clerk's report was noted.

Members considered the three options put forward, including costings for the three-year contract with each option incorporating a standard or an enhanced lighting display, a canopy of lights at the junction of London Road/High Street, and/or a stand-alone illumination.

Members debated the issue at length with concern expressed about the level of expenditure that would be required to facilitate any of the options; problems with the canopy in bad weather; importance of making the Town Centre area festive; and what businesses would prefer.

Following discussion, it was proposed and subsequently **AGREED** to **RECOMMEND** to Council that Option 2 be the preferred choice and that a sum of £31,500 be allocated within the 2019/20 budget to facilitate this. This sum includes a contingency provision to cover any additional works that may be required owing to poor weather resulting in emergency call outs.

Members also **AGREED** to **RECOMMEND** to Council that any unused funds from the contingency element be Earmarked for use in future years.

77. TO NOTE THE TIME AND DATE OF 2.00PM ON MONDAY 19th NOVEMBER 2018 FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH APPLICATIONS FOR GRANT AID 2019 WILL BE CONSIDERED

The Deputy Clerk's report was noted, and the date and time for the meeting of 2.00pm on 19th November was noted by those present.

78. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2019 TOWN NEWSLETTER

The Civic & Office Manager's report was noted.

It was suggested that no article on the Twinning Association be included but rather that space be given to editorial on the youth activities supported by the Town Council including the formation of CREATE and the play sessions held over the summer months. Members were asked for any further suggestions on the content to be brought to the next meeting of this Committee in November.

Members also **AGREED** that a competition should be held to find a cover photo for the newsletter as detailed in the report.

With regard to the production of the 2019 edition, Members **AGREED** to continue with the same format as in 2018 namely A4, 8-page, publication in a matte finish.

79. TO RECEIVE AN UPDATE ON 2 HOUR FREE PARKING FOR 2019 AND REAFFIRM THE COUNCIL'S SUPPORT FOR THE SCHEME

The Deputy Clerk's report was noted.

Members **AGREED** to reaffirm the Town Council's support for the 2 Hour Free Parking Scheme and **NOTED** that the Town Council's contributions to the Scheme will continue as before.

80. TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (INTERIM UPDATE) - IF AVAILABLE

The Deputy Clerk's report, and First Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the report.

81. FINANCIAL REPORTS INCLUDING: -

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

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

81.2 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 July and August 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**.

82. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists including the items highlighted by the Town Clerk.

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

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest and left the meeting

Cllr. Mrs. Daniells, whilst only in the public gallery, also left the meeting in acknowledgment of her own Disclosable Pecuniary Interest in the following agenda item as an employee of the Picturedrome

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

The previously circulated Director's report was noted, and actions taken as detailed were ratified. Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

84. 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, 23 and 24 (contractual).

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

The Director's confidential report was noted, and actions taken as detailed were ratified. Members **AGREED** to grant landlord consent for the additional minor alterations to Kiosk 1a as detailed in the report.

Cllrs. Cunard and Reynolds returned to the meeting and Cllr. Mrs. Daniells returned to the public gallery

86. TO RECEIVE ANY UPDATE ON POTENTIAL PROPERTY PURCHASE

The Town Clerk's confidential report was noted.

Following discussion, Members **RESOLVED** to **RECOMMEND** to Council that the required expenditure for property purchase be funded by the Economic Development Fund.

The funding of any future works/alterations to any property was discussed and Members noted that a decision would be taken about how to fund further expenditure when details are known.

Members also noted and discussed potential uses for the premises.

Finally, Members noted the visit by the Support officer from the AHF on 14th November 2018 and all Members were urged to attend the briefing session.

87. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.14pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 17th SEPTEMBER 2018

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

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
1 Councillor in the public gallery
7 members of the public

The Meeting opened at 6.32pm

44. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

45. DECLARATIONS OF INTEREST:

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

- 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

46. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 16th JULY 2018

The Minutes of the Meeting held on the 16th July 2018 were approved by the Committee as a correct record and were signed by the Chairman.

47. 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 6.36pm

The Projects Officer read out the following statement:

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

A written statement had been received by a member of the public and this was read out by the Projects Officer. The statement raised concerns regarding litter, broken glass and general waste in the area by the Unicorn Pub. It also referred to the lack of Police and PCSO presence in the Town.

Members asked for this to be an agenda item for the next meeting.

The following items were raised from members of the public in the gallery:

In response to the written statement, a Cllr. in the gallery mentioned that "The Old Town Working Group" that monitored that area, had not met for over 18 months and asked for the group to meet again.

The possibility of the Covers Site being proposed as a major development area for homes.

Following Arun District Council's recent rejection of a proposal for a permanent ice rink - would the Community Engagement and Environment

Committee acknowledge the level of support within the community and back the petition?

To expand further on the previous proposal - for BRTC to consider the inclusion within the proposal to include a multi-purpose hall – as an investment and community asset.

Members asked for the above two proposals to be agenda items for the next meeting. The members of the public who made the suggestions were invited to provide the Projects Officer with any background information that she could incorporate into her report.

A Councillor in the Public Gallery asked to speak on Agenda Item 13 and asked for it to be noted that the report from ADC, mentioned in the notes for the Beach Access Topic Team meeting on the 11th September and since circulated, was incomplete.

The Meeting was reconvened at 7.02pm

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

Min. 30.2. refers - 16th July 2018 - Consideration of item referred from public question time regarding the Foreshore Office and toilets on the promenade

The Projects Officer read out the response from the ADC Director of Services regarding the Foreshore Office's First Aid Facilities. The letter assured Councillors that the new Foreshore Office is equipped with the same resources as the previous facility and the Foreshore staff continue to provide the same standard of First Aid provision as in previous years.

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

There were no applications for consideration.

50. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING REVIEW OF COMMENTS AND SUGGESTIONS RECEIVED FROM THE PUBLIC AND CONSIDERATION OF HOW THE TOWN COUNCIL CAN ASSIST WITH PROMOTING AND SUPPORTING THE THUMBS-UP CAMPAIGN

The Projects Officer's report was noted.

A Community Engagement Event has been scheduled for the 16th October 2018 at the Regis Centre to be held between 2.00pm and 5.00pm. Councillors from Town, District, and neighbouring Parishes will be invited to attend, along with community groups and organisations. Members were asked to promote the event as much as possible and if they knew of any organisations that it would like to attend, could they please ask them to

contact the Projects Officer. More detail would be circulated to Councillors nearer to the date.

At the last meeting during public question time Members agreed to support the Thumbs-Up campaign and were asked to formally consider how they would like to implement this.

Following discussion, Members **AGREED** to promote the Thumbs-Up campaign on all the Town Council's social media platforms. They would also like to display some information on the Town Council's Town Hall noticeboard and would like it to be mentioned in the next issue of the Newsletter.

51. **CONSIDERATION OF A PROPOSAL FROM A MEMBER OF THE PUBLIC REGARDING AN IDEA FOR TACKLING LITTER ON THE BEACH**

A young member of the public had asked the Committee to consider an idea he had seen on holiday that was aimed at raising awareness of sea pollution and the consequences to the environment when items entered the sea. The proposal was to produce a simple poster, showing a picture of various items and the biodegradable time for each item. The poster would be displayed in a number of different languages.

Members unanimously supported the idea and thanked the young man for bringing the idea to their attention. They also expressed their congratulations to the parents for their support and encouragement. Members all agreed that young people are the future of the Town and have a right to be listened to.

Members **AGREED** that the costs associated with producing an information poster/board in line with those suggested be investigated and for officers to report back to the next Committee Meeting.

It is understood that the idea will also be presented by the young person to his school and Members asked Officers to liaise with the parents to see if any future collaborative work with the school could be undertaken.

52. **SAMMY COMMUNITY TRANSPORT TO RECEIVE AN UPDATE ON THEIR POSITION FOLLOWING THE PRESENTATION 16th JULY 2018 - MIN. 29 REFERS**

Members noted the Projects Officer's report and expressed their concerns regarding the absence of the service Sammy Community Transport had previously provided.

53. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 22nd AUGUST 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 22nd August 2018.

Members **RESOLVED** to **APPROVE** estimated costs of £300, up to a limit of £350, be taken from the BRiB Fundraising Budget for catering arrangements for the Awards evening.

Members **RESOLVED** to **APPROVE** the cost of 8 shaped planter signs for competition winners at a cost of £144 +VAT to be paid from the current year Competition Expenses Budget.

Members **RESOLVED** to **APPROVE** 8 plaques for the Guides Competition at a cost of £18.75 to come from the Earmarked Reserves Competition Expenses Budget.

54. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE ON MEETING HELD ON 4th SEPTEMBER 2018 AT ALDWICK COMMUNITY HALL AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETINGS HELD ON 8th AUGUST 2018 AND THE 12th SEPTEMBER 2018

The Projects Officer's report was noted. The Notes of the Youth Worker Steering Group Meeting held on 8th August and 12th September 2018 were also noted as being received.

A Member who attended the meeting on the 4th September at Aldwick Parish Council Offices, reported that he felt the meeting was very positive and was encouraged by the responses of the neighbouring parishes who attended.

It was acknowledged that the provision for the Youth Workers time is a major obstacle in driving the project forward and one of the Members felt that as there is evidence of the Parish's working together this should now be taken back to JWAAC for West Sussex County Councillors to be made aware of the problems surrounding adequate youth provision services.

The Project Officer reported that the aim for CREATE to become independent is gaining momentum, however they are still reliant on Sussex Clubs for Young People and the Youth Worker Steering Group are still of the opinion that not enough management support is being afforded to the Youth Worker. They are disappointed that the letter previously sent to SCYP by this Committee voicing these concerns, had not received any acknowledgement or response.

Following discussion, Members **AGREED** to send another letter to SCYP and for the Town Council to give CREATE its full support and assist with managing its transition to an independent body.

55. REVIEW OF PLAYING OUT TOPIC TEAM - MIN. 38 REFERS

Following discussion, Members **AGREED** to disband the Playing Out Topic Team but with the provision to re-engage should a future need arise.

56. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING 11th SEPTEMBER 2018 AND TO DETERMINE THE TERMS OF REFERENCE FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 41 REFERS

The Committee **RESOLVED** to **ACCEPT** the Notes of the Meeting held on the 11th September 2018 and further **AGREED** to recommend to the Policy and Resources Committee, the Terms of Reference as proposed by the Beach Access Topic Team.

57. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19 AND TO RECEIVE THE REPORT FROM BOGNORCAN REGARDING THE PLAY DAY SCHEME

The Projects Officer's report was noted, and Members were delighted with the success of the Play Day Scheme.

A Member would like to replicate a similar scheme for the October half-term as he felt it is a much-needed provision. It was proposed that BognorCAN, who facilitated the scheme on behalf of the Town Council, be encouraged to apply to the Flexible Community Fund for some funding as soon as possible. The Member will action this. The Member would also like to investigate the possibility of factoring the cost for future summer Play Day events outside of the Ward Allocation Budget.

58. TO CONSIDER A PROPOSAL BY CLLR. ENTICOTT TO ADDRESS ANTI-SOCIAL STREET BEGGING IN THE TOWN DEFERRED FROM MEETING 16th JULY 2018 - MIN. 40 REFERS

Members noted the proposal from Cllr. Enticott.

A Members thought that one of the individuals in question was being monitored by the Business Warden and following discussion Members asked for Officers to raise their concerns with the Business Warden direct.

59. CONSIDERATION OF A PROPOSAL BY CLLR. ENTICOTT REGARDING THE GOVERNMENT'S ANNOUNCEMENT TO WITHDRAW HOUSING SUPPORT COUNTRYWIDE

It was noted that Cllr. Enticott was not in attendance to address the Committee on his proposal and the topic should therefore be deferred. However, following discussion and to avoid delay, Members **AGREED** to write a letter to a number of Government agencies, Cabinet Members and Councillors expressing their objections to the announcement.

60. AUDIT OF COMMUNITY SPACES AS REFERRED FROM COUNCIL MEETING 3rd SEPTEMBER 2018 - MIN. 107 REFERS

A Member spoke on his proposal that there was a lack of community space available within Bognor Regis and that it would be useful for members of the public to have available information regarding where local community spaces can be found both in Bognor Regis and the wider area.

Following discussion Members **AGREED** to appoint a Task and Finish Groups to hold 2 meetings with the following criteria:

Meeting 1 - to be held during November to determine how the information should be gathered and what information would be required.

Meeting 2 - to be held during December to collate the information and determine how it should be used.

