



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 7th JANUARY 2019.**

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.

TOWN CLERK

DATED THIS 24th DAY OF DECEMBER 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 adjourn the Meeting and welcome PCSO Katie Harsley to provide a report on local policing
 4. To APPROVE the Minutes of the Town Council Meeting held on 5th November 2018 and the Extraordinary Town Council Meeting held on 14th November 2018
 5. Reports from WSCC County and ADC District Councillors
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Extraordinary Meeting of 19th November, and the Meetings of 26th November and 3rd December 2018** with resolutions, recommendations and reports (recommendations in relation to the Budget from the Minutes of 3rd December 2018 will be considered under Agenda Item 17)
 - To note recommendation, and update as per Deputy Clerk's report, that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund for 2019/20 - Min. 91 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 12th November 2018** with resolutions, recommendations and reports
 - 9.3 **Planning and Licensing Committee Meetings of 20th November, 4th and 18th December 2018** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 10th December 2018** with resolutions, recommendations and reports
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in October and to note the balances, bank reconciliations and financial reports previously copied to Councillors (November and December 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. Notice of Motion (S.O. 9.0) proposed by Cllr. Cosgrove
"This Council expresses deep concern at the persistent, long-term neglect of properties owned by Arun District Council, viz The Beach Hotel site, 2-4 and 6-8 Waterloo Square, and calls on Arun to initiate an Independent Inquiry into this matter and that the subsequent Report be published in the public domain thereafter."

13. Notice of Motion (S.O. 9.0) proposed by Cllr. Cosgrove
"This Council supports the Sir Richard Hotham Project (SRHP) for the Regis Centre, Hothamton and Esplanade Theatre sites as the most realistic prospect for the Town Centre's Regeneration and calls on Arun District Council as owner of the land to cooperate and work with SRHP to implement the proposals which have gained planning consent and which are funded."
14. Notice of Motion (S.O. 9.0) proposed by Cllr. Cosgrove
"This Council calls on West Sussex Education Authority, and The Regis School to work together to enable The Phoenix Centre to be accessed as originally conceived and publicly funded by all local young people and not just a limited number as at present and pledges this Council's help in achieving this goal."
15. Arun District Association of Local Councils: to consider the Notes of the meeting held on 19th December 2018 (if available)
16. To note change in political party affiliation for Cllr. Lineham together with Committee appointments following resignation of Cllr. Batley from the Community Engagement and Environment Committee
17. To consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2019-2020**
18. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2019-2020**
19. To consider installation of Royal British Legion poppies on lampposts along Bognor Regis seafront for Remembrance 2019
20. To receive and, if acceptable, approve the draft of the 2019 Town Newsletter
21. Regeneration including to note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 30th October 2018 and to receive the Notes and recommendations arising from the Bognor Regis Regeneration Consultation Working Group Meetings held on 26th November 2018 and 3rd January 2019
22. To receive the decision notices published by Arun District Council following a hearing held before an Assessment Panel on 17th October 2018 and to note the presentation of a further report at the March 2019 Council meeting regarding the sanctions recommended by the Panel
23. Consideration of Resolution made at the Town Meeting of Electors held 21st November 2018
24. Town Mayor's Report and duties undertaken
25. Town Crier's Report and duties undertaken
26. Reports from Representatives to other organisations
27. To receive Correspondence
28. Redevelopment of the Picturedrome Cinema procurement update
29. Picturedrome Site update - Director's report, any urgent actions taken for ratification
30. To receive the Confidential Notes from the Members Briefing held 14th November 2018, attended by the Support Officer from Architectural Heritage Fund, and agree any action arising

Agenda items **28**, **29** and **30** 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 5th NOVEMBER 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (until Min. 136.1), Mrs. S. Daniells (until Min. 155), P. Dillon, T. Gardiner, S. Goodheart, M. Lineham (until Min. 158), M. Stanley, W. Toovey, and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.34pm

126. 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. Smith, who was working, and Cllr. Woodall who was unwell, and then read the following statement:

"Members are invited to note that no apologies have been received from Cllr. Enticott. As many will have read in the local press, Cllr. Enticott has been charged with several offences and is due to stand trial in the New Year.

The only information that the Town Council has in this regard is that which is published in the press. Furthermore, as the judicial process is now underway, it would be inappropriate and inadvisable for the Council or any Councillors to make further comment."

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

CLlrs. Cunard and Lineham informed Members that they may have to leave the meeting early due to other commitments.

127. 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 23 and 24 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema, and stated that he would leave the Meeting when the Agenda items were discussed

CLlr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when the Agenda items were discussed

CLlr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 23 and 24, as a contractor to the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed

128. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD 3rd SEPTEMBER 2018

The Minutes of the Council Meeting held 3rd September 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

129. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

129.1 West Sussex and Arun District Councillor, Francis Oppler, reported that he had submitted a request to WSCC Highways for the installation of bollards at the southern end of Longford Road, as a result of inconsiderate parking, and that he would be raising the need for traffic calming measures in the area. Cllr. Oppler applauded Cllr. Stanley for his work with the Sunken Gardens and appealed to dual-hatted Councillors to object to ADC's Linear Park proposals. Reference was also made to staffing levels at meetings by Cllr. Oppler.

129.2 Arun District Councillor, Paul Wells, reported that he travels via Longford Road daily and spoke of the issues concerning parking. He stated that negotiations with Network Rail should be opened up to consider lay-bys for buses to pull into by the railway station.

Cllr. Wells reported that at ADC's Full Council Meeting on 7th November 2018, a Motion would be put forward regarding local policing.

Cllr. Wells raised concerns about the Health Centre, around the impact and outcomes for that facility, if the Linear Park goes ahead and felt that urgent discussion was required to get firm answers.

130. WRITTEN QUESTIONS FROM COUNCILLORS

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

Will the Mayor consider a correspondence with Arun District Council in order to initiate a communication regarding this Council's desire to support the running of Steyne Gardens, in line with our agreed Corporate Strategy?

The Town Mayor confirmed that the Council has stated it would investigate the potential to take on responsibility for the planting and maintenance of Steyne Gardens through the Town Council's Corporate Strategy. The Mayor felt it would be appropriate that a letter be sent to the Chief Executive of ADC, formally registering this interest, and request that the matter is discussed further at the next BRTC/ADC Liaison Meeting.

131. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The meeting was adjourned from 6.54pm until 7.23pm for this item.

Members of the public present in the public gallery spoke about ADC's proposals for the Linear Park expressing concern about: the impact on the Sunken Gardens; parking; loss of greenspace; recent planning application for signage at the site; the future of the Health Centre including health provision in the future. A member of the public also suggested that the Town Council request Tree Preservation Orders for certain specimens around the Queensway car park. This would be referred to the Planning and Licensing Committee for further consideration.

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

There were none.

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

134. Policy and Resources Committee Meeting of 15th October 2018

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

134.1 Min. 70 - To receive Terms of Reference for the Beach Access Topic Team and if acceptable recommend to Council

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Beach Access Topic Team be adopted by the Town Council.

134.2 Min. 71 - ADALC

Cllr. Gardiner advised of an error in the Minutes and confirmed to Members that the position of Treasurer had been filled, not that of Secretary. Cllr. Gardiner requested that the Town Council refrain from withdrawing their continued support until after ADALC had met on 19th December 2018 at which the winding up of the Association will be discussed.

134.3 Min. 72 - 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

Members **RESOLVED** to **APPROVE** the recommendation that the Town Council support the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions.

134.4 Min. 73 - To consider amendments to the Standing Orders and wording of agendas incorporating the agreed amendments

Members **RESOLVED** to **APPROVE** the recommendation that the Town Council adopt the revised Standing Orders incorporating the following amendments:

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."*

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."*

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."*

134.5 Min. 76 - Christmas Lighting Budgets for inclusion in the 2019/20, 2020/21 and 2021/22 budgets

Following further consideration of this matter, Members **RESOLVED** to **APPROVE** the recommendation 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.

Furthermore, Members **RESOLVED** to **APPROVE** the recommendation that any unused funds from the contingency element be Earmarked for use in future years.

134.6 Min. 86 - To receive any update on potential property purchase

Members **RESOLVED** to **APPROVE** the recommendation that the required expenditure for property purchase be funded by the Economic Development Fund, and that a decision regarding the funding of any future works/alterations to any property would be taken when details are known.

135. Community Engagement and Environment Committee Meeting of 17th September 2018

In the absence of the Chairman, Cllr. Smith, the Vice-Chairman of the Committee, Cllr. Goodheart, reported.

136. Planning and Licensing Committee Meetings of 28th August, 18th September, 9th and 30th October 2018

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

136.1 Min. 111 - Planning Application BR/191/18/PL: 2-4 Waterloo Square, Bognor Regis

Two Councillors expressed their disappointment that the Committee, at the meeting held 18th September 2018, had overturned the decision to object to this planning application.

Cllr. Cunard left the meeting

136.2 Min. 120.4 - Planning Application BR/254/18/A: Hothamton Gardens and Surrounding Areas, Bognor Regis

Some Members expressed their objections to Planning Application BR/254/18/A as they believed that the intended use for the signs was to promote ADC's proposals for the Queensway Linear Park and was, therefore, suggestive of pre-determination that the plans for the park would be approved.

The Civic & Office Manager reported that the application had been considered in line with the standard practice and all material planning considerations were considered. Furthermore, it was noted that no objections from the public had been raised to the application at the Committee meeting and no details of the actual content of the signs were known, other than the general description of publicity.

A Councillor questioned what consideration ADC had given to the Neighbourhood Plan regarding the Sunken Gardens and asked that this be queried with ADC. It was **AGREED** that this matter would be referred to the Planning and Licensing Committee.

137. Events, Promotion and Leisure Committee Extraordinary Meeting of 8th October 2018

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

138. 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'.

139. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2018 ACCOUNTS

The Town Clerk's report was noted.

Members **RESOLVED**:

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

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

140. 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)

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

141. 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)

The Town Clerk's report was noted, which included the Notes of the meeting held on 19th September 2018 and the Notes of the AGM held 20th June 2018.

142. REGENERATION INCLUDING UPDATE ON BOGNOR REGIS REGENERATION CONSULTATION WORKING GROUP - MIN. 63.1 REFERS

The Deputy Clerk's report was noted.

A Councillor asked that a meeting of the Working Group be arranged before consideration needed to be given to Purdah. The Deputy Clerk suggested that since all Members on the Working Group were also on the Policy and Resources Committee, that a meeting of the Working Group be arranged to take place at 5.30pm on 26th November 2018, prior to the Policy and Resources Committee Meeting starting at 6.30pm. This was **AGREED**.

A Member suggested that the points raised during public question time and statements, pertaining to the Sunken Gardens, the Health Centre and the proposals for the Linear Park, be referred to the Regeneration Consultation Working Group Meeting to be held 26th November 2018.