Following the two meetings, a report will be taken to Full Council in January for consideration on how to proceed.

Cllrs. J. Cosgrove, S. Goodheart and Mrs. J. Warr were appointed to sit on the Task and Finish Group, however, an invitation would be extended to all other Councillors to attend the meetings. Officers will make the necessary arrangements.

61. REPORTS:

a. To note financial reports, previously circulated

The reports were noted.

b. Any further reports

There were no further reports.

62. CORRESPONDENCE

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

The Meeting closed at 8.02pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 28th AUGUST 2018

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

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

The Meeting opened at 6.30pm

68. 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. Mrs. Daniells who was on annual leave.

69. TO NOTE COMMITTEE MEMBERSHIP AS A RESULT OF RESIGNATION FROM LABOUR GROUP - CLLR. ENTICOTT

The Chairman read the following statement: -

"Councillor Enticott has confirmed his resignation from the Labour Group to the Clerk. Until the reallocation of committee memberships has been undertaken and is ratified at the Council Meeting on 3rd September 2018, any seats he held on committees will remain vacant. On this basis, he will not be able to sit on the Committee at the meeting held today."

70. 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, 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

71. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7th AUGUST 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 7th August 2018 as an accurate record of the proceedings and the Chairman signed them.

72. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.33pm

A member of the public spoke in objection to outline application BR/139/18/OUT, Rear of 94-100 Hook Lane, which had been considered by the Committee at the previous meeting with no objection offered by the Committee.

Meeting reconvened at 6.49pm

Members thanked the resident for taking the time to address the Committee and urged them to make contact with their Ward District Councillors to ensure that their objection was heard by ADC Development Control.

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

73.1 7th August 2018 - Min. 58.3 - Planning Applications

Planning Application BR/185/18/T had been withdrawn prior to the Town Council's representation being submitted.

73.2 7th August 2018 - Min.58.3 - Planning Applications

Letter sent to the applicant of Planning Application BR/191/18/PL, as requested by Members, with an invitation to deliver a presentation of any future planning proposals on the site to the Town Council but no response had been received to date.

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

There were none.

75. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

75.1 The Committee noted that planning application AW/57/18/HH, included on the list dated 10th August 2018, was in fact an Aldwick application and the Planning Officer at ADC had apologised that this had been referred to the Town Council in error. This application would therefore be removed, and no comments offered by the Committee.

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

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

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

76. 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 10th, 17th AND 24th AUGUST 2018

Whilst there were no significant planning applications on the lists dated 10th, 17th and 24th August, Members did discuss the potential development in Pagham and the impact on all local infrastructure arising.

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

There were none.

78. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

79. TO RECEIVE FINAL DRAFT METHODOLOGY FOR THE NON-STRATEGIC SITES DEVELOPMENT PLAN DOCUMENT AND NEIGHBOURHOOD PLANS

The Civic & Office Manager's report was noted, and following consideration Members **AGREED** not to submit any comments on the Final Draft Methodology.

80. CORRESPONDENCE

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

Additional correspondence included:-

80.1 WSCC - Notification that planning permission for application WSCC/031/18/BR: St Mary's Catholic Primary School, Glamis Street, Bognor Regis has been granted.

80.2 WSCC - Latest planned roadworks, 22nd August-5th September 2018.

80.3 WSCC - Public Notice - Temporary Traffic Regulation Order - Lidsey Road, - Start date: 17/09/18 - forwarded to Councillors and on Social Media.

The Meeting closed at 7.50pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th AUGUST 2018
REPRESENTATIONS ON LISTS DATED 10th, 17th AND 24th AUGUST 2018

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

BR/120/18/PL (<i>Retrospective</i>) 2 Highfield Road Bognor Regis PO22 8BG	Conversion of existing ground floor flat into 3 No. self-contained apartments	NO OBJECTION
BR/178/18/HH 2 Burngreave Court Bognor Regis PO21 2TZ	Removal of existing front projection and erection of front single storey extension	NO OBJECTION
BR/176/18/PL 2 & 3 Langford House 7 The Steyne Bognor Regis	Creation of balcony at 2nd floor level (east). Replace existing balcony balustrades at first floor level (east) - This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION subject to Building Control approval and with a request that all metalwork for the balcony is sympathetic to the street scene and specifically the metalwork on the opposite side of The Steyne. Furthermore, as this is a Conservation Area, Members would expect a high standard of finish with full exterior decoration.
BR/203/18/L Bath House 9 The Steyne Bognor Regis PO21 1TX	Listed building consent for the replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6	NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.

<p>BR/204/18/PL Bath House 9 The Steyne Bognor Regis PO21 1TX</p>	<p>Replacement of PVCu window to Flat 1 with timber framed window, alterations to existing external entrance to Flat 6, installation of wrought iron gates to bin store, installation of fire alarm system & fire doors to communal areas & restoration (decorative) works to exterior of building, communal area & Flat 6. This application affects the character & appearance of The Steyn, Bognor Regis Conservation Area</p>	<p>NO OBJECTION subject to all the works carried out being sympathetic to the age of the building. Furthermore, Members would appreciate further details of the agreed colours for the exterior decoration.</p>
<p>BR/206/18/T The Maples 45 Victoria Drive Bognor Regis PO21 2TQ</p>	<p>1.5m reduction to top of crown & 1.5m reduction to area of crown overhanging Flat 5 to 1 No. Oak tree</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/193/18/L Bognor Regis Railway Station Station Road Bognor Regis PO21 1BP</p>	<p>Listed building consent for the fitting out of 2 No. Edwardian waiting rooms into a modern office space with meeting rooms, toilets & kitchen, incorporating original elements of the building, mezanine floor installed in larger office, new heating, ventilation & air conditioning in office spaces</p>	<p>NO OBJECTION</p>
<p>BR/170/18/HH 56 Corbishley Road Bognor Regis PO22 9HS</p>	<p>Single storey rear conservatory extension</p>	<p>NO OBJECTION</p>
<p>BR/201/18/HH 10 Sturges Road Bognor Regis PO21 2AH</p>	<p>Demolition of existing side attached garage and rear utility lean-to and proposed construction of a single storey side and single storey rear extension</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 18th SEPTEMBER 2018

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

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

The Meeting opened at 6.33pm

81. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE, INCLUDING TO NOTE THAT THE EXTRAORDINARY PLANNING AND LICENSING MEETING DUE TO BE HELD ON 10th SEPTEMBER 2018 DID NOT TAKE PLACE AS A RESULT OF BEING NON-QUORATE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. No apologies for absence were received from Cllr. Enticott.

Members **NOTED** that the Extraordinary Planning and Licensing Meeting due to be held on 10th September 2018 did not take place as a result of being non-quorate.

82. **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.

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

83. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th AUGUST 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28th August 2018 as an accurate record of the proceedings and the Chairman signed them.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

There were none.

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

There were none.

87. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st AUGUST, 7th AND 14th SEPTEMBER 2018

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

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

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

88. 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 31st AUGUST, 7th AND 14th SEPTEMBER 2018

BE/91/18/PL - Rolls-Royce Motor Cars, Technology and Logistics Centre, Oldlands Farm, Bersted - Temporary logistics building & ancillary development including service area

Members considered the plans for a temporary logistics building and ancillary development including service area and **RESOLVED** to **AGREE** to making no comment in response to Planning Application BE/91/18/PL.

A Member queried the awaited installation of a Rolls-Royce sign on a grass mound at the front of the Centre and asked the Civic & Office Manager to send a letter to enquire and report back to the Committee.

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

There were none.

90. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

91. TO CONSIDER BICYCLE SIGNAGE ON LONDON ROAD PRECINCT, BOGNOR REGIS (MIN. 63 REFERS)

The Civic & Office Manager's report was noted.

Members agreed that cycling along the London Road Precinct was an issue that required action to be taken in order to discourage cyclists from doing so.

Following discussion, it was **AGREED** by Members that the matter would be raised by the Town Council's appointed representative, Cllr. Goodheart, at the next JWAAC Highways & Transport Sub Group to be held on 25th September 2018, seeking financial support to supply and erect signage at the northern and southern ends of the Precinct clearly indicating that cycling is not permitted.

Cllr. Goodheart was also provided with a petition that had been carried out by a local resident with 211 signatures from people that had been approached in the Town Centre, who wished to see cycling banned along London Road Precinct, to present to the JWAAC Highways & Transport Sub Group.

Additionally, Members instructed the Civic & Office Manager to write to WSCC and enquire as to whether any byelaws existed in regard to London Road Precinct, and report back to the Committee.

Cllr. Cosgrove left the meeting

92. Members **RESOLVED** to vary the order of business and take the Additional Agenda item next.

Cllr. Cosgrove returned to the meeting

93. TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AS REFERRED FROM THE COUNCIL MEETING HELD 3rd SEPTEMBER 2018 (MIN. 111 REFERS)

The Civic & Office Manager's report was noted.

Cllr. Cosgrove spoke to the item and, having considered the reports before them, Members **AGREED** the following actions: -

- That a letter be sent to the Government welcoming the Garden Town initiative;
- That a letter be sent to ADC and WSCC to ask whether their respective Councils had considered the initiative and, if not, whether it would do so (Nick Gibb MP to be copied into letter);

- Copy the letter sent to ADC to other Town/Parish Councils for response, asking that the matter be raised at their meetings, with possible consultation between Towns/Parishes;
- That a request be made for the Garden Town initiative to be placed on a future JWAAC agenda.

94. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/191/18/PL - 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. 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 58.3 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

95. FURTHER CONSIDERATION OF PLANNING APPLICATION BR/191/18/PL - 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. 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 58.3 REFERS)

The Civic & Office Manager's report was noted.

Having considered further correspondence, between the Applicant and the Local Planning Authority, and reports that had become available since the Committee's previous decision, following a vote Members **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Meeting held on 7th August 2018, to raise 'No Objection' to Planning Application BR/191/18/PL.

Furthermore, Members **RESOLVED** to **AGREE** that an 'Objection' be submitted on the grounds that 2-4 Waterloo Square is a building and structure of character, in a conservation area. Rather than see plans to demolish the property, Members would like to see firm plans to regenerate and develop the site with drawings for proposed changes.

96. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration to the Listed Building application process (Min. 47 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

97. FURTHER CONSIDERATION OF LISTED BUILDING APPLICATION PROCESS (MIN. 47 REFERS)

The Civic & Office Manager's report was noted.

Members compared the options available to process a Listed Building application, the timescale each process took, and the costs involved.

Members **RESOLVED** to **AGREE** not to rescind the decision made at the Planning and Licensing Committee Meeting held on 17th July 2018 (Min. 47) and instructed Officers to proceed with submitting an application to Historic England themselves, free of charge.

98. CORRESPONDENCE

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

Additional correspondence included:-

- 98.1** CPRE - Campaigns Update
- 98.2** Walberton Parish Council - copy of correspondence sent to ADC in response to their published Non-strategic Site Allocations Development Plan Document Methodology
- 98.3** WSCC - Planned roadworks, 12th-26th September 2018. Circulated to Councillors and uploaded to Facebook
- 98.4** Let Communities Decide campaign - 'Say no to fast-tracking fracking!' consultation open until 25th October 2018
- 98.5** Action in Rural Sussex - South East Community Led Housing Conferences

The Meeting closed at 8.07pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th SEPTEMBER 2018
REPRESENTATIONS ON LISTS DATED 31st AUGUST, 7th AND 14th SEPTEMBER 2018

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

BR/198/18/HH Milford Cottage Market Street Bognor Regis	Demolition of existing outbuilding & erection of two storey extension. This application affects the character & appearance of The Steyne, Bognor Conservation Area	NO OBJECTION subject to the character & appearance of the building being maintained. Furthermore, Members would like to see the flint wall retained.
BR/216/18/L Milford Cottage Market Street Bognor Regis	Listed building consent for the demolition of existing outbuilding & erection of a two storey extension	NO OBJECTION
BR/183/18/PL Woodbine Manor 25 Upper Bognor Road Bognor Regis	Single storey rear extensions to lounge & dining room areas	NO OBJECTION
BR/220/18/T Hardy House 25 Nelson Road Bognor Regis PO21 2RY	2m Crown Reduction to 1 No. Oak tree and Crown Lift to provide 5m ground clearance	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/217/18/HH 33 Tennyson Road Bognor Regis PO21 2SA	Amended to include windows to double & single garages & increase in roof pitch of double garage (Resubmission following BR/100/18/HH)	NO OBJECTION
BR/197/18/PL The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Alteration to shopfront	NO OBJECTION

BR/196/18/A The Co-op 152-156 Hawthorn Road Bognor Regis PO21 2UR	Various illuminated & non-illuminated advertisements on various elevations	NO OBJECTION
BR/225/18/PL Place St Maur Des Fosses Belmont Street Bognor Regis	Change of use of land to allow events & associated temporary structures & equipment & portable buildings for use by businesses associated with those events	NO OBJECTION
BR/219/18/PL 9 Westloats Lane Bognor Regis PO21 5JZ	Demolition of 1 No. existing building & erection of 2 No. 2 bedroom & 2 No. 1 bedroom dwellings	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th OCTOBER 2018

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

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

The Meeting opened at 6.36pm

99. 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. Cosgrove who was unwell, and Cllr. Dillon who had a prior engagement. No apologies for absence were received for Cllr. Enticott.