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

The Civic & Office Manager's report was noted.

Members **AGREED** to take up the offer of a position on the IPEH Arun Hub Partnership Advisory Board.

Nominations for Cllr. Cosgrove and Cllr. Dillon were proposed and seconded for the appointment of a Council Representative on the Board.

Following a vote it was **RESOLVED** to appoint Cllr. Cosgrove as the representative.

144. TO NOTE THAT CLLR. COSGROVE NOW SITS ON THE PLANNING AND LICENSING COMMITTEE (NO LONGER IN RESERVE)

It was **NOTED** that Cllr. Cosgrove now has a permanent position on this Committee.

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

146. TO APPROVE THE APPOINTMENT OF CLLR. M. STANLEY TO FILL ONE OF THE LIBERAL DEMOCRAT VACANCIES ON THE PLANNING AND LICENSING COMMITTEE

The appointment of Cllr. M. Stanley to fill one of the Liberal Democrat vacancies on the Planning and Licensing Committee was **APPROVED** by Members.

147. Members **RESOLVED to vary the order of business and take Agenda item 25 next.**

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

The Town Clerk's report was noted.

Members **AGREED** that there were no further avenues to be explored for partnership working with PSP at the current time but reserved the right to revisit this if circumstances dictated.

It was noted that with the sale of the Royal Hotel, work on this project would now be terminated.

However, Members were keen to hear about plans for the Royal Hotel and asked that an invitation be extended to the new owner to meet Councillors and share details of their plans for the building.

149. 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 MOOREY ON SCAMS AND FRAUDS

Members **AGREED** to **RATIFY** the change in date and time of the Community Engagement and Environment Meeting to be held on 12th November 2018 at 7pm to enable a presentation from PC Moorey on scams and frauds.

150. TO RECEIVE, AND IF ACCEPTABLE, AGREE THE ADOPTION OF THE COMMUNITY WINTER RESILIENCE PLAN 2018/19

The Civic & Office Manager's report and the Community Winter Resilience Plan 2018/19 were noted.

Members **AGREED** to **ADOPT** the Community Winter Resilience Plan 2018/19.

151. TO CONSIDER APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. M. LINEHAM DUE TO CONTINUED IMMEDIATE FAMILY ILLNESS

As Cllr. M. Lineham was in attendance at the meeting, it was not necessary for Members to consider the Agenda item.

152. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

153. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

154. 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:

- 154.1 Cllr. Mrs. Daniells** - Bognor Regis Twinning Association; BRTC/ADC Liaison Meetings.
- 154.2 Cllr. Dillon** - Armed Forces Day Committee; Bognor Regis Heritage Partnership; BRTC/ADC Liaison Meetings.
- 154.3 Cllr. Gardiner** - Arun District Association Local Councils; VAAC Executive Board; West Sussex ALC Ltd.

155. CORRESPONDENCE

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

Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as an employee of the Picturedrome Cinema, and left the meeting

Cllr. Reynolds redeclared a Disclosable Pecuniary Interest in Agenda items 23 and 24, 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

156. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's previously circulated reports were noted. It was noted that an element of the Procurement Risk update report would need to be discussed under Confidential Business.

Members asked whether there might be an opportunity for a site visit, prior to the official opening. It was **AGREED** that the Town Clerk would contact the Tenant to make enquiries.

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

158. 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.

Cllr. Lineham left the meeting

159. 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 23, 24 & 25 (contractual).

160. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's confidential risk update report was noted and actions taken were **RATIFIED** as detailed in the confidential report.

The Meeting closed at 8.47pm



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MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON WEDNESDAY 14th NOVEMBER 2018

PRESENT:

Deputy Mayor: Cllr. P. Woodall; Cllrs: K. Batley, J. Brooks, J. Cosgrove, T. Gardiner, S. Goodheart, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 7.02pm

161. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

In the absence of the Mayor, the Deputy Mayor, Cllr. Woodall chaired the meeting.

The Town Clerk gave apologies for Cllrs. Mrs. Daniells and Reynolds who were on annual leave, Cllr. Dillon who was attending another meeting, Cllr. Cunard due to his Disclosable Pecuniary Interest in the single agenda item and Cllr. Lineham for family commitments. Cllr. Smith had also informed the Town Clerk that he would be unable to attend. No apologies had been received from Cllr. Toovey.

In line with the report given at the November Town Council meeting, Cllr. Enticott was also absent.

As the Deputy Mayor was to act as Chair for the meeting, Members **AGREED** that Cllr. Goodheart should act as Vice-Chairman for this meeting.

162. DECLARATIONS OF INTEREST

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

Members and Officers should declare an interest by stating: -

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

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

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

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

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

There were no declarations of interest

163. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

- 164.** The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda item 4 (contractual).

165. CONSIDERATION OF ISSUES RELATING TO THE DISCOVERY OF ASBESTOS WASTE AT THE PICTUREDROME CINEMA AND RECOMMENDATION FOR FURTHER ACTION

The Town Clerk's confidential report was noted, and Members discussed at length the advantages and disadvantages, including potential risks, associated with the options available to deal with the situation before them.

Members subsequently unanimously **RESOLVED** to delegate authority to the Town Clerk/Director of the Bognor Pier Company Ltd, in liaison with the Deputy Mayor and Vice-Chairman of the Policy and Resources Committee where required, to continue the process already underway and to report to Council and/or the Policy and Resources Committee (timing appropriate) on progress including accrued costs.

The Meeting closed at 7.44pm

AGENDA ITEM 9.1

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 7th JANUARY 2019

AGENDA ITEM 9.1 - POLICY AND RESOURCES COMMITTEE EXTRAORDINARY MEETING OF 19th NOVEMBER, AND THE MEETINGS OF 26th NOVEMBER AND 3rd DECEMBER 2018 WITH RESOLUTIONS, RECOMMENDATIONS AND REPORTS (RECOMMENDATIONS IN RELATION TO THE BUDGET FROM THE MINUTES OF 3rd DECEMBER 2018 WILL BE CONSIDERED UNDER AGENDA ITEM 17)

• TO NOTE RECOMMENDATION, AND UPDATE AS PER DEPUTY CLERK'S REPORT, THAT ANY UNSPENT MONIES FROM THE GRANT AID 2019 BUDGET BE VIRED TO THE FLEXIBLE COMMUNITY FUND FOR 2019/20 - MIN. 91 REFERS

REPORT BY DEPUTY CLERK

FOR INFORMATION AND NOTING

At the Extraordinary Committee Meeting held 19th November 2018, at which the 2019 Grant Aid allocations were agreed, it was suggested that any unspent monies from the Grant Aid 2019 budget be vired to the Flexible Community Fund for 2019/20.

At the subsequent, scheduled Committee Meeting on 26th November, recorded under Min. 96.4, the Town Clerk reported that as the Responsible Financial and Proper Officer for the Council, she was concerned about this course of action for the following reasons. Firstly, with 9 of the 12 months of the year passed, only £350 of the available £5,000 Flexible Community Fund budget had been used. Furthermore, as Members were aware, the Town Council was looking to making financial allowances for several new activities in the 2019/20 budget including the Christmas Lighting, Business Wardens and a 3-year agreement for an event partnership. The Town Clerk therefore recommended that Members bear in mind that the unrequired Grant Aid funds in 2019 may be better utilised by having a reduced Grant Aid budget, allowing the released funds to be offset against the substantial new expenditure in 2019/20 and that this should be considered when the Committee meet on 3rd December to discuss the 2019/20 budget.

The Committee proceeded to approve the circulated draft budget, unamended, and therefore the time to address this issue within the current budget has now passed and the recommendation cannot be considered further.

Members should note that any changes to the 2020 Grant Aid budget will be a matter for the new Administration to debate when the review of the Grant Aid process is considered in June next year.

DECISION

To **NOTE** that the recommendation from the Policy and Resources Extraordinary Committee regarding unused Grant Aid 2019 budget has now been superseded and cannot proceed further.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY

POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 19th NOVEMBER 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, S. Goodheart
(during Min. 91) and Mrs. J. Warr

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
6 members of the public

The Meeting opened at 2.10pm

88. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman apologised for the delay in the meeting opening and welcomed everyone present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies had been received from Cllrs. S. Reynolds and P. Woodall, who were on annual leave, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent. No apologies for absence were received from Cllr. Smith.

In the absence of Cllr. Stanley, it was **AGREED** that Cllr. Mrs. Warr should act as Vice-Chairman for the meeting.

89. 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 an Ordinary Interest as a member of the Bognor Regis Twinning Association

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

90. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements.

91. CONSIDERATION OF GRANT AID FUNDING 2019

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

Some applications were not successful due to Members being minded that alternative funding was available for some organisations, that often also had a large amount of unrestricted reserves, from grants offered by larger councils and nationally funded initiatives, whereas small community events/organisations had fewer pathways to grant funding available to them.

Comment was made about the number of applications received from Scouting units within Bognor Regis requesting grants for the purchasing of equipment for expeditions. Members felt that these applications should be combined and submitted in future as a District application, rather than individual units.

It was **AGREED** that a letter would be written to the Scouting units to encourage them to make a combined District application in future.

With regard to the Arun Arts Co Ltd application, Members noted that they had been in receipt of annual funding of £10,000 for each of the previous three years, as part of a formal funding agreement with the Town Council.

Cllr. Mrs. Warr redeclared an Ordinary Interest in the Bognor Regis Seafront Lights application but did not leave the meeting when the application was considered, as no discussion took place

Cllr. Cunard redeclared an Ordinary Interest in the Bognor Regis Twinning Association application but did not leave the meeting when the application was considered, as no discussion took place

A Member asked for it to be noted that it would be welcomed if some of the Grant Aid funding awarded to Citizens Advice Arun and Chichester could be directed towards improving the volunteer capacity to assist with problems experienced by local residents as a result of the changes to Universal Credit.

The Committee discussed the International Bognor Birdman application and the funding issues that the event had faced in previous years. A Member expressed concern that granting funds to International Bognor Birdman would reduce the funds available to allocate to other Grant Aid applicants, particularly if the Birdman event was at risk of being cancelled again next year. However, Members wished to support the event and agreed to award a grant for the same amount as was awarded to International Bognor Birdman last year.

Whilst Members considered The Base Skate Park to be an essential youth/adult service, there was concern regarding its future financial viability. It was agreed to award Grant Aid funding on the proviso that a representative from the Town Council be permitted to attend financial meetings, that The Base Skate Park has, as a non-participating observer.

It was agreed that the Grant Aid funding awarded to The 39 Club should not be restricted in being spent on only the equipment as detailed in their application but, rather more, at their discretion.