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

101. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th SEPTEMBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 18th September 2018 as an accurate record of the proceedings and the Chairman signed them.

102. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present.

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

Min. 91 - 18th September 2018 - To consider bicycle signage on London Road precinct, Bognor Regis

The Civic & Office Manager gave a verbal update to the Committee regarding the letter sent to WSCC, in reference to cycling along the London Road Precinct, as requested by Members at the Planning and Licensing Meeting held on 18th September 2018 (Min. 91 refers).

The Area Highway Manager, for Arun District, at WSCC has confirmed that there is a current Traffic Regulation Order (Pedestrian Zone entering from the south and No Entry coming from the north) that prohibits cycling between Santander and Macari's Café, with the enforcement of the restrictions being a matter for Sussex Police. It was explained that Byelaws are only used on the highway when there is no other relevant legislation available to deal with the issue.

Members instructed that the matter be placed on the Agenda for further consideration, at the Planning and Licensing Committee Meeting to be held on 30th October 2018.

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

There were none.

105. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th SEPTEMBER, AND 5th OCTOBER 2018

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

105.2 The Committee noted that representations had been received from the public regarding Planning Applications BR/231/18/PL and BR/130/18/PO. No representations had been received from neighbouring parishes, in respect of these applications.

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

106. 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 21st, 28th SEPTEMBER, AND 5th OCTOBER 2018

There were none.

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

There were none.

108. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

109. TO CONSIDER REQUEST FROM PAGHAM PARISH COUNCIL FOR CALL IN OF APPLICATIONS FOR PAGHAM (MIN. 14, OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th MAY 2017, REFERS)

The Civic & Office Manager's report was noted.

Members **AGREED** that the Town Council still has concerns over the proposed developments for Pagham, and instructed the Civic & Office Manager to email the National Planning Casework Unit (NPCU) to confirm this position.

110. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/191/18/PL - 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. 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 95 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

111. FURTHER CONSIDERATION OF PLANNING APPLICATION BR/191/18/PL - 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. 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 95 REFERS)

The Committee were presented with two further Structural Engineers reports that provided a greater understanding of the internal state of the building.

Having considered the evidence within the reports, Members were minded to return to the Committee's original decision in support of demolition and **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Meeting held on 18th September 2018, to raise an 'Objection' to Planning Application BR/191/18/PL.

Furthermore, Members **RESOLVED** to **AGREE** that a representation of 'No Objection' be submitted in regard to demolition.

However, the Committee stressed that any future Planning Applications on this site must adhere to the aspirations of the Bognor Regis 2015-2030 Neighbourhood Development Plan (NDP). Particular reference was made to Policy 3 of the Bognor Regis NDP pertaining to the Old Town whereby applicants are encouraged to demonstrate how proposed changes make a positive contribution to Bognor Regis' seaside town identity by making clear reference to the Bognor Characterisation study, 2014.

Additionally, 2-4 Waterloo Square is identified by Arun District Council as a building or structure of character. Whilst Members regrettably feel that the building, in its current state, should be demolished they unanimously

agree that any future Planning Applications on the site must contribute to the character and appearance of the conservation area in which it resides.

The Town Council invites any potential developer for 2-4 Waterloo Square to deliver a presentation of future planning proposals, with firm plans to regenerate and develop the site with drawings for proposed changes.

112. TO CONSIDER THE NECESSITY FOR ANY REVIEW OF THE NEIGHBOURHOOD PLAN

The Civic & Office Manager's report was noted.

Members **AGREED** to **RECOMMEND** that no review of the Neighbourhood Plan be undertaken at this time.

113. CORRESPONDENCE

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

Additional correspondence included:-

- 113.1 ADC - Call for sites Gypsy and Traveller and Travelling Showpeople. Matter to be placed on agenda for consideration at the Planning and Licensing Committee Meeting to be held on 30th October 2018.**
- 113.2** CPRE - Autumn Appeal: focus on nature.
- 113.3** WSCC - Planned Roadworks Report: 3rd-17th October 2018. Emailed to Councillors and uploaded to social media.
- 113.4** WSCC - Road Closure Public Notice for Hawthorn Road, Bognor Regis, from the junction with Marshall Avenue to junction with Nyewood Lane, on 29th October 2018.
- 113.5** CPRE - Campaigns Update, 6th October 2018.
- 113.6** WSCC - Road Closure Public Notice at T-Junction Section where Frith Road, Westloats Lane and Gravits Lane intersect, 24th-25th October 2018.

The Meeting closed at 8.00pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018
REPRESENTATIONS ON LISTS DATED 21st, 28th SEPTEMBER, AND 5th OCTOBER 2018

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

<p>BR/229/18/PL Mountbatten Court Belmont Street Bognor Regis PO21 1JW</p>	<p>Free standing safety guard rail at roof level</p>	<p>NO OBJECTION</p>
<p>BR/224/18/PL School House Bersted Street Bognor Regis PO22 9QE</p>	<p>Change of use from a residential dwelling (C3 dwelling house) to childcare day nursery (D1 non-residential institution)</p>	<p>NO OBJECTION</p>
<p>BR/231/18/PL Ashley House 120 Aldwick Road Bognor Regis PO21 2PB</p>	<p>Part 2 & part 3 storey extensions, relocation of bin store & new cycle stores</p>	<p>NO OBJECTION The Committee, having noted the comments submitted to ADC by a neighbour, would like reassurance that the 35 car parking spaces provided at the Butlin's site are still provided, utilised, and their usage continues to be for Butlin's staff only. Furthermore, should this planning application be approved, and occupancy increased, then Members would like to see the shuttle bus between Aldwick Road and the Butlin's site reinstated.</p>
<p>BR/130/18/PO Flat 1-7 Clarence Gate Clarence Road Bognor Regis</p>	<p>Application to remove a planning obligation dated 18th September 1987 under planning reference BR/75/87/ relating to age restriction</p>	<p>NO OBJECTION</p>

BR/241/18/A Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	2 No. internally fascia signs on ATM on north elevation	NO OBJECTION
BR/240/18/L Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF	Listed building consent for the installation of an ATM through the second window to right of entrance on north elevation	NO OBJECTION
BR/223/18/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH	Listed building consent for internal alterations to create additional 11 No. bedrooms & new external door to staff bedroom	NO OBJECTION
BR/207/18/HH 84 Brooks Lane Bognor Regis PO22 8DN	Single storey side extension	NO OBJECTION
BR/236/18/L Esmonde House Flat 3, 13 The Steyne Bognor Regis PO21 1TX	Application for Listed Building Consent for internal works/alterations & additions	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th OCTOBER 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: P. Dillon,
S. Goodheart (from Min. 119) and P. Woodall

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

The Meeting opened at 6.30pm

114. 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. Mrs. Daniells who had a prior engagement. No apologies for absence were received from Cllr. Enticott.

115. 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, 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. Dillon also declared an Ordinary Interest in Planning Application BR/222/18/PL as a Trustee of Bognor CAN who presently use the land for storage

116. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9th October 2018 as an accurate record of the proceedings and the Chairman signed them.

117. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

118. CLERK'S REPORT FROM PREVIOUS MINUTES

118.1 Min. 41 - 17th July 2018 - Bognor Regis Railway Station clock

Work to repair the clock was expected to have completed by September 2018. However, in an email from Network Rail dated 22nd October 2018, it was explained that the bespoke parts for the clock were presently being manufactured and that, once ready, the installation date would need to coincide with the erection of a scaffold platform required to carry out further improvement works at the Railway Station.

118.2 Min. 105.3 - 9th October 2018 - Planning Application BR/231/18/PL

The Principal Planning Officer at ADC advised that, having notified the General Manager at Butlin's of Members comments in relation to Planning Application BR/231/18/PL, it has been confirmed that parking spaces are available for staff at the resort and that the shuttle bus will be re-instated when the Ashley House extension opens to see if there is increased demand for its use.

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

There were none.

120. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th OCTOBER 2018

Cllr. Dillon redeclared his Ordinary Interest in Planning Application BR/222/18/PL

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

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

120.3 In response to Planning Application BR/214/18/PL the Committee **AGREED** to **DEFER** the matter to the Planning and Licensing Committee Meeting to be held on 20th November 2018 to allow for further time to look at the application.

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

121. 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 12th, 19th AND 26th OCTOBER 2018

AL/15/17/PL - Land to the East of Westergate, Westergate Street, Westergate - Hybrid Application: 1) Full Planning Application for 101 No. dwellings with new access & associated works on 3.34 ha land; 2) Outline Planning Application with all matters reserved for 249 No. dwellings with access & associated works on 15.06 ha of land. This application affects the character & appearance of the Eastergate (Church Lane) Conservation Area, the setting of Listed Buildings, Public Rights of Way & is a Departure from the Development Plan

Members considered Planning Application AL/15/17/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development. Sympathy was also expressed by Members to the plight of the local area.

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

There were none.

123. NOTIFICATION OF ANY CHANGES TO APPLICATIONS PREVIOUSLY CONSIDERED BY THE COMMITTEE WITH CONSIDERATION FOR ANY FURTHER COMMENTS

There were none.

124. TO CONSIDER COMMENTING ON STREET TRADING CONSENT APPLICATIONS FOR BOGNOR REGIS TOWN CENTRE

The Civic & Office Manager's report, and the two Street Trading Consent applications, were noted.

Members fully debated the issues surrounding the issuing of Street Trading Consents and noted that ADC could issue multiple consents for Street Traders to operate in the same locations, on the same day, at the same time, which was of great concern to Members.

Discussions also considered the importance of Street Traders, who were granted consent, being prepared to work collaboratively with event organisers in the Town Centre. In view of this, Members felt that it would be prudent to issue one licence to an applicant that would have overall operational responsibility for street trading in the Town Centre, rather than permitting multiple sole traders.

The Committee **RESOLVED** to raise an **OBJECTION** to the Street Trading Consent application from Mr Jharnel Singh Landa, for the reasons given above, but suggested that he approach Bognor Regis BID to operate under their licence should consent be granted to them.

Furthermore, the Committee **RESOLVED** to raise **NO OBJECTION** to the Street Trading Consent application from Bognor Regis BID in principle, subject to the inclusion of the following conditions;

- stipulation of collaborative working with event organisers wishing to also use the space for which consent has been granted
- consideration and accommodation for access of emergency vehicles to pedestrianised area.

Members **RESOLVED** to **AGREE** that the comments for each application be submitted to ADC, and that they be advised that a representative from the Town Council would not be attending the Licensing Subcommittee Meeting on 23rd November 2018.

125. FURTHER CONSIDERATION OF CYCLING MATTERS (MIN. 103 REFERS)

The Civic & Office Manager's report was noted.

Members continued to feel that the signage, stating that cycling is prohibited, in the London Road Precinct is insufficient and that the Traffic Regulation Order (TRO) is not being enforced by Sussex Police.

It was **AGREED** that letters be sent to WSCC Highways & Infrastructure asking them to look into improving the signage, to Cllr. Francis Oppler (WSCC Councillor Bognor Regis East) asking for his support, together with Sussex Police & Crime Commissioner, Mrs Katy Bourne, and Chief Constable Giles York in asking them that enforcement of the TRO by Sussex Police is improved.

126. CALL FOR SITES: GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE

The Civic & Office Manager's report was noted.

Members confirmed that a response should be sent to ADC stating that the Town Council has no potential land for a Gypsy and Traveller or Travelling Showpeople site.

127. CORRESPONDENCE

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

Additional correspondence included: -

- 127.1** WSCC - Planned Roadworks Report 24th October-7th November 2018. Emailed to Councillors and uploaded to Facebook.
- 127.2** WSCC - Road Closure Notice for Hawthorn Road, from the junction with Marshall Avenue to junction with Nyewood Lane, between 9.30am and 2.30pm on 19th November 2018. Uploaded to Facebook.
- 127.3** WSCC - Temporary Traffic Regulation Public Notice for Pagham Road Service Road, from junction with Pagham Road to End of Road, from 8pm on 11th November 2018 until 6am on 15th November 2018. Shared to Facebook.
- 127.4** WSCC - Temporary Traffic Regulation Public Notice for Aldwick Road, either side of junction with Norfolk Square and on both sides of Norfolk Square on the approach to junction of Aldwick Road, is temporarily restricted from 9.30am until 3.30pm on 15th January 2019.
- 127.5** WSCC – Temporary Traffic Regulation Public notice for North End Road, Yapton junction with Ford Lane to junction with Lake Lane, is temporarily prohibited from 18th November 2018 at 00:01 until 19th November 2018 at 04:00.

The Meeting closed at 8.09pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th OCTOBER 2018
REPRESENTATIONS ON LISTS DATED 12th, 19th AND 26th OCTOBER 2018

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

<p>BR/232/18/PL 14 Ivydale Road Bognor Regis PO21 5LY</p>	<p>Application for variation of condition following grant of planning permission BR/276/16/PL relating to condition 2 & planning permission BR/38/17/PL relating to condition 7 - Replace existing garage with garden office, new parking layout & cycle storage</p>	<p>NO OBJECTION</p>
<p>BR/242/18/PL DD Motors Bersted Street Bognor Regis PO22 9QF</p>	<p>Single storey side extension</p>	<p>NO OBJECTION on the condition that the flint wall is retained.</p>
<p>BR/238/18/PL Bognor Regis Railway Station Station Road Bognor Regis PO21 1QF</p>	<p>Retention of an ATM - This application affects the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/244/18/PL South Bersted Garage Shripney Road Bognor Regis PO22 9LN</p>	<p>Application for variation of condition following grant of planning permission BR/18/18/PL relating to condition no.2 - Plans. This application may affect the setting of a listed building</p>	<p>NO OBJECTION</p>
<p>BR/246/18/HH 45 Southdown Road Bognor Regis PO21 2JP</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>

<p>BR/243/18/TC Anton Cottage Marine Parade Bognor Regis PO21 2LT</p>	<p>Remove branches up to 2.6m height to 1No Sycamore tree. Remove branches up to 2.1m height to 1No. Sycamore tree. Fell 1No, Holly tree in the Aldwick Road, Bognor Regis Conservation Area</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/252/18/PL 1 Nyewood Gardens The Avenue Bognor Regis PO21 2UT</p>	<p>Remove existing door set & replace with new level threshold, remove existing level area at rear entrance & reform 75mm higher to form level access to flat & low level wall around perimeter to match wall to adjoining property</p>	<p>NO OBJECTION</p>
<p>BR/215/18/PL 75 Highfield Road Bognor Regis Bognor Regis PO22 8PD</p>	<p>Conversion of single dwelling to form 6 No. flats (4 No. new) with associated ancillary services</p>	<p>OBJECTION on the grounds of over-development of an ordinary three-bedroomed house, with total lack of parking for the proposed space.</p>
<p>BR/222/18/PL Land adjacent to Community Centre Westloats Lane Bognor Regis PO21 5JZ</p>	<p>Erection of 4no. 2 bedroom dwellings with associated parking & landscape</p>	<p>NO OBJECTION</p>
<p>BR/259/18/A Bus Shelter outside Lloyds Bank 33-37 High Street Bognor Regis</p>	<p>Upgrading of existing advertising panel with a double digital unit</p>	<p>NO OBJECTION</p>
<p>BR/267/18/T 4 Pinewood Gardens Bognor Regis PO21 2XB</p>	<p>Fell 1No. Liquid Amber tree</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>

<p>BR/251/18/CLE The Old School Bersted Street Bognor Regis PO22 9QE</p>	<p>Lawful development certificate for an existing dance school</p>	<p>NO OBJECTION</p>
<p>BR/255/18/HH 30 Mansfield Road Bognor Regis PO22 9EY</p>	<p>New roof with first floor accommodation, dormer to side elevation, porch to side elevation & rear two storey extension (resubmission following BR/69/18/HH)</p>	<p>NO OBJECTION</p>
<p>BR/214/18/PL Former hotel tennis courts Adjacent to Royal Norfolk Hotel West Street Bognor Regis</p>	<p>Erection of four terraced residential dwellings, garden/cycle storage sheds & associated car parking, utilising the existing access - This application may affect the character & appearance of The Steyne, Bognor Conservation Area & will affect the setting of a Listed Building</p>	<p>NO COMMENT Members agreed to defer the matter to the Planning and Licensing Committee Meeting to be held on 20th November 2018 to allow for further time to look at the application. A representation will be submitted after this time.</p>
<p>BR/254/18/A Hothamton Gardens & Surrounding Areas Bognor Regis BN17 5LF</p>	<p>4 No. non-illuminated advertisements at various locations</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 8th OCTOBER 2018

PRESENT: Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,
P. Dillon (until Min. 53) and S. Goodheart

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Councillor in the public gallery

The Meeting opened at 6.30pm

45. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement. Apologies for absence were received from Cllr. Batley who was working.

In the absence of the Vice-Chairman, Cllr. Enticott, Members **AGREED** that Cllr. Dillon would act as Vice-Chairman for the meeting.

46. 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 item 10 due to his involvement with ROX

Cllr. Brooks declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

Cllr. Dillon declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th AUGUST 2018

Cllr. Cunard asked for it to be noted that, although not listed in the Minutes as circulated, he was present at the meeting on the 6th August 2018.

It was subsequently **RESOLVED** that, subject to the amendment noted above, the Minutes of the Meeting held on 6th August 2018 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

48. ADJOURNMENT FOR PUBLIC QUESTION TIME

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

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

Min. 31 - 6th August 2018 - 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

Further to the presentation by Vinco Marketing at the last meeting and following discussion, Members asked for Bognor Today to be invited to give a presentation to the Committee at a future meeting.

50. PROPOSALS FOR EVENTS PROGRAMME FOR 2019 AND REQUIRED BUDGETS - REPORT BY EVENTS OFFICER

The Events Officer's report was noted.

50.1 Following discussion, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the following budgets for the 2019/20 financial year:

Book Day	£3,500
Drive Through Time	£3,500
Proms in the Park	£2,500
Funshine Days	£6,500
Armed Forces Day	£1,000
Christmas Illuminations Switch On	£2,500

With regard to the content of the 2019 events, the Committee **RESOLVED**, subject to the ratification of the proposed budgets, the following:

50.2 Book Day - Members **AGREED** for the Events Officer to invite members of the public for their comments through social media and the local press on the following book themes plus any suggestions from members of the public:

- Noddy
- Peppa Pig
- Mary Poppins
- Dumbo
- Postman Pat
- Harry Potter
- Mr. Men

50.3 Drive Through Time - Members **AGREED** to relocate the event to the seafront Esplanade and Prom. A Member asked that the accountant be asked to clarify whether the costs of the big screen could be termed as sponsorship as he considered it a discount as no actual funds had been paid to the Town Council.

50.4 Proms in the Park - Members **AGREED** to hold the event in September and to tie in with the live BBC broadcast via a big screen. Furthermore, it was **AGREED** that the band from the twinning town of Weil am Rhein be invited to perform at the event.

50.5 Funshine Days - Members **AGREED** to return to the original Funshine Day schedule of 4 weeks of 5 days. Members further **AGREED** to investigate the costs for marquees or some sort of enclosed structures for use during bad weather.

50.6 Armed Forces Day - Members **AGREED** that the role of the Town Council in regard to the AFD event should move away from being the organisation

responsible for the official planning and Health & Safety to a more advisory relationship with financial support for the event and that from 2020, applications for funding would need to be by way of a Grant Aid application.

- 50.7 Christmas Illuminations Switch On - Members asked for Officers to research the cost for inviting a celebrity to switch on the 2019 Christmas illuminations.

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

The Events Officer's report was noted together with a further verbal update on the Events Programme for 2018 as follows:

- 51.1 WW1 Commemorations - Members **AGREED** not to read out the list of names of Bognor Regis soldiers killed in WW1 prior to the lighting of the Beacon. Members further **AGREED** to donate a Silent Soldier after 31st December 2018, to be housed at the Aldwick Royal British Legion. Members also **AGREED** to **RECOMMEND** to the Policy and Resources Committee that £1,000 be vired from this Budget to the Christmas Illuminations Switch On event.

- 51.2 Christmas Illuminations Switch On - Members **AGREED** to charge a nominal entry fee of £1.00 for the Christmas Grotto.

52. **UPDATE ON CHRISTMAS LIGHTS 2018 INCLUDING MEETING WITH CHICHESTER UNIVERSITY ON THE 23rd AUGUST 2018 - MIN. 16 REFERS**

The Projects Officer's report was noted.

53. **CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 32 REFERS**

Cllr. Dillon left the meeting during this item and Members AGREED that Cllr. Goodheart would act as Vice Chair for the remainder of the meeting

The Projects Officer's report was noted.

Members considered a number of suggestions which included, a soap-box race, big wheel and roller rink. Following discussions, Members **AGREED** for further research to be undertaken on the above suggestions, regarding costs and logistics and for the issue to be brought back to the Committee for further consideration.

54. **UPDATE ON MEETING HELD WITH ROX CHARITY TO EXPLORE A 3-YEAR PARTNERSHIP TO DELIVER A FESTIVAL EVENT - MIN. 40 REFERS**

The Projects Officer's report was noted.

Members AGREED to adjourn the meeting at 7.54pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

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

The Chairman re-convened the meeting at 8.00pm

A lengthy discussion took place and a number of comments, questions and recommendations were considered:

- ROX events were very popular and the ROX organisation has a lot of public support
- If a major event has guaranteed funding for a fixed period it gives confidence to other funders when seeking match funding
- The idea of a partnership with ROX to test the water for future partnerships and joint ventures is a good idea
- Concerns that the original proposal was for £10k per annum but ROX have asked for this to be increased to £20k per annum
- The nature of the relationship with ROX in the past
- Concerns that ROX cancelled the Halloween event at short notice
- £20k per annum for one event eclipses the Town Council's own events that have to work on a much smaller budget
- If the Council were to look at a 3-year partnership funding deal should other organisations be invited to put proposals to the Council
- Should the Council be committing the next administration to a 3-year deal
- Should such a decision be made by only 3 Councillors

Following the debate, Members **AGREED** that, at the current time, the Council should not restrict itself to working in partnership with ROX to facilitate a festival event.

However, Members did **AGREE** to **RECOMMEND** to the Policy and Resources Committee that a sum of £10k per annum for a 3-year funding agreement be allocated in the budget beginning in the municipal year 2019/20, to explore the possibility of setting up a 3-year agreement with either an in-house or external partner to deliver an event as agreed by this Committee and to invite applicants to bid for the fund.

Cllr. Goodheart re-joined the meeting

55. FURTHER CONSIDERATION OF THE PROPOSAL TO HOLD A COMMEMORATION EVENT TO MARK HOLOCAUST MEMORIAL DAY IN JANUARY 2019 - MIN. 42 REFERS

Members AGREED to adjourn the meeting at 8.19pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

The Chairman re-convened the meeting at 8.23pm

The Projects Officer's report was noted and following discussion, Members **AGREED** to mark the Holocaust Memorial Day by holding a low-key event prior to the Full Council Meeting nearest to the official commemorative date of the 27th January 2019. Four leaders of different faiths will be invited to say a prayer prior to the start of the meeting and members of the public will be invited to attend. The Mayor will be invited to lead on the proceedings. No cost is anticipated.

56. TO NOTE CORRESPONDENCE

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

57. DATE OF NEXT MEETING

Monday 10th December 2018.

The Meeting closed at 8.32pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018**

**AGENDA ITEM 10 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE
AND REPORT YEAR ENDING 31st MARCH 2018 ACCOUNTS**

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from Moore Stephens, External Auditors that they have completed the Town Council's annual audit for the year ended 31st March 2018. The certified Annual Governance and Accountability Return (AGAR) which includes the external auditor's certificate and report and details any matters arising from the audit has also been returned.

In line with the Accounts and Audit Regulations 2015 (SI 2015/234), a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's notice boards advising of the conclusion of the audit and the right to inspect this.