Members noted that an incorrect figure, for the amount of funding that had been applied for by the 60 Minutes of Classical Music Trust, had been circulated to the Committee. This was a typing error on behalf of the Civic & Office Manager for which apologies were given to the Chairman and Committee Members.

Cllr. Goodheart arrived at the meeting following consideration of the 60 Minutes of Classical Music Trust application

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

Members considered the individual applications for Grant Aid 2019 and the list of decisions as **RESOLVED** is attached to the Minutes as **Appendix 1**.

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

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

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20.

The Meeting closed at 2.58pm

| Applicant | Amount requested | P&R Decision 2018 | Chairman's Recommendations | P&R Decision 2019 | Comments |
|---|------------------|-------------------|----------------------------|-------------------|-------------|
| Age UK West Sussex | £10,000.00 | N/A | Refuse | Refuse | |
| Arctic Fox Explorer Scout Unit | £741.68 | £400.00 | £741.68 | £250.00 | |
| Arun Arts Co Ltd | £20,000.00 | N/A | £10,000.00 | Refuse | |
| Bognor Regis Carnival Association | £4,500.00 | £4,000.00 | £4,000.00 | £4,500.00 | |
| Bognor Regis and District Scouts | £500.00 | Refused | Refuse | Refuse | |
| Bognor Regis Kite Festival | £1,800.00 | £2,000.00 | £1,000.00 | £1,800.00 | |
| Bognor Regis Local History Society | £1,500.00 | Refused | £1,500.00 | £1,500.00 | |
| Bognor Regis Seafront Lights | £1,500.00 | £1,000.00 | £1,000.00 | £1,500.00 | |
| Bognor Regis Shopmobility | £1,000.00 | £500.00 | £500.00 | £500.00 | |
| Bognor Regis Swimming Club | £897.00 | £1,928.00 | £897.00 | £897.00 | |
| Bognor Regis Twinning Association | £700.00 | £700.00 | £700.00 | £700.00 | |
| Citizens Advice Arun and Chichester | £3,000.00 | £3,000.00 | Refuse | £1,500.00 | |
| Cruse Bereavement Care West Sussex Area | £500.00 | N/A | Refuse | Refuse | |
| Family Support Work | £1,000.00 | N/A | Refuse | Refuse | |
| Girlguiding Bognor Regis Division | £700.00 | £500.00 | £700.00 | £700.00 | |
| Girlguiding Bognor Regis South District | £200.00 | £200.00 | £200.00 | £200.00 | |
| Homestart Arun, Worthing & Adur | £2,000.00 | £250.00 | Refuse | Refuse | |
| International Bognor Birdman (IBB) | £8,000.00 | £7,500.00 | £4,000.00 | £7,500.00 | Conditional |
| ROX Music and Art | £9,000.00 | Refused | £5,000.00 | £7,500.00 | Conditional |
| Southdowns Folk Festival | £10,000.00 | £7,500.00 | £5,000.00 | £7,500.00 | Conditional |
| The Base Skate Park | £2,200.00 | £1,500.00 | £1,000.00 | £1,500.00 | Conditional |
| The 39 Club | £2,000.00 | £774.00 | Refuse | £500.00 | |
| Tsunami Explorer Scout Unit | £492.96 | £1,000.00 | £492.96 | £250.00 | |
| West Sussex Mediation Service | £400.00 | Refused | Refuse | Refuse | |
| 2nd Bognor Scouts | £1,000.00 | N/A | £492.96 | £250.00 | |
| 4Sight Vision Support | £1,040.00 | Refused | Refuse | Refuse | |
| 60 Minutes of Classical Music Trust | £2,131.00 | Refused | £500.00 | £1,000.00 | |
| The Regis School of Music | £2,000.00 | £1,200.00 | £1,000.00 | £1,700.00 | |
| | £88,802.64 | | | £41,747.00 | |



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 26th NOVEMBER 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public (part of the meeting)
1 Councillor in the public gallery: Cllr. Mrs. Daniells
(part of meeting)

The Meeting opened at 6.34pm

92. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllrs. Cunard and Reynolds due to annual leave. No apologies were received from Cllr. Smith.

In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

As Cllr. Stanley was to act as Chair due to the absence of Cllr. Cunard, Members **AGREED** that Cllr. Goodheart should act as Vice-Chairman for this meeting only.

93. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

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

There were no declarations of Interests

94. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th OCTOBER 2018 AND THE EXTRAORDINARY MEETING HELD 19th NOVEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th October 2018 and the Extraordinary Meeting held 19th November 2018, and these were signed by the Chairman.

95. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.38pm

The member of the public enquired as to who was now responsible for dealing with shabby buildings in the Town Centre, a role that would have previously been undertaken by the Town Centre Manager, and asked whether the BID would now take this on. Particular reference was made to one shop and the suggestion made that vinyl wraps, as had previously been used in the arcade, could be a solution.

Meeting reconvened at 6.39pm

Members noted the comments and it was felt that whilst it may be an issue that the BID should be contacted about, anyone can report unsightly buildings. It was therefore **AGREED** that the Clerk should make further enquiries and report back to the Committee.

96. CLERK'S REPORT FROM PREVIOUS MINUTES

96.1 9th April 2018 - Min. 176 - GDPR

At this meeting it was agreed to appoint an external provider of the Data Protection Officer Role which included an annual compliance visit. Furthermore, it was agreed that a review of the service be undertaken after 6 months. However, it has not been possible to arrange the compliance visit until Tuesday 11th December and the review will therefore be undertaken at the next Committee meeting in February 2019 when the report from the visit is available.

96.2 4th June 2018 - Min. 23 - Arun Arts

As was noted by Members at the meeting held 30th July 2018 (Min. 43.6 refers) a letter had been sent to Arun Arts querying the business models and Members are advised that no response has been received to date.

96.3 15th October 2018 - Min. 66 - Adjournment for Public Question Time

A Councillor in the public gallery queried the use of vacant roundabout sponsorship signs for 2 Hour Free Parking publicity. This issue was last raised at a meeting of the now dissolved Car Parking Strategy Working Group held 20th February 2018 and the notes of this meeting were received by this Committee on 9th April 2018. At the Working Group Meeting it was decided that the Chairman would liaise with the Town Force Manager to obtain permission to utilise any available sponsor sites for promotion of the Scheme, but this did not take place before the Working Group was wound up in May 2018. However, as the issue was raised again at the last meeting, the Deputy Clerk has written to the BID Board, who are now responsible for the 2 Hour Free Parking Scheme, asking if the Board would like to discuss this further but no response has been received to date.

96.4 19th November 2018 - Min. 91 - Grant Aid Funding 2019

At this Meeting, Members agreed to recommend to Council that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20. However, as the Responsible Financial and Proper Officer for the Council, the Town Clerk expressed concern on this course of action for the following reasons. Firstly, with 9 of the 12 months of the year now passed, only £350 of the available £5,000 Flexible Community Fund budget has been used. Furthermore, as Members were aware, the Town Council is looking to making financial allowances for several new activities in the 2019/20 budget including the Christmas Lighting, Business Wardens and a 3-year agreement for an event partnership. The Town Clerk therefore

recommended that Members bear in mind that the unrequired Grant Aid funds in 2019 may be better utilised by having a reduced Grant Aid budget, allowing the released funds to be offset against the substantial new expenditure in 2019/20 and that this should be considered when the Committee meet on 3rd December to discuss the 2019/20 budget.

97. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted. With regard to the beacon, the Town Clerk provided a further update and informed Members that the cost of the inspection would be approximately £200 plus VAT together with the cost of the hire of the equipment which was estimated at £20 plus VAT.

Following debate, Members **RESOLVED** to proceed with the inspection initially and when the results of that were known, to reconsider any replacement of the post.

A Member queried the condition and appearance of the basket and the Deputy Clerk advised that this had been painted some years ago when only used as a gas burner but, as noted in the report circulated, the basket was made from hot dipped galvanised mild steel and therefore the paint had flaked off when heated through the recent wood fired beacon lighting. Therefore, work will be carried out over the coming months to remove all the flaking paint with the beacon returned to the bare metal, as it should be.

98. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report was noted.

A Member queried the ownership and use of the banners in the Town Centre. The Town Clerk reminded the Committee that the Chairman of the BID Board had been present at the previous meeting when this issue had also been raised and had confirmed then that there was a joint sharing agreement in place and the banners may be used by the Town Council (Min. 66 of the meeting held 15th October 2018 refers).

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

The Deputy Clerk's report was noted, and Members were informed that as the draft agreement had not been received, this matter would be deferred to a future agenda.

100. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9th NOVEMBER 2018

The Projects Officer's report, together with the previously circulated notes of the meeting held 9th November 2018, were noted.

101. TO CONSIDER SUBSTITUTES FOR THE MAYOR AND DEPUTY MAYOR AT EVENTS AS REQUESTED BY CLLR. WOODALL

Cllr. Woodall spoke regarding this issue and suggested that if neither the Mayor or Deputy Mayor are able to attend events, the Town Crier be asked to substitute for them. However, there was feeling from other Councillors that only elected Members should undertake this role on behalf of the Council, although of course the Town Crier could be invited to accompany them.

A Member was concerned that there had always been an order by which Chairmen of the Committees were asked to substitute for the Mayor and Deputy Mayor, but this process had not been undertaken correctly by the Officers. The Town Clerk did point out that it is for the organisation to decide whether they want a Councillor to attend when the Mayor and Deputy Mayor are not available, and it is possible that no such requests had been made for a substitute, rather than the staff not undertaking the correct process.

Some discussion took place with regard to the use of the Deputy Mayor "Elect", but it was noted that for part of the year there is no nomination in place and therefore it would not be an appropriate method.

Finally, Members **AGREED** that when the Mayor and Deputy Mayor are not available, and if the organisation inviting them are happy for a Councillor to attend in their place, the Chairman of the Committees should be invited in the following order:

- Chairman of the Policy and Resources Committee
- Chairman of the Community Engagement and Environment Committee
- Chairman of the Events, Promotion and Leisure Committee
- Chairman of the Planning and Licensing Committee

102. TO CONSIDER PAYMENT OF TRAVEL EXPENSES FOR MAYOR SUBSTITUTE WHEN ATTENDING MAYORAL FUNCTIONS OUTSIDE OF THE 6 WARDS

The Deputy Clerk's report was noted.

A Councillor queried if there was an existing budget for Councillors' mileage. The Town Clerk reported that there is a small budget to cover travel expenses including mileage for "approved duties", such as attending a conference, and these are agreed by this Committee/Council as they are known in advance. The issue before Members now involves duties that are undertaken at relatively short notice and it would therefore not always be possible to get authority to agree the payment.