A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

DECISION

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report. Also, to further **NOTE** that on the basis of their review of Sections 1 and 2 of the AGAR, in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018

AGENDA ITEM 12 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 19th SEPTEMBER 2018 AND THE NOTES OF THE AGM HELD ON 20th JUNE 2018 (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the AGM of the Arun District Association of Local Councils held on 20th June 2018 are attached as **Appendix 1** for Members' information and noting.

The notes of the most recent meeting of the Arun District Association of Local Councils held on 19th September 2018 are also attached as **Appendix 2** for Members' information and noting.

Arun District Association of Local Councils

Notes of the AGM 20 June 2018

Present

Aldingbourne Parish Council – Michael Warden

Aldwick Parish Council – Lilian Richardson, Alan Smith

Angmering Parish Council – Rob Martin (Clerk)

Bognor Town Council – Tony Gardiner

Bersted Parish Council – Gill Yeates

Ferring Parish Council – Stephen Abbott

Ford Parish Council – Trevor Ford, Dawn Smith

Kingston Parish Council – Geraldine Walker, Roger Wetherell

1. Apologies

Andrew Gardiner – Secretary

Angmering PC - Chair

Rustington Parish Council - Chair, Vice-chair and Clerk

Trevor Leggo – CEO, SSALC

Terry Oliver – Chairman WSALC

2. Guest Speakers – it was agreed that the guest speakers should precede the AGM.

- a) Chief Inspector Chris Otery (Divisional Commander for Arun and Chichester Division of Sussex Police) spoke and took questions on Local Policing, the need for change and three of his priorities – drug dealing, anti-social behaviour and community engagement. He emphasised the importance of parishes in the latter and also confirmed that each parish would have a representative of the police force at one meeting per year.
- b) Proposed Changes to Local Fire and Rescue Services – no speaker was available.

3. Election of Officers

3.1 Chair. No nominations had been received. The incumbent Chair suggested a three-month rotation of the Chair with the relevant parish hosting the meetings for that period and providing note taking support. This **was agreed as a short-term measure** although it was acknowledged that organisation of meetings, agenda setting, and circulation of papers could prove difficult and discussion would need to occur with the existing secretary re this item.

It was also agreed that the Constitution of December 2016 and the payment of honoraria would need to be reviewed in the light of these changes. Also, some parishes, e.g. Kingston would find hosting difficult as they had no public parish hall.

TG agreed to remain as Chair for the three-month period and to host the next meeting.

3.2 Vice Chair. No nominations had been received. The position is unfilled.

3.3 Secretary. – the Secretary had indicated his intention to stand down. No nominations had been received - duties to be adopted as in LR to take notes for this meeting.

3.4 Treasurer GY was elected to take on this role.

4. Election of Representatives on Outside Bodies

4.1 West Sussex Association of Local Councils

There were no nominations although at the last AGM it was agreed that the Chair and Vice Chair should represent ADALC on the Board of WSALC. This to be revisited at a future meeting.

4.2 Surrey and Sussex Association of Local Councils

There were no nominations although at the last AGM it was agreed that the Chair be nominated to sit on the Board of SSLAC. This to be revisited at a future meeting.

4.3 Campaign for the Protection of Rural England

It was agreed to remove this item from the standing agenda.

5. Approval of the Minutes of the Meeting held on 22nd June 2017

These were approved.

6. Matters Arising from item 5

There were no matters arising.

7. Approval of Year-End Accounts 01/04/17 to 31/03/18 and 01/01/18 to 20/06/18

The Treasurer spoke to the accounts which, it was noted, left very little capital for the rest of the year as no funds had been received from ADC.

RM was thanked for his work and wished luck for his move to Devon.

8. Appointment of Independent Examiner for the Financial Year 2017-2018

It was agreed that a clerk or member from a neighbouring parish could be approached to scrutinise the accounts annually. Ford Parish Council representatives indicated that they would be willing to take on this role.

9. ADALC Membership and Subscriptions for 2018/19

Members voiced their disappointment in the numbers in attendance and put forward for a future agenda, the life expectancy of the group. Should there be no increase in support, the remaining members would, reluctantly call for dissolution.

It was agreed that subscriptions should remain at £15 and that notification of this might encourage and remind members not present to attend the next meeting.

10. ADALC Constitution Review

Various members had put forward revisions to the existing 2016 Constitution although no response had been received. **TG agreed** to collate and circulate these comments and potential amendments on the understanding that further changes might be required as outlined in these notes.

11. Reports from Representatives on Outside Bodies

There were none.

12. Joint ADC/ADALC Conference – to agree a date

This would be reviewed at the next meeting.

13. Members Questions and Comments

Discussion centred on the disappointing numbers in attendance and the view that a stronger, unified and more strategic approach would be required to make the group effective. This would require at least one meeting with a full complement of members and a one or two item agenda. item agenda focussing solely on the future of the group. It was suggested that the impending Development Plan Documents and methodology for allocation might focus attention on the need to share information and collaborate.

14. Date of Next Meeting

19th September 2018 at 1900
Venue Bognor Regis Town Hall

Arun District Association of Local Councils

Notes of the Meeting Held on Wednesday 19th Sept at Bognor Regis Town Hall

Present: Aldingbourne Parish Council – Michael Warden (MW)
Aldwick Parish Council – Lilian Richardson, Alan Smith (LR, AS)
Bersted Parish Council – Jonathon Spencer, Gill Yates (JS, GY)
Bognor Town Council – Tony Gardiner (TG)
Clymping Parish Council - Henry Burrell (HB)
East Preston Parish Council – Steve Toney (ST)
Ford Parish Council – Trevor Ford, Dawn Smith (TF, DS)
Kingston Parish Council – Geraldine Walker, Roger Wetherell (GW, RW))
Walberton Parish Council – Andrew Ratcliffe (AR)
Yapton Parish Council – Derek Ambler (DA)

Also, Mike Beal - Vice Chair West Sussex Association of Local Councils.

1. Appointment of Chairman and Minute-taker for the meeting.

Tony Gardiner (BRTC) volunteered to chair the meeting
Lilian Richardson volunteered to take notes of the meeting.

2. Welcome and apologies

The Acting Chairman welcomed those present. Apologies had been received from Angmering, Felpham and Yapton Parish Councils.

3. Minutes of April Meeting and Matters Arising

The minutes were agreed.

4. Guest Speaker

A previously arranged speaker was unable to attend.

5. Treasurer's Report

The hand over from the previous Treasurer had yet to take place and so this item was deferred until the next meeting. **GY to contact previous Treasurer**

6. Appointment of:-

(a) Chair 2018/19 (carried forward from AGM)

In the absence of any nominations or volunteers, Tony Gardiner stated his willingness to remain as Acting Chairman until his expected domestic removal out of county in December. **This offer was accepted with thanks.**

(b) Secretary (carried forward from AGM)

There were no nominations or volunteers. Both these items are referred to in the next agenda item

7. ADALC – Direction the Association will take in the future and its' makeup (as brought forward from the AGM)

There was much discussion on this item particularly relating to the numbers of Town and Parish Councils in Arun and the numbers in attendance as compared with that number. It was agreed that there were 5 possible options for the future

- i. Fully reconstitute the Association taking a more strategic approach as well as information sharing
- ii. Continue as present with chairing and note taking on an ad hoc basis
- iii. Dissolve the Association
- iv. Rotate the Chair and Secretary positions along with the venue to individual parishes. The Chair of the meeting would be the Parish representative and it was envisaged that the Secretary could be the Parish Clerk – with a remuneration. The two roles would be responsible for the organisation of allocated meetings, the rota to be arranged annually.
- v. Appoint an Executive Committee to meet, identify common issues, call meetings as necessary and arrange one meaningful meeting each year to report any action, deal with major issues and arrange speakers to include ADC.

Representatives present to identify neighbouring parish/town council and lobby to discuss options and encourage attendance at next meeting to debate future.

8. Arun Elections in May 2019

TG raised the issue of new housing developments potentially causing mismatch in representation of ward numbers. Also raised the issue of potential changes to local government through amalgamation/boundary changes and the effect this would have on parish/town councils.

9. WSALC – Report of the last meeting (TG)

No real issues from this meeting

10. Members' Questions and Comments

The issues of “clustering” of parish professional support and the effect of potential boundary changes were suggested as topics for future meetings to be addressed by speakers.

11. Date and Place of Next Meeting

Date and place to be confirmed by TG.

POST MEETING NOTE

Informal discussion following the recent WSALC AGM and Conference, resulted in a suggestion that an scheduled meeting(s) between ADALC and the Chichester District ALC could be held. These could be valuable in raising more strategic matters concerning, for instance, the A27 corridor and the effect of large scale developments, particularly those parishes closest to the broad coastal strip. It might also help engagement with District and County Councils in a more meaningful way.

As a result, the Chair agreed for this to be put forward for thought and further discussion at the next meeting

.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018

**AGENDA ITEM 13 - REGENERATION INCLUDING UPDATE ON BOGNOR
REGIS REGENERATION CONSULTATION WORKING GROUP - MIN. 63.1
REFERS**

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Members will recall that at the Council Meeting held on 2nd July 2018/, it was agreed to approve the recommendation of the Policy and Resources Committee that a Working Group consisting of Cllrs: Cosgrove, Goodheart, Smith, Stanley, Mrs. Warr and Woodall be formed to progress the following resolution:

"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."

As Members were updated previously, an approach had been made to the Chief Executive of ADC to see if there was any interest in meeting with developers and that the response had been to decline the offer.

Several further Working Group Meetings have now been held and the following actions taken:

- All those who submitted to the ADC consultation in 2015, for whom contact details were provided on the ADC website, have been written to and asked if they would be willing to contribute to any future consultation exercise organised by the Town Council;
- Press release issued mirroring letter above, in an attempt to reach all those whom it was not possible to contact directly;
- The following are those who have confirmed that they would definitely be willing to contribute to any future consultation exercises:

- § 4BR
- § Jim Brooks
- § Nicholas Prosser
- § Re-Invigoration Group
- § Sir Richard Hotham Project

The Civic Society have also advised that they may be willing to be involved but will refer to their Committee for confirmation.

The next step included in the proposal put forward by Cllr. Cosgrove, around which the agreed resolution was based, would be to contact those willing to contribute with a pro-forma questionnaire asking questions such as name of scheme, company details, broad details of scheme, costs, funding, planning permission etc. As it will only be appropriate to contact those who have responded who have "schemes", the ones that will be contacted with the questionnaire are 4BR, Re-Invigoration Group and Sir Richard Hotham Project.

The next task for the Working Group is to finalise the questionnaire. Unfortunately, at the last meeting only two of the six Working Group Members were present and therefore no further actions were taken.

It is therefore proposed that a meeting be arranged for the last week in November, to take this matter forward. However, Members are asked to note that consideration must be given to the timing of any consultation exercise that may fall foul of Purdah, in the run up to the elections in May 2019.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018**

AGENDA ITEM 14 - TO CONSIDER THE APPOINTMENT OF A COUNCIL REPRESENTATIVE TO THE 'INTEGRATED PREVENTION AND EARLIEST HELP' (IPEH) ARUN HUB - PARTNERSHIP ADVISORY BOARD

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

The 'Integrated Prevention and Earliest Help' (IPEH) team was developed by WSCC in 2016 and delivers services and vital early help support and universal services to children and families across Arun.

The Partnership Advisory Board was set up to provide support, challenge and influence to the local Integrated Prevention and Earliest Help (IPEH) Hub in order to ensure the local delivery of a safe and connected offer that makes sense to children, young people and their families from 0-25 years.

The Board is currently reviewing its membership and would like to offer a position on the Board to the Town Council (attached as **Appendix 1**) to:

- Attend Quarterly meetings - a minimum of four times a year.
- Contribute and share knowledge and information at meetings, and to participate in any decision making required.
- Share relevant information within our own organisation and to the wider community, where appropriate.
- Be an advocate for IPEH and to promote its services.

DECISIONS

Do Members wish to take up the offer of a position on the IPEH Arun Hub Partnership Advisory Board?

If so, Members are invited to consider and **AGREE** the appointment of a Council Representative.



Joy Bradbury-Ball
Senior Wellbeing Officer
Arun Wellbeing
Arun District Council

Joy.Bradbury-Ball@arun.gov.uk

Jim Bartlett
Hub System Leader - Arun
Integrated Prevention and
Earliest Help Service
WSCC

jim.bartlett@westsussex.gov.uk



Bognor Regis Town Council
Bognor Regis Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD

Bognortc@bognorregis.gov.uk

Dear Sirs

IPEH Arun Hub – Partnership Advisory Board

In 2016 WSCC took a fresh look at supporting children and families and developed a new vision looking at how vital support is given to children and families across West Sussex.