Discussion also took place about the perceived "Gentleman's Agreement" whereby the Mayor had passed a sum from their allowance across to the Deputy Mayor to cover these types of expenses. However, not all Members, including previous Mayors, were aware of this and it was noted that it is not enforceable as it is the Mayor's prerogative as to what they spend their allowance on. Furthermore, this only extended as far as the Deputy Mayor and did not take into account any other Councillors deputising for them.

Following discussion, it was **AGREED** that the Town Clerk be delegated the authority, in liaison with the Mayor and Chairman of this Committee, to authorise payment of mileage to the Deputy Mayor or any other Councillor when substituting for the Mayor at events outside of the Wards of Bognor Regis from the existing budget.

103. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 74 REFERS

The Town Clerk's report was noted.

Members discussed the proposals at length and asked if guidance on the suggested new process would be provided. It was confirmed that when finalised, all Members will be asked to attend a session where all the procedures for email and Member area access on the website will be demonstrated.

Following the debate, it was **AGREED** that the process should be progressed as outlined in the report with a final report presented to this Committee for consideration.

104. TO NOTE AND RECEIVE SUGGESTIONS FROM MEMBERS FOR CONTENT OF THE 2019 TOWN NEWSLETTER - MIN. 78 REFERS

The Civic & Office Manager's report was noted.

A Member asked if the pie chart diagram would be used for the budget figures and furthermore, asked if the floral sponsorship and promotion figures could be separated. The Town Clerk referred a copy of the 2017 publication to the Chairman and it was noted that rather than a pie chart, a pictogram representation has been used in recent years.

Furthermore, the Tourism & Visitor Information including Promotions had been separated from the Floral Displays Sponsorship in 2018 and would continue to be separated in the 2019 Newsletter.

Discussion took place around the need for a report from the Chairman of the Policy and Resources Committee, but it was subsequently **AGREED** that this should remain as it gave some context to the figures presented.

Members considered the proposals within the presented report and **AGREED** to the following inclusions in the 2019 Newsletter:

- i) Report from Chairman of the Policy and Resources Committee
- ii) Breakdown of the Budget for the coming year
- iii) 'Make a Stand' - Local Town Elections 2019
- iv) Events Diary
- v) Message from the Mayor
- vi) Parking Disc Scheme
- vii) Youth activities supported by the Town Council including the formation of CREATE and the Play sessions held over the summer months
- viii) Picturedrome Cinema - fourth screen opening; 100 years since the cinema opened in what had formerly been the Assembly Rooms
- ix) Town Council Elections - with a focus on diversity amongst nominees, including reference to the 100th anniversary of Nancy Astor becoming Britain's first female MP
- x) Bognor Regis War Memorial Hospital - 100 years since it first opened, a look back at its history; Friends of Bognor Hospital; services available
- xi) Bognor Regis Royal Mail Delivery Office - taking a look inside the Delivery Office that serves our community, 60 years since postcodes were introduced
- xii) Business Warden Scheme (BID) - role, powers, contact etc.
- xiii) Thumbs Up Campaign (although only if space allows and with a focus on contact details)

Members noted that a draft will now be prepared and presented to Council at the January meeting.

105. TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE REGARDING IDENTIFICATION OF A BUDGET TO FUND AN EVENT UNDER A 3-YEAR AGREEMENT - MIN. 54 OF THE COMMITTEE MEETING HELD 8th OCTOBER REFERS

The Deputy Clerk's report was noted.

Members noted that this had originally been suggested as a 3-year agreement with an identified organisation but through the process had evolved into the proposition before them.

Concern was also expressed that this agreement would bind a new administration with not only the financial commitment but also resources such as staff time.

Discussion took place regarding the process of determining Grant Aid, but the Town Clerk pointed out that the 2019 payments had already been agreed at the Extraordinary Committee Meeting held 19th November and that any review of the process would be for the new Administration in the spring of 2019, prior to the allocation of the 2020 Grant Aid in November next year.

Following discussion, the recommendation from the Events, Promotion and Leisure Committee for a sum of £10,000 to be identified in the 2019/20 budget as a first instalment under a 3-year agreement with either an in-house or external partner to deliver an event, with applicants invited to bid for the fund was **REJECTED**. This would therefore be removed from the draft budget papers already circulated for consideration at the meeting to be held 3rd December 2018.

106. TO RECEIVE THE RECOMMENDATIONS FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th NOVEMBER REGARDING IDENTIFICATION OF BUDGETS TO FUND PLAYDAYS IN 2019 (MIN. 78.3) AND WORKS ARISING FROM THE BEACH ACCESS TOPIC TEAM (MIN. 78.7)

The Deputy Clerk's report was noted.

Following discussion, Members **AGREED** for sums of £3,500 and £2,000 to be identified in the 2019/20 budget for Playdays and preparatory works arising from the Beach Access Topic Team respectively, as recommended by the Community Engagement and Environment Committee.

A Councillor also requested that an approach be made to Bognor CAN, who had facilitated the Playday sessions during the summer holidays, to ascertain if the Council can work with them again in this area when the budget for 2019/20 was confirmed.

Cllr. Mrs. Daniells, seated in the public gallery, left the Meeting

107. FINANCIAL REPORTS INCLUDING: -

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

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

107.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of September and October 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**.

108. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists including the item highlighted by the Town Clerk relating to the confidential paperwork circulated to all Members in preparation for the Budget Meeting on 3rd December 2018, which they are encouraged to attend.

109. 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. Members were informed that a further update would be given under confidential business.

The Town Clerk referred Members to the request made at the Council Meeting held 5th November for a visit to the Picturedrome to see the new 4th screen (Min. 156 refers). The tenant had confirmed that this would be possible, suggesting the week commencing 10th December. Following discussion, it was **AGREED** that an afternoon visit on the Thursday or Friday of that week would be the most suitable. The Town Clerk will therefore now circulate these suggestions to all Members of the Council and liaise with the tenant accordingly.

110. 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 18 and 20 (contractual).

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

The Confidential Picturedrome Site Update Director's Risk Report was noted by Members.

The Town Clerk reminded Members that whilst authority (within prescribed limits) on this matter had been delegated to her at the Extraordinary Council Meeting held 14th November 2018 (Min. 165 refers), she informed Members that no final decision was required for some months and therefore her investigations as noted will continue and a relevant report made back to Council.

112. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.04pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd DECEMBER 2018

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public
5 Councillors in the public gallery: Cllrs. Brooks,
Mrs. Daniells, Dillon (part of meeting), Gardiner (part
of meeting) and Toovey

The Meeting opened at 6.33pm

113. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and referred to the Council's opening statement. Apologies for absence were received from Cllr. Reynolds who was on annual leave. No apologies were received from Cllr. Smith.

In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

114. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest

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

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

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

There were no declarations of Interests

115. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th NOVEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 26th November 2018, and these were signed by the Chairman.

116. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no public questions or statements.

117. CLERK'S REPORT FROM PREVIOUS MINUTES

There were no reports from previous minutes.

118. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2019/2020 INCLUDING RECOMMENDATIONS FROM COMMITTEES

It was noted that confidential paperwork relating to the proposed Budget had been circulated previously by the Town Clerk to all and that this had also included a Budget Summary, together with a breakdown of Revenue Expenditure. The Clerk reminded Members that these should all be treated as confidential as a final draft will need to be presented to Council for approval in the New Year.

The Chairman welcomed Mr. D. Kemp, the Town Council's Accountant, who would be able to answer questions from Members on the Budget before them. Mr. Kemp informed Members that they were being provided with updated Budget Summary reports, which had been amended from those issued previously for the following reasons:

- The Tax Base used to calculate the charge per household had now been confirmed by ADC

- The £10,000 for a 3-year funding agreement to provide a new event had been removed from the Budget as the proposal had been rejected at the previous week's Committee meeting (Min. 105 refers)

Mr. Kemp highlighted that there were two Budget scenarios presented, both of which included all the provisions as agreed previously by the Committee i.e. Business Wardens, Christmas Lights, etc. The first provided a balanced budget and resulted in an increase of 2.93% to the Band D household charge. The second provided for an additional £665 to be added to the Reserves Surplus and resulted in an increase of 3.00% to the Band D household charge.

It was then **AGREED** that the Budget should be reviewed page by page to enable any queries to be answered and furthermore, it was **AGREED** that Standing Orders be suspended, and the Meeting adjourned, to enable all Councillors, not just those on the Committee, to discuss the proposals.

Meeting adjourned 6.42pm

Members proceeded to review each page of the Budget in turn, raising questions where appropriate.

During the debate, discussion turned to the Picturedrome and as a result Cllrs. Cunard and Mrs. Daniells, as tenant and employee of the Picturedrome, declared a Disclosable Pecuniary Interest and elected to leave the room at 7.30pm

Cllrs. Cunard and Mrs. Daniells returned to the room at 7.35pm when discussion regarding the Picturedrome had ceased

Meeting reconvened 7.55pm

Having fully debated the Budget presented to them, Members **RESOLVED** unanimously to **RECOMMEND** to Council the draft Budget proposals for 2019/20 as circulated resulting in a Precept of £916,001.

The Meeting closed at 8.09pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 12th NOVEMBER 2018

PRESENT:

Cllr. S. Goodheart (Vice-Chairman):
Cllrs: J. Cosgrove, Mrs. S. Daniells and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
1 Councillor in the public gallery: Cllr. J. Brooks
3 members of the public

Prior to the Meeting a presentation, commencing at 6.00pm, was given by PCSO Moorey of Sussex Police on Scams and Frauds

The Meeting opened at 7.06pm

63. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman, Cllr. Goodheart took the Chair. Members **AGREED** that Cllr. Cosgrove would act as Vice-Chairman for the meeting.

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. Smith and Batley who were working and Cllr. Dillon who had a conflicting prior commitment. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

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.

There were no Declarations of Interest

65. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 17th SEPTEMBER 2018

The Minutes of the Meeting held on the 17th September 2018 were approved by the Committee as a correct record and were signed by the Chairman.

66. ADJOURNMENT FOR PRESENTATION FROM THE BASE SKATE PARK CIC

The Chairman adjourned the Meeting at 7.11pm to receive the presentation from The Base Skate Park CIC

The Base Skate Park is currently seeing a decline in numbers which is placing the future of the park in jeopardy. Up until May this year the Base was trading well and whilst it would be expected to experience some drop off in attendance during the summer months, this year has been exceptional.

The Base had not accounted for a new online computer game called Fortnite which is having a detrimental effect throughout the industry and as a result of this phenomenon The Base have lost four and a half thousand riders and have had to reduce staff numbers. If this decline continues Bognor Regis is in danger of losing an amazing facility which is recognised as the 5th best skate park in the UK.

The Base Skate Park are asking the Town Council for support through this difficult time and would urge Councillors to get behind The Base and push hard to promote the facility and offer any advice or guidance.

Following the presentation, The Base Skate Park took questions from the Committee.

The Chairman reconvened the Meeting at 7.37pm

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

The Chairman adjourned the Meeting at 7.38 pm

The Projects Officer read out the following statement:

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

The following items were raised from members of the public in the gallery: A member of the public asked the Committee, with regard to the issues relating to the Linear Park, would the BRTC Councillors who are also District Councillors seek to work together with other ADC Councillors to "look out" for Bognor Regis. ADC need to be challenged. No proper consultation had been undertaken and they should be made to engage. Town and District Councillors need to create as much pressure as possible to work with the people of Bognor Regis for a stronger voice.

Members of the public spoke in relation to Agenda item 12 regarding the proposal for the Bognor Regis Pavilion. Members were asked to note that at this stage they are not looking at specific sites, other than it should be in the Town to draw people into the heart of Bognor Regis, not a huge stadium on the outskirts of the Town that would not bring in footfall to the Town Centre. The winter ice rink last Christmas proved it works.

A Councillor in the public gallery asked if there had been any update on the possibility of a meeting of the Old Town Working Group. He also referred to Agenda item 14 and urged people to take a look at the exposed ramp in front of the Rock Gardens. He also had a number of photographs if anyone would like to see.

In response to the earlier presentation from The Base Skate Park a member of the public suggested posters could be put up on the promenade which may attract Butlins visitors. It was also suggested that some partnership working with Butlins could be undertaken that would benefit both parties.

The Meeting was reconvened at 7.59pm

68. CLERK'S REPORT FROM PREVIOUS MINUTES

17th September 2018 - Min.60 refers: Audit of Community Spaces as referred from Council Meeting 3rd September 2018

Members who had expressed an interest in being on the Task and Finish Group for this item were asked to confirm if the proposed meeting date previously circulated of Thursday 15th November 2018 at 11.00am was convenient. After discussion Members confirmed the date was convenient but asked to re-arrange the start time to 3.00pm. The Projects Officer will make the necessary changes and extend the invitation to other Councillors to attend if they wish.

69. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON COMMUNITY EVENT HELD ON 16th OCTOBER 2018 AND TO RATIFY EXPENDITURE OF £45.00 FOR VENUE HIRE

The Projects Officer's report was noted.

Members **AGREED** to **RATIFY** the cost of £45.00 for the venue hire for the event held on the 16th October 2018 at the Regis Centre.

Members further **AGREED** to hold another Community Event along the same lines in the New Year.

Following discussion Members also **AGREED** to hold another drop-in surgery in the London Road before Christmas. Members asked for the focus for this event to be to gather evidence, both for and against the ADC proposals for the Linear Park and Sunken Gardens.

70. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 31st OCTOBER 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 31st October 2018:

Members **RESOLVED** to **APPROVE** the costs for the BRIB Awards Evening: room hire £15.00, photos and certificates £11.02, trophy engraving £98.50 and voucher for prize draw £25.00 - Total £284.52 to be funded from the current year's Competition Expenses Budget.

Members **RESOLVED** to **APPROVE** the purchase of vouchers for the Grow a Pumpkin for Halloween Event totalling £77.00 to be funded from the current year's Competition Expenses Budget.

Members noted the total cost of the catering at £212.69 as previously ratified by this Committee at the meeting on 17th September 2018. Min.53 refers.

71. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE ON THE MEETING OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 7th NOVEMBER 2018

The Projects Officer's report was noted. The Notes of the Youth Worker Steering Group Meeting held on 7th November 2018 were also noted as being received.

Members were pleased to hear of the re-structuring procedures that have been implemented at Sussex Clubs for Young People and the assurances that as a result of these changes a more streamlined management process is in place.

Members were further please to hear that CREATE is continuing to grow and is taking control of managing its own procedures and day to day running.

72. FURTHER CONSIDERATION OF PROPOSAL BY CLLR. ENTICOTT REGARDING THE GOVERNMENT'S ANNOUNCEMENT TO WITHDRAW HOUSING SUPPORT COUNTRYWIDE - MIN. 59 REFERS

Following discussion Members felt that it would be useful to hear direct from a local stakeholder who will be affected by the proposals and invite a suitable organisation to the next meeting. However, in view of the fact that West Sussex County Council are due to make a decision on this proposal in December, and that the next meeting of this Committee is not until the New Year, Members **AGREED** to hold an Extraordinary Meeting as soon as possible to accommodate this and asked Officers to make the necessary arrangements.

73. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND INCLUDING THE RECENT APPLICATION FROM ROX AND THEIR SUBSEQUENT WITHDRAWAL

The Projects Officer's report was noted.

Members also noted the withdrawal of the ROX application.

74. CONSIDERATION OF PROPOSALS FROM THE PUBLIC QUESTION TIME OF THE MEETING HELD ON THE 17th SEPTEMBER 2018 - MIN. 47 REFERS:

- **FOR THE COUNCIL TO SUPPORT A PERMANENT ICE RINK WITH THE INCLUSION OF A MULTI-PURPOSE COMMUNITY HALL**
- **CONCERNS REGARDING LITTER, BROKEN GLASS AND GENERAL WASTE IN THE AREA BY THE UNICORN PUB**

74.1 For the Council to support a permanent ice rink with the inclusion of a multi-purpose community hall:

Members noted the Projects Officer's report and the statement provided by a member of public within the report.

Following discussion on the pros and cons of the proposal, Members **AGREED** to **RECOMMEND** to Full Council:

That Bognor Regis Town Council support the proposal of the concept for a multi-purpose pavilion incorporating a short-term flexible ice rink facility for the winter duration that would switch to facilitate various other uses during the rest of the year. The location to be considered at a later date.

74.2 Concern regarding litter, broken glass and general waste in the area by the Unicorn Pub:

Following discussion, Members suggested that as the location falls within the BID area, that the BID Board be approached to see if they would be willing to work with the Town Council to jointly tackle the problems and to try and make the area a cleaner safer environment. Members asked the Projects Officer to raise the issue with the BID at their next meeting.

A Member also spoke of his concerns over the number of complaints that have been raised against the Unicorn Pub regarding breach of licensing and the alleged inaction of ADC. It was therefore proposed that a recommendation be made to the Planning and Licensing Committee to consider taking this issue up with ADC.

Members **AGREED** to **RECOMMEND** to the Planning and Licensing Committee that they consider raising concerns with ADC over the number of complaints relating to the Unicorn Pub over the breach of licencing laws and their alleged inaction to tackle these issues.

75. UPDATE ON PROPOSAL TO TACKLE BEACH LITTER - MIN. 51 REFERS

The Projects Officer's report was noted.

Members considered a draft design for a poster that had been produced similar to the original poster previously brought to their attention. During the discussion that followed some Members felt a more hard-hitting approach may be more effective and perhaps a local designer could be approached to produce something more eye-catching. Members were also concerned that anything produced should be 100% bio-degradable.

Members were asked to identify a budget to fund this project and it was suggested that the unspent Ward Allocation Funds budget for Marine and Marine North could be utilised to support any expenditure, if the relevant Ward Members were in agreement.

Members **AGREED** to defer this item to the next meeting and to approach the Ward Members of Marine and Marine North to seek their approval to support the project and to fund the associated costs from their outstanding Ward Allocation allowance.

76. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 23rd OCTOBER 2018

The Committee **RESOLVED** to **ACCEPT** the Notes of the Meeting held on 23rd October 2018.

Members were asked to consider the following recommendations by the Topic Team as follows:

76.1 To proceed with the proposal to hire a mini-digger to investigate what existing ramps are under the stones and their condition:

Members thought it was a good idea to investigate what ramps are already in situ and their condition but were mindful of cost and the need for relevant permissions from ADC. The Projects Officer reported that a member of the Topic Team had offered to liaise with ADC in his capacity as an ADC Councillor. He was also negotiating the use of a mini-digger at no cost.

A Member of the Committee expressed reservations about an individual Councillor undertaking action points individually.

Members **RESOLVED** to **AGREE** to the proposal to proceed with the hiring of a mini-digger to investigate what existing ramps are under the stones and their condition.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the accountant be asked to identify funds through any budget savings available from within the Committee's existing budget to meet any associated expenditure if required.

76.2 To recommend to the Planning and Licensing Committee that when considering future planning proposals or regeneration plans that recommendation is made to ADC that beach access is incorporated where appropriate:

Members **RESOLVED** to **AGREE** to the proposal to recommend to the Planning and Licensing Committee that when considering future planning proposals or regeneration plans that recommendation is made to ADC that beach access is incorporated where appropriate.

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

The Projects Officer's report was noted.

78. PROPOSALS AND REQUIRED BUDGETS FOR 2019 INCLUDING: FLEXIBLE COMMUNITY FUND, BEACH ACCESS, YOUTH ACTIVITIES INCLUDING YOUTH PROVISION AND PLAYDAYS, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP - REPORT BY PROJECTS OFFICER

Members considered the proposals and required budgets for 2019 as follows:

78.1 Flexible Community Fund

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the Flexible Community Fund in line with the current budget.

During discussion a Member referred to the Grant Aid Process and felt that applications for social issues should be the remit of this Committee to determine and for the Events, Promotion and Leisure Committee to determine any applications relating to events and subsequently submitted the following proposal:

That any Grant Aid funding applications relating to social issues be referred to this Committee to determine and for any Grant Aid funding applications relating to events be referred to the Events Promotion and Leisure Committee to determine.

Following further discussion Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that Grant Aid funding applications relating to social issues be referred to this Committee to determine and for any Grant Aid funding applications relating to events be referred to the Events, Promotion and Leisure Committee to determine.

(NOTE: Since the meeting the Town Clerk has advised that this proposal will need to be a recommendation for 2020 as the decisions for 2019 Grant Aid will have already been undertaken prior to this being considered by the Policy and Resources Committee and therefore too late for 2019.)

78.2 Youth Provision

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £10,000 for the Youth Provision fund for match funding opportunities in line with this year.

78.3 Playdays

Playday events are currently funded through the Ward Allocation budget. However, a Member suggested that by having a budget specifically for Playday events this would allow for more events to be held and extended to half terms.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £3,500 for Playday events.

78.4 Ward Allocation

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

78.5 Surgeries and Open Forum

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £1,000 for the Surgeries and Open Forum in line with this year.

78.6 Bognor Regis In Bloom

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £750 for the Bognor Regis in Bloom Competition Expenses and a budget of £1,000 for the Bognor Regis in Bloom Environment Projects budget in line with the current budget.

78.7 Beach Access Topic Team

A Member proposed that a small budget be allocated to the Beach Access Topic Team to allow for preparatory works if required.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £2,000 for the Beach Access Topic Team.