The 'Integrated Prevention and Earliest Help' (IPEH) team was developed and delivers services and vital early help support and universal services to children and families across Arun.

The Partnership Advisory Board was set up to provide support, challenge and influence to the local Integrated Prevention and Earliest Help (IPEH) Hub in order to ensure the local delivery of a safe and connected offer that makes sense to children, young people and their families from 0-25 years.

The Partnership Advisory Board has the following objectives:

- Ø To focus the work of the Partnership Advisory Board on the performance indicators, monitoring the performance of the local IPEH hub against the IPEH outcomes framework and Healthy Child Programme indicator set.
- Ø To monitor the quality and impact of the local IPEH hub leadership in "Knowing every child".
- Ø To ensure the voice of children, young people and families is heard and understood and that there is consistent evidence of this, using appropriate tools, and the ways in which this impacts on service delivery.
- Ø To create an Advisory Board action plan, based on self-evaluation which takes into account local needs and statutory and contractual requirements.
- Ø To review local IPEH performance data, identifying gaps and strengthen local service provision.
- Ø To achieve representation from the full range of local organisations providing services to children, young people and their families and from the full range of diversity in the local community.

- Ø To identify and connect up funding streams and funding opportunities for better outcomes.
- Ø To ensure opportunities are identified for effective cooperation at all levels between the various agencies and organisations.
- Ø To provide a leadership role at local level to support the integration of services across IPEH, including Healthy Child Programme. To provide support, advice and challenge in this role.
- Ø To take an active role in the event of a statutory inspection.

The Board is currently reviewing its membership and would like to offer a position on the Board to your Council to:

- Ø Attend Quarterly meetings - a minimum of four times a year.
- Ø Contribute and share knowledge and information at meetings, and to participate in any decision making required.
- Ø Share relevant information within your own organisation and to the wider community, where appropriate.
- Ø Be an advocate for IPEH and to promote its services.

If you would like further information regarding this opportunity please contact:

Chair: Joy Bradbury-Ball – Joy.Bradbury-Ball@arun.gov.uk

or

Hub System Leader: Jim Bartlett – jim.bartlett@westsussex.gov.uk

Kind Regards

Joy Bradbury-Ball & Jim Bartlett

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018**

**AGENDA ITEM 17 - TO RECEIVE, AND IF ACCEPTABLE, AGREE THE
ADOPTION OF THE COMMUNITY WINTER RESILIENCE PLAN 2018/19**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

The Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSSCC) in helping communities in times of extreme weather. For Town/Parish Councils that have Local Farmers and Contractors Agreements in place, WSSCC require that their Community Winter Resilience Plans are submitted in a timely fashion in order that financial contributions can be claimed when necessary.

Although Bognor Regis Town Council do not have a Local Farmers and Contractors Agreement in place, it is good practice to have a Community Winter Resilience Plan to share with members of the public in order to prepare and support them during extreme winter conditions.

DECISION

Members are invited to receive the Community Winter Resilience Plan 2018/19 as detailed in **Appendix 1** and **AGREE** to adopt the Plan.



BOGNOR REGIS TOWN COUNCIL

Community Winter Resilience Plan 2018/19

Adopted by the Council at its Meeting held on **5th November 2018**

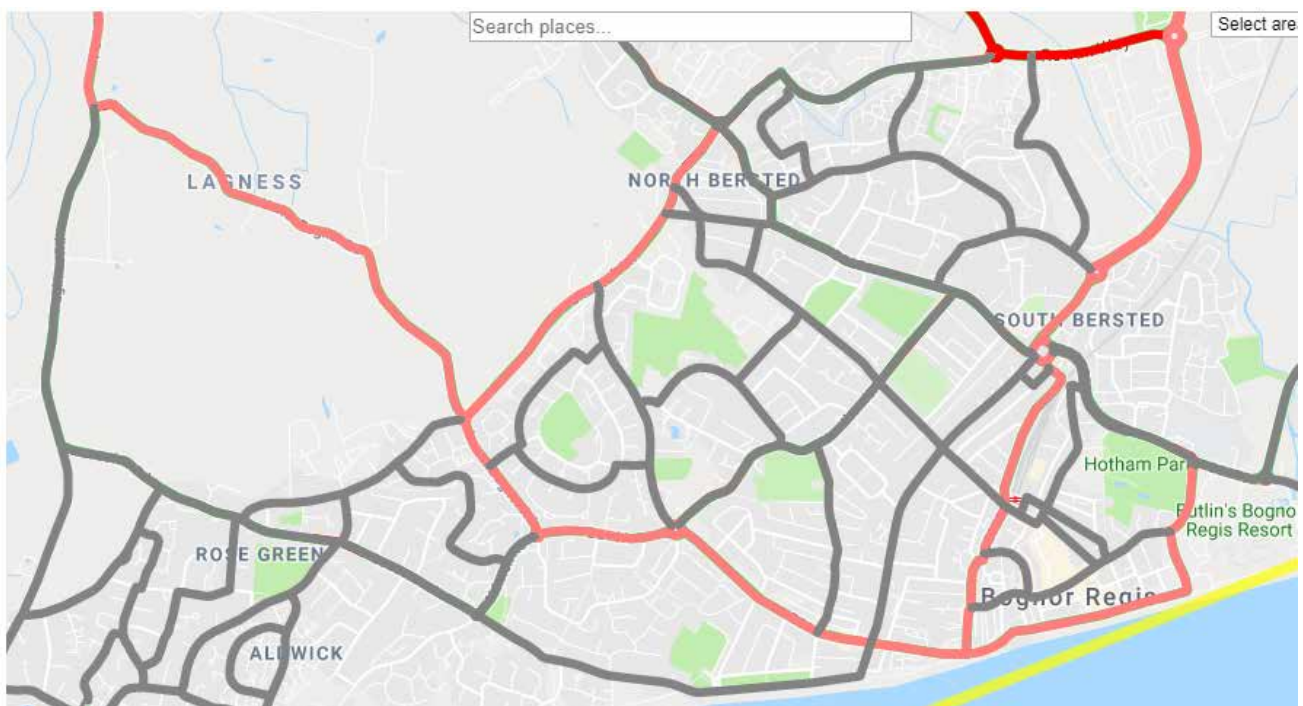
Community Winter Resilience Plan 2018/19

This Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) in helping communities in times of extreme weather.

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by their weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision on Twitter to all interested parties via @WSHighways.
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads. Typically, this happens 42 times per year.
- Purchase and store, at five WSCC depots, at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 23 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

WSCC Gritting Routes within the six Wards of Bognor Regis



How WSCC decide which roads to grit

The aim is to keep the priority routes - A and B roads, plus other roads of local importance, such as access roads for emergency services - safe and passable during bad weather.

This is done using gritters, to which snow ploughs can be attached when required. There are 22 routes that take three hours each to complete.

Trunk roads such as the A27, A23 and M23 are an exception as they are the responsibility of Highways England which has its own winter maintenance policy.

Precautionary Salting Network (PSN)

WSSCC's routes consist of the 'County Strategic Network' as outlined in the West Sussex Transport Plan plus carriageways which satisfy one or more of the following criteria:

- District distributors - A and B class roads.
- Important bus routes (daily-weekdays) with a service frequency of at least one bus an hour or more, in and between peak periods for school and work.
- Access roads leading to large industrial establishments, as identified by West Sussex Highways.
- Access roads leading to large (500 pupils and above) educational establishments, such as further education colleges or secondary schools, as identified by West Sussex Highways.
- Access roads leading to airports, hospitals, ambulance stations, fire stations, railway stations and bus depots, as identified by West Sussex Highways.
- Roads on which West Sussex Highways considers wintry conditions present a higher than normal risk to the road user for a road of that hierarchy and use.

It is not possible for West Sussex Highways to salt or clear snow from all other roads, footways or cycle-ways. Instead WSSCC assist local communities by working with parish, town, district and borough councils to provide salt bins.

Salt bins are:

- To be used by the community to treat public roads, pavements and other community areas.
- Not to be used for use on private roads, driveways or land.
- Refilled once by WSSCC before the start of winter.
- Sometimes locked and will only be unlocked during severe weather by trained volunteers.

Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

Contacts for Daily Decisions: Mrs. Erika Adams
Town Force Manager
Bognor Regis Town Council
01243 825535
erikaadams@bognorregis.gov.uk

Bulk bags of salt to be provided by WSSCC Highways during the autumn, for hand salting by identified volunteers at the problem areas highlighted below. Salt provided by WSSCC is for use only on public roads and footpaths and is not to be used for complete route coverage. Bognor Regis Town Council's Town Force staff will be deployed to undertake salting in the event of emergencies, with salt to be stored at the following locations:

Area	Quantity
Town Force Lock Up Unit G2 Beeding Close Southern Cross Trading Estate Bognor Regis	2 bags

Problem areas identified within Bognor Regis

The following areas have been highlighted as areas that may require hand salting in the event of snow/heavy frost:

- 3 x WSCC subways and adjoining paths.
- London Road precinct.
- Railway footbridges at Longford Road and Ivy Lane.
- Communal areas of Bognor Regis Town Council's allotments.
- Other areas as identified as a result of snow/frost.

Identified volunteers

Bognor Regis Town Force team (paid staff)

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.



One ton bags of salt/grit mix is delivered to agreed locations during times of adverse weather for use on the public highway as a form of self help. This material is not for use on private land.



WSCC recommends a spread rate of approximately 20 grams of salt/grit per metres square when hand salting. Although salt/grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices, as shown on the left, can be used to cover large areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource. Salt bins or bulk bags may not be replaced if salt stocks are critical.



The white board in the photo to the left is one metre square and has 20 grams of salt/grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

Advice from GOV.UK on clearing snow and ice, from a road, path or cycleway, where possible

When you clear snow and ice:

- Do it early in the day - it's easier to move fresh, loose snow.
- Don't use water - it might refreeze and turn to black ice.
- Use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (you can use ordinary table or dishwasher salt).
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot.
- Pay extra attention when clearing steps and steep pathways - using more salt may help.
- When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Remember, people walking on snow and ice have responsibility to be careful themselves.

Advice from WSCC on how to prepare for winter

Keep an eye on the weather

- Sign up to [receive severe weather and school closure email alerts](#).
- [Check if you are at risk from flooding](#) and [sign up for free flood warnings](#).

Protect your home

- Order winter fuel in advance.
- [Check pipes are lagged](#) to prevent them bursting and know where to turn your stopcock off.
- Have a shovel available to clear paths.
- Prepare an [emergency bag](#) in case you or your family have to move location at short notice.
- Make sure you have a [working smoke alarm](#) on each level of your home.
- Complete a Household Emergency Plan, which should include important numbers, such as your home insurer, doctor and the police:
 - [Household Emergency Plan form \(PDF, 130KB\)](#)

Protect your business

- WSCC's [Protect your business](#) pages provide information on how to prepare a business continuity plan to help in the event of extreme weather.

Protect your health

- [Keep warm and well](#) - find out if you are eligible for [Cold Weather Payments](#).
- Fight the flu – get a flu jab.
- If you take medication make sure you have enough to get you through any bad weather.
- Check NHS Choices for [winter health guidance](#).
- Wash your hands to [prevent viruses spreading](#).
- Have your heating and cooking appliances serviced by an [approved trader](#) - carbon monoxide is a killer.
- Stock up on basic supplies at home (see WSCC's [emergency survival checklist](#) for more information) or find out about getting [Meals on Wheels](#).

Winter travel

- Ensure you have shoes with a good grip.
- Prepare your car for winter weather by following [RAC advice](#).
- Follow GOV.UK's advice about [driving in adverse weather conditions](#).
- Keep up to date with the latest travel information [around the county](#) or [around the UK](#).
- Sign up for free [train delay and disruption alerts](#).

Other resources

- [Your Energy Sussex](#) for advice about reducing your bills and increasing energy efficiency.
- Contact the [Energy Saving Trust](#) for free, impartial advice on reducing your heating bills and making your home more energy efficient.