79. ARUN OWNED PROPERTIES AND THEIR UPKEEP AS REQUESTED BY CLLR. COSGROVE

Cllr. Cosgrove's report was noted. Cllr. Cosgrove spoke about his concerns regarding the state of neglect and disrepair some of the ADC properties had been allowed to fall into and asked Members to support his proposal:

To express deep concerns to Arun District Council, about the serious neglect to their properties as well as the environmental position, and to request that they send a representative to answer questions from this Committee on this issue.

Following discussion Members **AGREED** to support the proposal and asked Officers to execute this decision.

80. REPORTS:

- a. To note financial reports, previously circulated

The reports were noted.

- b. Any further reports

The Projects Officer asked Members to note the planned annual maintenance undertaken to the Town Hall Clock.

An invitation had been received from Southern Water for a representative to attend a meeting on the Southern Water Bathing Water Enhancement Programme. Members **AGREED** that the Deputy Clerk should attend the meeting on their behalf.

81. CORRESPONDENCE

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

Email from West Sussex County Council Communication - Statement regarding the Integrated Prevention and Earliest Help (IPEH) Service.

The Meeting closed at 9.11pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th NOVEMBER 2018

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

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

The Meeting opened at 6.30pm

128. 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, Cllr. Dillon, who had a prior engagement, and Cllr. Woodall who was on annual leave. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

In the absence of Cllr. Dillon, it was **AGREED** that Cllr. Goodheart should act as Vice-Chairman for the meeting.

129. 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 Stanley 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

130. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th OCTOBER 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30th October 2018 as an accurate record of the proceedings and the Chairman signed them.

131. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

132. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

133. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 111108: CARNIVAL FAIRGROUNDS LTD, ICE RINK, 1-2 PLACE ST MAUR DES FOSSES, BOGNOR REGIS

Licensing Act 2003

Premises: Carnival Fairgrounds Ltd, Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis

Licence Number: 111108

The Committee noted the Licence application received for the supply of alcohol Monday to Sunday between 10:00 and 21:30 hours.

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

134. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th NOVEMBER 2018, AND PLANNING APPLICATION BR/214/18/PL ON LIST DATED 26th OCTOBER 2018 DEFERRED FROM MEETING HELD 30th OCTOBER 2018 - MIN. 120.3 REFERS

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

134.2 The Committee noted that representations had been received from the public in relation to Planning Applications BR/214/18/PL, BR/247/18/HH, BR/270/18/PL, BR/263/18/PL and BR/280/18/PL. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

135. 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 2nd, 9th AND 16th NOVEMBER 2018

There were none.

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

There were none.

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

There were none.

138. TO CONSIDER TREE PRESERVATION ORDERS AT SUNKEN GARDENS, BOGNOR REGIS, AS REFERRED FROM PUBLIC QUESTION TIME AND STATEMENTS AT COUNCIL MEETING HELD ON 5th NOVEMBER 2018 - MIN. 131 REFERS

At the Council Meeting held on 5th November 2018 it was suggested by a member of the public, during public question time and statements, that

the Town Council request Tree Preservation Orders for certain specimens around the Queensway car park (Council Min.131 refers).

Having considered this suggestion, Members **AGREED** that the Civic & Office Manager should contact Arun District Council (ADC) to ascertain whether any Tree Preservation Orders (TPOs) currently exist in this location.

It was also **AGREED** that the member of the public be contacted to establish exactly which species of tree were being referred to, the precise location of each, and the reasons why it is believed that these trees merit such protection.

Upon receipt of the information from both ADC and the member of the public, the Civic & Office Manager would then accompany Committee Members to carry out a site visit and to gather photographic evidence of the identified trees.

Members **AGREED** that a report would be brought back to the Planning and Licensing Committee at a future meeting for further consideration of the matter.

139. CORRESPONDENCE

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

Additional correspondence included: -

- 139.1** WSCC - Planned Roadworks Report, 14th-28th November 2018. Circulated to Councillors and uploaded to Facebook.
- 139.2** ADC - Lyminster and Crossbush Neighbourhood Area Designation Consultation: 12th November to 24th December 2018.
- 139.3** CPRE - Campaigns update.
- 139.4** Housing, Communities and Local Government Committee - Evidence Session: Leasehold reform, to be heard 19th November 2018.

The Meeting closed at 8.03pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th NOVEMBER 2018
REPRESENTATIONS ON LISTS DATED 2nd, 9th AND 16th NOVEMBER 2018, AND PLANNING APPLICATION
BR/214/18/PL ON LIST DATED 26th OCTOBER 2018

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

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|---|---|---|
| BR/214/18/PL Former hotel tennis courts Adjacent to Royal Norfolk Hotel West Street Bognor Regis | 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 | OBJECTION Members were concerned about the effect of the proposed development on the setting of The Royal Norfolk Hotel, which is listed grade II, and on the character and appearance of West Street which lies within The Steyne and Waterloo Square Conservation Area. It was also felt that loss of open space to the east of the hotel would harm the character of the Conservation Area. |
| BR/247/18/HH Glenfield 75 Mead Lane Bognor Regis | Two storey side extension, 1 No. new window to ground floor side elevation & 2 No. new rooflights. This application may affect the Upper Bognor Road & Mead Lane Conservation Area | NO OBJECTION |
| BR/256/18/L The Lodge West Street Bognor Regis | Application for Listed Building Consent for installation of double glazed windows and doors. This application affects the character and appearance of The Steyne Conservation Area | NO OBJECTION |
| BR/227/18/PL 1-2 Lyon Street Bognor Regis | Storage unit with flat roof | NO OBJECTION |
| BR/248/18/HH 10 Annandale Avenue Bognor Regis | Demolition & erection of front garden brick wall & garden gate | NO OBJECTION |

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| BR/253/18/PL 60 & 62 London Road Bognor Regis | Change of use from retail (A1 Shops) to orthodontics practice (D1 Non-residential institution) | NO OBJECTION |
| BR/262/18/PL Bradlaw House 5 Sudley Road Bognor Regis | Change of use from mixed use development consisting of Dental Surgery (D1 Non-Residential Institutions), night club (Sui Generis) & part residential (2 No. units existing) (C3 Dwellinghouse) to conversion to 8 No. flats with associated services (6 No. new units). This application may affect the setting of a listed building - Resubmission of BR/52/18/PL | NO OBJECTION |
| BR/270/18/PL 18-20 London Road Bognor Regis | Part conversion & extension of existing building to provide 6 No. additional storeys over existing rooftop to provide up to 104 No. student residential units with access from Bedford Street, associated servicing & ancillary accommodation, entrance & new internal stairs to existing building to provide access from Bedford Street. This application may affect the setting of listed buildings & the character & appearance of nearby conservation areas | NO OBJECTION Whilst the Town Council are in support of Planning Application BR/270/18/PL they would respectfully request that any developer contributions are put towards enhancements being made to Bedford Street, such as lighting in keeping with the surrounding area, to improve the safety and security of residents. These enhancements should also include Fitzleet multi-storey car park. |
| BR/263/18/PL St Josephs Albert Road Bognor Regis | Application for variation of conditions following grant of planning permission BR/348/16/PL relating to Cond 2 - Block plan & smoking shelter, Cond 9 – smoking shelter materials & Cond 11 - use of smoking shelter & conservatory | OBJECTION As a result of the noise, disturbance and smells resulting from the proposed hours of operation. These material considerations have been cause for complaint. |

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| BR/279/18/HH Blakeney Cottage Sylvan Way Bognor Regis | Single storey rear extension. New second floor dormer roof to provide master bedroom suite. Alterations to front elevation, including replacement garage, porch to front door, new slate roof finish, raised roof eaves to provide enlarged first floor and rendered and horizontal weatherboarding to front and rear elevations | NO OBJECTION |
| BR/280/18/PL Ambulance Station 44 Chichester Road Bognor Regis | Change of use from storage and Distribution (B8) to Assembly and Leisure (D2) | NO OBJECTION |
| BR/282/18/A South Bersted Garage Shripney Road Bognor Regis PO22 9LN | 1 No. internally illuminated T-pole sign | NO OBJECTION |
| BR/286/18/HH 4 Frith Road Bognor Regis PO21 5LL | Rear single storey extension | NO OBJECTION |
| BR/283/18/PL Central House 18 Waterloo Square Bognor Regis PO21 1SU | Enlarge dormer to the bay roof on north, ground floor windows & doors & railings to west elevation. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area | OBJECTION The proposed changes to the existing west elevation of the building would adversely affect the character and appearance of Waterloo Square which lies within The Steyne and Waterloo Square Conservation Area. |

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| BR/288/18/HH 13 Somerset Gardens Bognor Regis PO21 2AA | Single storey side extension | NO OBJECTION |
| BR/281/18/PL 99 Victoria Drive Bognor Regis PO21 2DZ | Demolition of existing dwelling & erection of a three story building to provide 9 No. flats, 6 No. 1 bed & 3 No. 2 bed units with associated amenity areas, access & car parking | NO OBJECTION |



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th DECEMBER 2018

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

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

The Meeting opened at 6.30pm

140. 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, due to family commitments, Cllrs. Mrs. Daniells and Dillon, who were attending another meeting, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

141. 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 Interest - 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

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

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

143. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

144. CLERK'S REPORT FROM PREVIOUS MINUTES

144.1 18th September 2018 - Min. 93 - Garden Town initiative

A reply had been received from the Director of Place at Arun District Council, in response to a letter sent by the Town Council to the Chief Executive. It was confirmed that Officers at Arun District Council had been considering the implications of the initiative. The District Council believes that with all the homes that have to be delivered as part of the current Local Plan, the focus should fall on them rather than any hypothetical proposals of which they are not currently aware of.

144.2 18th September 2018 - Min. 97 - Listed Building process

Members noted that the new owners of the building would be exhibiting the proposed plans on 6th December 2018, with members of their project team available to explain the scheme. Town Councillors have been invited to attend the exhibition and asked to contact the Civic & Office Manager by no later than 17th December 2018 with any comments they may have in relation to previous considerations on this matter. The issue will then be placed on an agenda for a future meeting.

144.3 30th October 2018 - Min. 125 - Cycling Matters

A reply had been received from Sussex Police & Crime Commissioner, Mrs Katy Bourne, in response to a letter sent by the Town Council expressing ongoing concerns about cycling in the London Road Precinct, Bognor Regis. The Commissioner has brought the matter to the attention of the local District Commander, Chief Inspector Ottery, for his consideration and attention.

144.4 20th November 2018 - Min. 138 - Tree Preservation Orders

Arun District Council have confirmed that there are presently no Tree Preservation Orders in place around the Queensway car park. There has been no response, to date, from the member of the public who had been asked to provide details of the trees to which they had referred to during public question time and statements at the Council Meeting held on 5th November 2018.

145. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, VARIATION TO PREMISES LICENCE 111224: BEST KEBAB, 18 QUEENSWAY, BOGNOR REGIS

Licensing Act 2003

Premises: Best Kebab, 18 Queensway, Bognor Regis

Licence Number: 111224

Members considered the Variation application to Premises Licence: 111224 by Best Kebab and discussed the details of the application.

Whilst the Committee did not object to the scheduled days/timings to supply alcohol, Members **RESOLVED** to **OBJECT** to the application for the sale of alcohol for consumption off the premises on the following grounds:- Prevention of crime and disorder; and the prevention of public nuisance.

There were concerns over alcohol being available to purchase at such an early hour, especially due to where this premises is situated in the Town Centre, and the potential for issues with street drinkers and anti-social behavior in nearby areas such as the Sunken Gardens and Queensway car park. The Town Council has been working successfully with other organisations and the police to address the situation of street drinking in Bognor Regis and this application goes against this work.

146. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23rd AND 30th NOVEMBER 2018

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

- 146.2** The Committee noted that no representations had been received from the public, or from neighbouring parishes, in respect of these applications.
- 146.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).
- 147. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 23rd AND 30th NOVEMBER 2018**

There were none.

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

ADC Development Control Meeting - 12th December 2018.

**BR/225/18/PL - Change of use of land to allow events & associated temporary structures & equipment & portable buildings for use by businesses associated with those events
Place St Maur Des Fosses, Belmont Street, Bognor Regis**

It was noted that the Committee had raised **NO OBJECTION** at their meeting on 18th September 2018 and therefore would not be making further representations at the next ADC Development Control Committee Meeting.

- 149. CORRESPONDENCE**

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

Additional correspondence included: -

- 149.1** Housing, Communities and Local Government Committee - Government responds to Land Value Capture Report.
- 149.2** WSCC - Planned Roadworks Report 28th November-12th December 2018. Circulated to Committee and uploaded to Facebook.

The Meeting closed at 7.16pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th DECEMBER 2018
REPRESENTATIONS ON LISTS DATED 23rd AND 30th NOVEMBER 2018

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

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|---|--|--|
| BR/290/18/PL Wilton House 37 West Street Bognor Regis PO21 1FS | Removal & replacement of all existing windows & doors to front, rear & side elevations from double glazed timber sash windows & doors to PVCu windows & doors to match the existing in profile & pattern. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of listed buildings | NO OBJECTION on the grounds that the replacements are sympathetically designed to match the existing profile. |
| BR/298/18/HH 3 Westloats Lane Bognor Regis PO21 5LG | Removal of existing conservatory & erection of side & rear single storey extension & roof alterations to form new 2nd floor with rear dormer projection | NO OBJECTION |
| BR/227/18/PL 1-2 Lyon Street Bognor Regis | Demolition & erection of storage unit with flat roof | NO OBJECTION |
| BR/301/18/HH Sudbury Westloats Lane Bognor Regis PO21 5JZ | Rear single storey extension | NO OBJECTION |



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 18th DECEMBER 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,
S. Goodheart (during Min. 155) and M. Stanley

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

The Meeting opened at 6.31pm

150. 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 Cllrs. Cosgrove, Dillon and Woodall who had prior engagements. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

151. 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 Stanley 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

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

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 4th December 2018 as an accurate record of the proceedings and the Chairman signed them.

153. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

154. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

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

There were none.

Cllr. Goodheart arrived to the Meeting

156. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 7th AND 14th DECEMBER 2018

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

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

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

- 157. 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 7th AND 14th DECEMBER 2018**

There were none.

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

There were none.

- 159. TO NOTE THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 12th NOVEMBER 2018 THAT CONCERNS BE RAISED WITH ARUN DISTRICT COUNCIL OVER THE NUMBER OF COMPLAINTS RELATING TO THE UNICORN PUB OVER THE BREACH OF LICENSING LAWS - MIN. 74.2 REFERS**

The Civic & Office Manager's report was noted.

Members of the Planning and Licensing Committee stated that they had also listened to complaints from members of the public in relation to the Unicorn Pub, particularly with regard to anti-social behavior.

During discussion it was acknowledged that ADC's Licensing Team had proved to be very proactive earlier this year when dealing with concerns regarding another premises in the High Street.

Members **AGREED** to formally submit their concerns about the Unicorn Pub to the Licensing Team at ADC, copying in Sussex Police and Nick Gibb MP, and to ask exactly what action is being taken to address this matter.

- 160. TO NOTE THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 12th NOVEMBER 2018 THAT WHEN THE PLANNING AND LICENSING COMMITTEE CONSIDERS FUTURE PLANNING PROPOSALS OR REGENERATION PLANS, RECOMMENDATION IS MADE TO ARUN DISTRICT COUNCIL THAT BEACH ACCESS IS INCORPORATED WHERE APPROPRIATE - MIN. 76.2 REFERS**

The Civic & Office Manager's report was noted. Furthermore, Members noted the request put forward by the Beach Access Topic Team, and

subsequently recommended by the Community Engagement and Environment Committee.

Members **AGREED** that when considering future planning proposals or regeneration plans that recommendation is made to Arun District Council that beach access is incorporated where appropriate, as detailed in Policy 7 of the Neighbourhood Development Plan 2015-2030.

161. 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 the Listed Building application process.

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

162. FURTHER CONSIDERATION OF LISTED BUILDING APPLICATION PROCESS - MIN. 97 REFERS

The Civic & Office Manager gave a verbal update and Members discussed the recent changes in the building's ownership. Some Members of the Town Council had inspected the proposed plans for the building and had considered how Listed Building status may affect any future development.

Subsequently, Members **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Meeting held on 18th September 2018 and withdraw the application, submitted to Historic England, for Listed Building status.

163. CORRESPONDENCE

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

Additional correspondence included: -

- 163.1 CPRE Sussex - response to Gatwick Airport's expansion Masterplan. Notification that the Airport have released the Masterplan which is out for consultation until 10th January 2019. Members were asked if they would like the matter as an agenda item at the January meeting if they might likely wish to comment, and this was declined**
- 163.2 Housing, Communities and Local Government Committee - Inquiry Launch: Modern Methods of Construction. Evidence Session: High Streets and Town Centres in 2030.**
- 163.3 Arun District Council - Hard copy of Arun Local Plan 2011-2031 (adopted July 2018).**

- 163.4** Reply from the Ministry of Housing, Communities & Local Government in response to a letter sent by BRTC regarding the Garden Town Initiative.
- 163.5** WSCC - Latest Planned Roadworks report 12th-26th December 2018. Emailed to Committee and uploaded to Facebook.

The Meeting closed at 8.02pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th DECEMBER 2018
REPRESENTATIONS ON LISTS DATED 7th AND 14th DECEMBER 2018

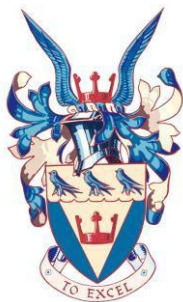
The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

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| BR/297/18/T 10 Newhall Close Bognor Regis PO21 5RG | Crown thin of 10% 1 No. Common Beech tree | NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting. |
| BR/310/18/HH 71 Longford Road Bognor Regis PO21 1AE | Roof alterations to form gable end to new 2nd floor with rear dormer projection & 1 No. new window in ground floor south elevation | NO OBJECTION |
| BR/311/18/PL Land to the east of University of Chichester Upper Bognor Road Bognor Regis PO21 1HR | Erection of 176 bedroom student accommodation building with associated hard & soft landscaping. This application may affect the setting of listed buildings, may affect the character & appearance of the Upper Bognor Road, Mead Lane Conservation Area & is a Departure from the Development Plan | OBJECTION Although Members are keen to support the University, they wish to object to the design due to the impact the unsympathetic and austere design will have on its setting, adjacent to both listed buildings and a Conservation Area, also being detrimental to the gateway into Town. The proposed buildings are significant in their scale and massing, in relation to the Conservation Area and the listed buildings and will further erode the open landscape of the campus and conservation area in views from the north and from Felpham Way. It is felt that the design does not comply with Policy 8a (Design Excellence) of the Neighbourhood Development Plan which states that Development proposals that |

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| <p>BR/311/18/PL <i>Land to the east of University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</i></p> | | <p>fail to take the opportunities available for enhancing the local character and quality of the area and the way it functions will not be supported. A central part of achieving excellence in design is responding to and integrating with local surroundings landscape and context as well as the build environment through: using good quality materials that complement the existing palette of materials used within the area. Justification of this Policy states that this policy aims to ensure that investments in key new buildings and spaces of our Town will contribute to planning, designing and delivering attractive and lasting buildings and spaces that demonstrate a design approach relating strongly to Bognor Regis' identity. This design also fails Policy 1 Delivery of the Vision of the Neighbourhood Development Plan which states that major developments should demonstrate how proposed changes will support the delivery of relevant Neighbourhood Development Plan objectives and our vision for Bognor Regis. Members felt that material considerations must be applied in respect of: - Highway safety and traffic: with problems already in existence with student cars being parked on surrounding streets, making access to residents of these roads difficult; Need</p> |
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| <p>BR/311/18/PL <i>Land to the east of University of Chichester</i> Upper Bognor Road Bognor Regis PO21 1HR</p> | | <p>to safeguard the countryside or protected species of plant or animal: with the application providing no evidence of a protected species survey having been undertaken; Effect on the level of daylight and privacy of existing property: concern expressed at the effects shown in Shadow Study 1 to properties in Hook Lane, Brooks Lane and Brooks Mead. In wishing to support and work with the University, Members would welcome open discussions with the applicant to discuss the design, amongst other concerns.</p> |
| <p>BR/273/18/PL The Gables Hotel 28 Crescent Road Bognor Regis PO21 1QG</p> | <p>Change of use from Hotel (C1 Hotels) to 4 No. Flats (C3 Dwelling House) including enlarged dormer & additional door on SE elevation</p> | <p>OBJECTION Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlins overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&B s and Guest houses. This is possibly related to the high proportion of socially rented properties and associated tenancy</p> |

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| <p>BR/273/18/PL <i>The Gables Hotel</i> <i>28 Crescent Road</i> <i>Bognor Regis</i> <i>PO21 1QG</i></p> | | <p>restrictions along the seafront, town centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect existing hotels, in this particular area, which will be much needed.</p> |
| <p>BR/315/18/T 9 Pevensey Road Bognor Regis PO21 5NR</p> | <p>Crown reduction of 2m, Crown lift of 5m and Thin Epicormic 30% 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> |



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10th DECEMBER 2018

PRESENT:

Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,
P. Dillon, S. Goodheart and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Member of public in the public gallery

The Meeting opened at 6.30pm

58. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement. No apologies had been received from Cllrs. Batley or Smith. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

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

59. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

There were no declarations of Interest

60. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th OCTOBER 2018

It was **RESOLVED** that the Minutes of the Meeting held on 8th October 2018 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

61. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the meeting at 6.32pm

A member of the public spoke about the following points:

- The need to keep poster sites filled at all times. He acknowledged that at the end of the season there would not be any events to be promoted but asked if it would be possible for any poster sites to be filled with something suitable, so they were never empty.
- Could something be done about the graffiti on the wind shelters on the Promenade?
- Referring to agenda item 10, he thought the idea of an enclosed structure was a good idea and suggested several possible sites that could be used.