Useful contact details/websites in an emergency

Bognor Regis Town Council	01243 867744 bognortc@bognorregis.gov.uk
Arun District Council (Enquiries)	01903 735500 info@arun.gov.uk
BBC Sussex (104.8 & 95.3 FM)	www.bbc.co.uk/bbcsussex
British Gas and Transco Gas	0800 111 999
Emergency Services	999
Environment Agency	www.environment-agency.gov.uk
Heart (97.5 & 96.7 FM)	www.heart.co.uk/sussex
Highways England	030 012 35000 info@highwaysengland.co.uk
National Flood Forum	www.floodforum.org.uk
NHS out-of-hours	111
Police (non-urgent)	101
Portsmouth Water	023 924 77999
Power Cut	105
St Richard's Hospital	01243 788122
Southern Water	0330 303 0368
Spirit FM (102.3 & 106.6 FM)	www.spiritfm.net
West Sussex County Council (Enquiries)	01243 777100 www.westsussex.gov.uk
West Sussex Highways	01243 642105 www.westsussex.gov.uk
WSCC Resilience & Emergencies	033 022 22400 emergency@westsussex.gov.uk
West Sussex Fire & Rescue Service	01243 786211 wsfrs@westsussex.gov.uk

BOGNOR REGIS TOWN COUNCIL

TOWN COUNCIL MEETING - 5th NOVEMBER 2018

REPORT BY TOWN CLERK

FOR DECISION

AGENDA ITEM 18 - TO CONSIDER APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. M. LINEHAM DUE TO CONTINUED IMMEDIATE FAMILY ILLNESS

BACKGROUND

Members will be aware that Cllr. Martin Lineham has been unable to attend Council/Committee meetings of the Town Council over recent months owing to the serious ill health of his new baby daughter.

Section 85 of the Local Government Act 1972 provides that "if a member of a Local Authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the Authority he shall, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a member of the Authority".

Cllr. Lineham last attended a meeting of the Town Council on 2nd July 2018, so the six-month period that is referred to in Section 85, Sub-Section 1 of the Local Government Act 1972 will be effective on 2nd January 2019. As the next meeting of the Town Council is not scheduled to be held until the 7th January 2019, it is necessary to raise this matter for consideration by Members this evening as Cllr. Lineham currently sits on no committees.

The Council is asked to consider approval of a sabbatical of extended absence from all meetings until the next scheduled Town Council Meeting due to be held on 7th January 2019.

In view of the circumstances, it does appear appropriate to allow Cllr. Lineham exemption from the application of Section 85 of the Act which would mean, without such authority being granted, he would automatically be deemed to vacate his office as a Councillor on 2nd January 2019. The Council is therefore requested to authorise the absence of Cllr. Lineham from attendance at Council/Committee meetings pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 and approve this request.

DECISION REQUIRED BY MEMBERS

It is recommended that:

1. exemption be given pursuant to Section 85, Sub-Section 1 of the Local Government Act 1972 for Councillor Martin Lineham to be absent from meetings of the Council;
2. this authorisation and exemption shall apply to Councillor Martin Lineham until 7th January 2019; and
3. if Councillor Lineham has been unable to attend a meeting by 7th January 2019, a further report will be placed before the Council for consideration at that meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 5th NOVEMBER 2018**

**AGENDA ITEM 19 – CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEPHEN REYNOLDS FROM 29th AUGUST – 30th OCTOBER 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Thursday 06.09.18	:	TS Sir Alec Rose Sea Cadet Unit, annual Royal Navy Parade at Longbrook, Felpham
Sunday 09.09.18	:	Rustington Parish Council Annual Civic Thanksgiving Service
<i>Sunday 09.09.18</i>	:	<i>Cllr Dillon attended: Proms Concert by Bognor Regis Concert Band, Regis Centre</i>
Sunday 16.09.18	:	RAF Association, Battle of Britain Service Methodist Church, Waterloo Sq, Bognor Regis
<i>Sunday 16.09.18</i>	:	<i>Deputy Mayor attended: University of Chichester Graduation ceremony Chichester Festival Theatre</i>
Tuesday 18.09.18	:	Chestnut Tree House Bognor Regis Shop 5 th Birthday Party
Friday 21.09.18	:	Hall & Woodhouse Community Chest Awards The Worlds End, Patching
Saturday 22.09.18	:	Southdowns Folk Festival Various venues in Bognor Regis town centre
Sunday 23.09.18	:	Central District Sea Cadets Annual District Parade HMS Excellent, Whale Island, Portsmouth
<i>Tuesday 25.09.18</i>	:	<i>Deputy attended: Licensing of Rev'd Jo King Holy Cross Church, North Bersted</i>
Wednesday 26.09.18	:	Age UK West Sussex AGM Laburnum Centre, Bognor Regis
Friday 28.09.18	:	Macmillan Coffee Morning Nationwide Building Society, Bognor Regis
Wednesday 03.10.18	:	Official opening of new University of Chichester Technology Park – Royal Visit
Wednesday 03.10.18 to Sunday 07.10.18		Twinning Visit to Trebbin
<i>Friday 05.10.18</i>	:	<i>Deputy Mayor attended: High Sheriff's Service at Christ Church Worthing</i>

- Tuesday 09.10.18 : Ceremony to award BEM to Hazel Latus at Arundel Town Hall
- Thursday 11.09.18 : VAAC Funding Fair at University of Chichester Bognor Regis Campus
- : Bognor Regis In Bloom Awards Evening, Seasons, Bognor Regis Football Club
- Wednesday 17.10.18 : Arun & Chichester Citizens Advice AGM The Regis Centre
- Tuesday 23.10.18 : Lions Club 'It's a Knockout Games' The Arena
- Wednesday 24.10.18 : Bognor Regis In Bloom 'Pumpkin Weigh-in' Regis Centre
- Friday 26.10.18 : Halloween Party at Mini Lights Soft Play for Children, Durban Road
- Sunday 28.10.18 : RBL Poppy Appeal Launch Sainsburys Bognor Regis
- Events not attended:**
- Thursday 13.09.18 : West Sussex County Scout Council AGM, Horsham
- Saturday 15.09.18 : Guitar Recital at Regis School of Music
- Wednesday 26.09.18 : Coastal West Sussex Mind AGM The Grange Community Centre, Midhurst
- Saturday 13.10.18 : Stonepillow Ecumenical Service Chichester Cathedral
- Tuesday 16.10.18 : Mayor of Chichester's Charities Art Exhibition
- Thursday 18.10.18 : University of Chichester Graduation Ceremony Chichester Cathedral
- Tuesday 23.10.18 : Lodge Hill AGM, Lodge Hill, Pulborough
- Tuesday 23.10.18 : BRTC Allotment Holders Annual Meeting Town Hall
- Friday 26.10.18 : 4Sight AGM, Billingshurst

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 5th NOVEMBER 2018**

**AGENDA ITEM 20 – EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 29th AUGUST – 30th OCTOBER 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 14.09.18	:	Proclamation in Town Centre, BR
Sunday 16.09.18	:	Wedding Fayre at Fontwell Park
Tuesday 18.09.18	:	Chestnut Tree House Shop 5 th Birthday Party, Bognor Regis
		Talk to St Richards Wives Group, Aldwick
Thursday 20.09.18	:	Proclamation in Town Centre, BR
Friday 21.09.18 – Sunday 23.09.18	:	Town Crier Competition – Royal Wootton Bassett
Saturday 13.10.18	:	Town Crier Competition - Hastings
Monday 15.10.18	:	Proclamation in Town Centre – Duchess of Sussex pregnancy
Wednesday 24.10.18	:	In Bloom Pumpkin Competition ‘Weigh-in’ at Regis Centre
Friday 26.10.18	:	Judging fancy dress competition at Regis Centre

**BOGNOR REGIS TOWN COUNCIL MEETING
5th NOVEMBER 2018**

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. **Twinning Association - feedback from young people who have been on the Twinning Trip - previously circulated to Councillors**
2. **ADC - Precept Letter for 2019/20**
3. WSCC Cybercrime/Online Safety Survey for Residents and Businesses - forwarded to Councillors and on social media and website
4. NALC - Study Tour: Bishop's Stortford Town Council
5. Revenues and Benefits - Council Tax Reduction Scheme Consultation - shared on Social Media
6. Charles Arnold Baker 11th Edition now available
7. Neighbourhood Alert - West Sussex County Council Cybercrime Online Safety Surveys Are Now Live Circulated to Councillors and on Social Media
8. Neighbourhood Alert - Weekly Bulletin - and e-Newsletter - forwarded to Councillors and on Social Media
9. VAAC - Weekly E-Bulletin Update and Volunteer Co-ordinators Network Event information
10. SSALC - Dale Valley Training Course Information: Lantra Awards Basic Tree Survey & Inspection Course - 7th December 2018
11. WSCC - link to West Sussex Connections - circulated to Councillors
12. SSALC - Video - Sussex Police and Crime Commissioner recruitment of new officers
13. SSALC - Disqualification Criteria for Councillors and Mayors - updated rules
14. SSALC - VAT Training Thursday 7th February NEW EVENT
15. Sussex Police and Crime Commissioner - Raising Awareness of Modern Slavery in Sussex
16. Neighbourhood Alert - Warning from Trading Standards About Home Insulation Schemes - forwarded to Councillors and on Social Media
17. SSALC - Annual Meeting following May Elections
18. WSCC - JWAAC Agenda 31 October 2018 - forwarded to Council's representative
19. NALC Chief Executives Bulletin - forwarded to Councillors
20. NALC Tracey Crouch MP to speak at NALC Spring Conference
21. PSS Live - Asset Management software sales literature
22. NALC Spring conference 11 February London
23. SSALC – Cold Alert service 2018-19 – forwarded to Councillors and on Website/social media
24. Twinning Minutes October and November Agenda
25. VAAC Weekly Bulletin – forwarded to Councillors and on Social Media
26. Neighbourhood Alert - Weekly Bulletin - Arun District 25/10/10 - forwarded to Councillors and on Social Media
27. Neighbourhood Alert - In the Know - How to Keep Cyber Criminals out - forwarded to Councillors and on Social Media
28. CLG Committee question Kit Malthouse on Social Housing Green Paper
29. WSCC Information on a funding initiative for small and medium businesses to get Fast fibre broadband on a voucher scheme - forwarded to Councillors and on social media

30. ADALC - Notes of AGM held 20 June 2018 and Meeting held 19th September
31. Rialtas Newsletter
32. NALC Chief Executives Bulletin
33. SSALC - Council Tax Referendum Principles
34. NALC - Weekly Bulletin
35. Arun and Chichester Citizens Advice - Walk the Thames Legal Walk 2018
36. Email for the attention of the Mayor from a member of the public
37. Sussex Police & Crime Commissioner - Innovation in Policing. Circulated to Councillors

**BOGNOR REGIS TOWN COUNCIL MEETING
5th NOVEMBER 2018**

AGENDA ITEM 22a - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

- 1. Annual Remembrance Day Service Order of Service and Memorandum from the Town Clerk with details of the arrangements**
2. NFP Workshops - Bid Writing Workshops for charities, Schools and Not for Profit Organisations.
3. Moore Stephens - Budget 2018 overview.
4. CAGNE - Gatwick Airport Master Plan.
5. Neighbourhood Alert - Extortion Scam. Emailed to Councillors and shared on Facebook.
6. Twinning Association - Details of next foreign film to be shown at Picturedrome Cinema.
7. ADC - List of agendas published for meetings - Week commencing 22nd October 2018 including: - Full Council; and Individual Cabinet Member Decisions.
8. WSCC - Joint Eastern Arun Area Committee agenda for meeting 6th November 2018.
9. VAAC Funding Focus November 2018
10. VAAC Weekly Bulletin Update - forwarded to Councillors and on Social Media
11. NALC - Newsletter
12. NALC - Chief Executive's bulletin - forwarded to Councillors
13. LCR Magazine Autumn 2018
14. Neighbourhood Alert Weekly Bulletin - Arun District 01/11/2018 forwarded to Councillors and on Social Media
15. SSALC - Chief executive's bulletin
16. Sussex PCC Newsletter - Listening to you - forwarded to Councillors
17. Member of the Public emails to three Councillors regarding The Sunken Gardens - Forwarded to relevant Councillors
18. WSCC e-Newsletter - forwarded to Councillors
19. Arun District Council - Weekly Parish Information Service
20. Email from a member of the public regarding an email sent to three Councillors regarding the Sunken Gardens

AGENDA ITEM 23

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 5th NOVEMBER 2018

AGENDA ITEM 23 - REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

REPORT BY THE TOWN CLERK

FOR INFORMATION

INTRODUCTION

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

PICTUREDROME PROJECT CONSTRUCTION UPDATE

Members have previously been advised that the Picturedrome extension would be completed by July with the grand opening in August 2018. However, the completion date has now been further extended due to the requirements of the Building Control at Arun District Council who have required proof of the fire resistance of the material covering the walls of the auditorium. Testing of the material is currently in a queue at the British Research Establishment and is expected to be completed within the next two weeks.

Practical completion including sign off by Building Control is now anticipated by the first few two weeks in November. Following this, practical completion contracts will be signed by the cinema tenant and the Council and according to the Council's solicitor the cinema could be operational one week later.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018**

**AGENDA ITEM 23 - REDEVELOPMENT OF THE PICTUREDROME CINEMA
PROCUREMENT UPDATE - FINANCE REPORT**

REPORT BY THE TOWN CLERK

FOR INFORMATION AND NOTING

INTRODUCTION

During the full term of the Picturedrome extension project, Members have been updated both in terms of project risks including additional financial issues arising from the risks.

Now the project is all but complete this report provides full information on project costs and includes details of the decisions previously made by Council in relation to additional costs.

**PROCUREMENT COSTS FOR THE PICTUREDROME CINEMA EXTENSION
BOGNOR REGIS**

At an Extraordinary Meeting of the Town Council held on the 24th April 2017, Members received a detailed procurement report relating to the Picturedrome project and resolved to enter into a phase 2 contract with Cheesmur Building Contractors for the construction of a single storey extension to the Picturedrome cinema at a cost of **£965,821.99**. This figure included pre-construction costs of £70,550 already paid by the Council with a contribution from the tenant towards the additional work undertaken for design revision within this figure, leaving a balance of **£895,271.99**. These costs did not include other ancillary/consultancy fees and charges which will be presented to Members at a future date upon final completion of the project.

ADDITIONAL PROJECT COSTS

Members considered a confidential report on 3rd July 2017 relating to negotiations with the owner of 49 Canada Grove regarding positioning of the boundary fence. Members subsequently agreed a budget of up to **£10,000** to cover further boundary definition and legal work.

Members were also advised at the meeting of the costs of the joint insurance policy, a requirement of the JCT contract put in place from the commencement of the construction works on the 26th June 2017 with an initial cost of **£2,155.00**. Resulting from prolongation and additional premiums being payable for the extended cover, the final cost of the joint insurance increased to **£2,329.12**.

At the 4th September 2017 Council Meeting, Members agreed an allocation of **£7,350** plus VAT, excluding overheads and profits for the safe disposal of asbestos waste deposited at the Picturedrome. The final cost for this being **£7,901.25** plus VAT. The funds initially to be allocated from a contingency

AGENDA ITEM 23

budget of £15,000 that had been previously agreed back in April 2017 when it was decided to proceed with the project.

At the meeting Members were also updated on issues previously reported through project updates relating to the temporary fire escape and the consequential requirement of Building Control relating to the need for secondary external screening of the window to the Regis Burger restaurant to provide a fire rating at a maximum cost of **£6,000**, the final cost for which was **£4,978.67** plus VAT.

In October 2017, Members received a project update report confirming the discovery of a second deposit of asbestos the safe disposal cost of which was **£4,860** plus VAT. Again, overheads and profit costs would apply resulting in a final cost of **£6,186.36** plus VAT.

At the Council Meeting on 6th November 2017, Members were advised that during the removal of the second asbestos deposit a third deposit was discovered the safe removal and disposal cost of which was **£2,700** plus VAT. Again, once overheads and profit were added the final cost was **£3,031.50** plus VAT.

REALISATION OF PROVISIONAL SUMS

The construction contract included a provisional sum of £25,000 allowed for drainage works. The actual cost of £18,152.56 plus VAT realised a saving on the budget of **£6,847.44**.

PROLONGATION OF CONTRACT AND CONSEQUENTIAL ALLOWANCE FOR EXTRA TIME AND COSTS

Members are already aware of the unforeseen significant delays to the contract following the requirement to remove and safely dispose of asbestos. This delay equated to 7 weeks totalling **£4,076.04** plus VAT being added to the contract price.

REQUIREMENTS FOR NEW ELECTRICAL SUPPLY

Within the Council's Quantity Surveyors report dated 20th April 2017 Members were advised that the capacity of the existing installation concerning electrical requirements for the building should be increased and costs required for upgrading the system were not included within the overall contract cost.

As previously reported on 14th May 2018, the required work to upgrade the electrical supply included:

1. Installation of a new power supply = **£10,255.90** plus VAT
2. Upgrading electrical switch gear and installation into the Picturedrome tower = **£8,966.71** plus VAT
3. Cost of work to repair tower roof (as tower roof was leaking) = **£2,451.00** plus VAT (these works to be recharged to the Schedule of Works budget).

Total impact on Picturedrome extension budget = **£19,222.61** plus VAT

AGENDA ITEM 23

However, the Picturedrome tenant has agreed and already paid for the incoming new supply therefore the increase on project budget = **£8,966.71** plus VAT.

Due to the delays in installing the new electrical supply there was further over run on the contract leading to further prolongation of 4 weeks costing = **£7,525.00** plus VAT.

CONTRACT WORK VARIATIONS TO BE FUNDED BY THE PICTUREDROME TENANT

The main contract with Cheesmur included work agreed to be funded by the tenant:

Additional duct work	£176.30
Creation of bulkhead to auditorium ceiling	£750.00
Reposition fire escape door to West Elevation	£1,731.29
Omit concessions bar, add services and new wall	-£1,425.45

All above figures are excluding VAT

FINANCIAL SUMMARY OF ABOVE (N.B. ALL COST FIGURES ARE PLUS VAT)

Main Contract with Cheesmur	£965,821.99
Agreed contingency budget at meeting on 24 th April 17	£15,000.00
Additional £500.00 rental income from cinema tenant servicing a PWLB loan	£100,000.00
Additional budget for boundary definition work	£10,000.00
Provisional sum for drainage work £25,000 actual cost £18,152.56 resulting in a saving of	£6,847.44
JCT contract Insurance Requirements	-£2,329.12
Removal of asbestos funded through ring fenced contingency budget awaiting outcome from litigation	-£17,119.11
Fire screening to Regis Burger restaurant	-£4,978.67
Prolongation of contract costs due to asbestos funded through ring fenced budget awaiting outcome from litigation	-£4,076.04
Requirement to install new electricity supply	-£8,966.71
Prolongation costs due to requirements to install new electricity supply	-£7,525.00

**BOGNOR REGIS TOWN COUNCIL
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**AGENDA ITEM 24 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Lightning Conductor retesting - as previously reported the annual testing of the Lightning Conductor on the Cinema was due last month and has now been undertaken. The cost of the test and inspection was £140 which has been paid by BPCL. Unfortunately, the system failed on this occasion and works were identified that needed to be completed to bring the system back into compliance with the BS EN 62305 Standard before a certificate could be issued. A couple of remedial works had also been identified and although these were not issues that would fail the test, they did however need to be addressed. The cost of the compliance works, remedial works and retest and certification of the system was an additional £286.67. These works have been completed resulting in the system now being fully compliant with all issues fixed and the appropriate certification being received.

Directors & Officers Insurance - the policy has once again been renewed for another year at a cost of £900.00 which includes the Brokers administration fee. The premium has gone up by £22.60 from last year, which is owing to a change in insurers and an increase in the Brokers administration fee.

Kiosk 1a Linden Road, leak through ceiling - works are well underway to complete the repair works to the damaged ceiling caused by the leak and it is hoped that the tenant will be able to proceed with their fit out works once the electrical works and fire detection reinstatement works are completed during week commencing 5th November 2018.

Balance Sheet for Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th September 2018 will be copied to Councillors for information under separate cover.

Leak in Screen 3 of the Cinema - having now liaised further with the Managing Agents, the costs from the surveyor whom undertook the original assessment to prepare a specification for the works required, put it out to tender and then oversee the works is still awaited. The surveyor has suggested to the Managing Agents that in view of the scaffolding cost, it might be worth considering if there are any further works required in this area whilst the scaffolding that will be necessary to undertake the repair works to the tower windows is up, that could be included within the specification. External painting of the tower, the large windows above the canopy area and surrounding areas have not been undertaken since around 2011 and would need to be undertaken from scaffolding as this is too high for a ladder. It has been agreed with the Managing Agents therefore that quotations to undertake this work will be obtained to see if this can be accommodated within the budget at this time.

Annual Fire Risk Assessment - the annual assessment has been undertaken recently at the cinema. Some works have been identified including the need for some additional fire detection works within the existing building as a result of the expansion works that have been undertaken. Quotations are currently being sought for these specific works, which will be funded by BPCL. All other works identified will be the responsibility of the tenant to implement. Enquiries about fire detection equipment in areas such as the tower at the Picturedrome were also raised with the contractor carrying out the assessment who confirmed that detection would be prudent in any void areas of the building as a precautionary measure. The tenant has been requested to ensure that reference is made within the recent assessment to this advice to highlight the need for any appropriate action to be taken.

Light in the Tower - discussion had taken place at the last Town Council Meeting regarding the revolving light, housed within the tower of the building. It had been proposed that a Planning Application should be submitted to the Local Authority to seek permission to bring the light back into use. Having made initial enquiries with the Local Planning Authority it has been established that Listed Building Consent would be required for any proposal but not Planning Permission. Advertisement consent may also be required if the light/display is part of promoting events/shows rather than just a revolving light. Liaison will now be undertaken with the tenant of the building as the decision to pursue this proposal will be theirs.

AGENDA ITEM 25

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018

AGENDA ITEM 25 - THE ROYAL HOTEL, BOGNOR REGIS - INVITATION TO PROCURE THE HOTEL - MIN. 89 EXTRAORDINARY TOWN COUNCIL MEETING HELD 14th AUGUST AND MIN. 125 TOWN COUNCIL MEETING HELD 3rd SEPTEMBER REFER

REPORT BY THE TOWN CLERK

FOR INFORMATION

Possible Purchase of Royal Hotel

Members will recall that at the Extraordinary Town Council Meeting held on 14th August (Min. 89 refers), Members discussed the potential purchase of the Royal Hotel and the possibility of working in partnership with other local organisations/businesses to enable said purchase.

Members were invited to report back to the Town Clerk within four weeks of the meeting 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 to proceed, with the issue included one final time on the agenda for the November Council Meeting.

No suggestions were received and therefore no approaches have been made to any potential partners.

Members also asked the Town Clerk to investigate the impact the potential purchase price of £1,500,000 would have on the precept.

On current rates offered by the PWLB, a loan of £1,500,000 over a 25-year period would result in annual repayments of approximately £50,000. When considering the Town's current Tax base of 7,224, to fund this annual repayment would require an additional £6.92 to every band D property's council tax equivalent to an increase in excess of 5%.

It should be noted that these figures are indicative only and take no account of the costs of any refurbishment or necessary repair works.

Finally, it should be noted that the signage on the building indicates that the property has now been sold although no further details of the purchaser or their plans are known.

Members are therefore invited to **NOTE** that, as the Town Clerk did not receive any details of potential partners for the project and in view of the sale of the property, no further action will be taken regarding this matter.

Public Sector Partnerships (PSP)

Also, at the Extraordinary Meeting on 14th August, whilst Members noted that the Royal Hotel was not a viable project for PSP, discussion took place regarding possible future collaborations with PSP within the wider Arun area. As a first step it was therefore agreed that JWAAC be approached regarding a presentation by PSP at a forthcoming JWAAC Meeting. However, Members are

invited to note that the Committee have informed the Town Clerk that they do not wish to receive a presentation at the current time. This update has therefore been relayed back to PSP.

Members now need to consider whether further debate regarding collaborations with PSP is required and if so, note that the item will need to be placed on the agenda for a future Council Meeting.

DECISION

Do Members wish for collaborative working with PSP to be placed on a future Council agenda?

Listed Building Status

As Members are aware, the Planning and Licensing Committee had previously considered the suggestion that an application to Historic England for Listed Status at the Royal Hotel should be made and whilst this action had been agreed, it was on the understanding that this would be completed using the free of charge application option which could take approximately 23 weeks to process.

At the Council Meeting held on 3rd September 2018 (Min. 125 refers), and in view of further information received regarding the Royal Hotel, it was agreed that the issue be referred back to the Planning and Licensing Committee for further consideration, specifically regarding the chosen application route and associated timescales.

The item was therefore placed on the agenda for the Committee Meeting held on 18th September 2018 and an extract from the relevant Min. 97 is below:

*Members **RESOLVED** to **AGREE** not to rescind the decision made at the Planning and Licensing Committee Meeting held on 17th July 2018 (Min. 47) and instructed Officers to proceed with submitting an application to Historic England themselves, free of charge.*