A Member wished to discuss the poster sites in more detail and it was therefore **AGREED** that the Clerk would ensure this is an agenda item for the next meeting.

A Member asked if Town Force could remove the graffiti but was advised by the Clerk that the shelters are ADC property and they no longer contribute to the Street Scene Partnership Scheme. Members asked for this to be raised at the next ADC/BRTC Liaison Meeting.

The Chairman reconvened the meeting at 6.41pm

62. CLERK'S REPORT FROM PREVIOUS MINUTES

62.1 Min. 49 - 8th October 2018 - Matters arising from the minutes which are not a separate agenda item

Further to the presentation from Vinco Marketing in August, Members had asked for Bognor.Today to be invited to give a similar presentation. Bognor.Today have declined at present due to a series of upgrades they are undertaking to their website, but have requested the invitation remain open until such time as these are complete. Members noted this response.

62.2 Min. 50.3 - 8th October 2018 - Drive Through Time

A Member had asked that the Town Council 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. Clarification has been sought with the Accountant who confirmed that at present whilst the sponsorship for screens was not shown in the accounts, this is a perfectly correct procedure and can still be classed as sponsorship. However, for the avoidance of any doubt in future, if Members would prefer, it is possible to invoice for the full amount and request a credit note for the sponsorship element.

The Member was not satisfied with this response and following discussion Members **AGREED** that this should be looked at by the Internal Auditors when they next visit.

62.3 Min. 55 - 8th October 2018 - Proposal to hold a Commemoration Event to mark Holocaust Day in January 2019

Invitations have been sent to the Parish Church of St Wilfrid's, Our Lady of Sorrows RC Church, the Bognor Regis Jewish Community and the Bognor Regis Muslim Community Centre to attend the Full Council Meeting in January to mark the 2019 commemoration event and join in a moment of reflection and prayer.

The Clerk reported that to date only one invitee had accepted the invitation. Due to the timescale in getting the arrangements in place in time for the January meeting, Members **AGREED** that if no other responses were received before Christmas it would be best to withdraw the invitation.

63. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 13th NOVEMBER 2018

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 13th November 2018:

63.1 Min. 21 - Ratification of expenditure of £30.09 for refreshments at the AGM held on 23rd October 2018 and associated AGM costs of £27.00

Members **RESOLVED** to **APPROVE** the costs for of £57.09 for refreshments and associated costs for the AGM.

63.2 Min. 23 - Consideration of proposal that allotment rents are rounded up/down to the nearest pound to assist with banking

Members **RESOLVED** to **APPROVE** the recommendation that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

63.3 Min. 24 - Ratification of expenditure of £56.60 on three combination padlocks to replace two broken ones and to have one spare

Members **RESOLVED** to **APPROVE** the costs of £56.60 for three combination padlocks.

63.4 Min. 25 - To note recent bills for water supply to allotments and consideration of management of future water usage to address increased costs

Members **RESOLVED** to **APPROVE** the recommendation that a water levy be included on renewal notices from October 2019 to cover any increased costs for future water usage.

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

The updates on the Events Officer's report were noted.

65. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2019

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

TOWN EVENTS

| | |
|---|----------|
| 10K Road Race | 22 hours |
| Carnival | 45 hours |
| Birdman | 30 hours |
| ROX (ROX in the Park, main festival, Halloween) | 60 hours |
| Hotham Park Country Fair | 55 hours |
| Illuminations Gala | 5 hours |
| Southdowns Folk Festival | 40 hours |
| Carol Concert in the Park | 30 hours |
| Kite Festival | 20 hours |
| Bognorphenia | 20 hours |
| Town Centre Events | 30 hours |
| Armed Forces Day | 50 hours |

TOWN COUNCIL EVENTS

| | |
|---|-------------------------|
| Proms in the Park | 45 hours |
| A Drive Through Time | 110 hours |
| Funshine Days (20 days) | 65 hours |
| Remembrance Day | 35 hours |
| Christmas Lights Switch-On | 80 hours |
| Day in the Park | 50 hours |
| Unallocated at the discretion of Events Officer | 20 hours |
| TOTAL | <u>812 hours</u> |

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

66. UPDATE ON PROPOSAL FOR AN EVENT ON THE PROMENADE - MIN. 38 REFERS

The Projects Officer's report was noted and Members looked forward to receiving a further update in the New Year.

67. CONSIDERATION OF COSTS FOR MARQUEES OR ENCLOSED STRUCTURES FOR USE DURING BAD WEATHER - MIN. 50.5 REFERS

The Projects Officer's report was noted.

Following discussion Members **AGREED** that it would be more cost effective to hire in a marquee or enclosed structure as and when required and therefore would not be pursuing this further.

68. CONSIDERATION OF FORMAT AND QUOTATIONS FOR EVENTS GUIDE 2019 INCLUDING REVIEW OF 2018 ENTRY INTO "PLACES TO VISIT SUSSEX" AND CONSIDERATION OF 2019 PUBLICATION

The Events Officer provided Members with details of costs of different formats for the 2019 Events Guide as follows:

DL Leaflet

Company A:

| | |
|---------------------|----------------|
| Print run of 20,000 | £677.00 |
| Artwork | £70.00 |
| Total | £747.00 |

Company B:

| | |
|---------------------|----------------|
| Print run of 20,000 | £440.00 |
| Artwork | £45.00 |
| Total | £485.00 |

Company C:

| | |
|---------------------|----------------|
| Print run of 20,000 | £477.00 |
| Artwork | £65.00 |
| Total | £542.00 |

16pp Guide**Company A:**

| | |
|---------------------|------------------|
| Print run of 20,000 | £995.00 |
| Artwork | £420.00 |
| Total | £1,415.00 |

Company B:

| | |
|---------------------|------------------|
| Print run of 20,000 | £994.00 |
| Artwork | £470.00 |
| Total | £1,464.00 |

Company C:

| | |
|---------------------|------------------|
| Print run of 20,000 | £1,100.00 |
| Artwork | £350.00 |
| Total | £1,450.00 |

Following discussion, Members **AGREED** the following:

- To produce a DL leaflet as the preferred option for the 2019 Events Guide
- To appoint Company B to produce the artwork and printing of the DL leaflet
- For the Events Officer to re-negotiate a package with "Places to Visit Sussex" which incorporated advertising and the production of a map up to a maximum budget of £600

A Member expressed concerns that the next meeting in February would not give enough time to consider the artwork proposals. The Clerk will therefore liaise with the Chairman to call an Extraordinary Meeting should this be required.

69. FURTHER CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE INCLUDING POSSIBLE JOINT PARTNERSHIP EVENT WITH THE BID - MIN. 53 REFERS

Following discussion, Members **AGREED** that Bognor Regis BID be approached to see if they would like to consider running a partnership event. The Projects Officer will take this proposal to the next BID Board Meeting.

70. CONSIDERATION OF PROPOSAL BY CLLR. BROOKS REGARDING SUSSEX TOP ATTRACTIONS

Cllr. Brooks gave an overview of the Sussex Top Attractions pamphlet and the merits of advertising in the publication. However, as the deadline for inclusion had been missed, Members **AGREED** to defer this item until next year.

71. CONSIDERATION OF PROPOSAL FROM A LOCAL ARTIST FOR THE TOWN COUNCIL TO HOLD AN ANNUAL EVENT

The Projects Officer's report was noted.

Following discussion Members **AGREED** that whilst they were in favour of the event proposal, it is not something they would consider running as part of the Town Council events programme. However, they would like to offer advice and assistance to the local artist if they chose to undertake the event themselves. Officers were asked to thank the member of public for the proposal and to offer assistance wherever possible.

72. TO NOTE CORRESPONDENCE

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

73. DATE OF NEXT MEETING

Monday 11th February 2019

The Meeting closed at 8.00pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019

AGENDA ITEM 12 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. COSGROVE

REPORT BY TOWN CLERK

FOR DECISION

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

"This Council

Expresses deep concern at the persistent, long-term neglect of properties owned by Arun District Council, viz The Beach Hotel site, 2-4 and 6-8 Waterloo Square, and calls on Arun to initiate an Independent Inquiry into this matter and that the subsequent Report be published in the public domain thereafter."

Officer Comment

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

Members are also asked to note that the matter of neglect of ADC owned properties has already been referred to the Community Engagement and Environment Committee at the request of Cllr. Cosgrove and was discussed at their meeting held 12th November 2018 (Min. 79 refers) with Members agreeing at that time to express the concerns to ADC and furthermore, that ADC be asked to send a representative to answer questions from the Committee on the issue.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the Community Engagement and Environment Committee in view of the action already being taken relating to this matter?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 13 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. COSGROVE**

REPORT BY TOWN CLERK

FOR DECISION

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

"This Council

Supports the Sir Richard Hotham Project (SRHP) for the Regis Centre, Hothamton and Esplanade Theatre sites as the most realistic prospect for the Town Centre's Regeneration and calls on Arun District Council as owner of the land to cooperate and work with SRHP to implement the proposals which have gained planning consent and which are funded."

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, does the Mayor deem the matter urgent enough for immediate discussion or alternatively direct that the matter should stand referred, without discussion, to the next Full Council Meeting?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019

AGENDA ITEM 14 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. COSGROVE

REPORT BY TOWN CLERK

FOR DECISION

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

"This Council

Calls on West Sussex Education Authority, and The Regis School to work together to enable The Phoenix Centre to be accessed as originally conceived and publicly funded by all local young people and not just a limited number as at present and pledges this Council's help in achieving this goal."

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

AGENDA ITEM 15 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 19th DECEMBER 2018 (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the meeting of the Arun District Association of Local Councils held on 19th December 2018 will be circulated at the meeting if available.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

AGENDA ITEM 16 - TO NOTE CHANGE IN POLITICAL PARTY AFFILIATION FOR CLLR. LINEHAM TOGETHER WITH COMMITTEE APPOINTMENTS FOLLOWING RESIGNATION OF CLLR. BATLEY FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

REPORT BY TOWN CLERK

**FOR INFORMATION
/DECISION**

Cllr. Lineham has formally advised that he has severed his political ties to the UK Independence Party (UKIP) and intends to serve the remainder of his term as an Independent Member. Cllr. Lineham has advised that he wishes to be aligned to the Independent Group but confirmation of the Group's agreement to this has not been received from the Group Leader, Cllr. Brooks.

Therefore, at the current time the Committee places remain unaltered as follows:

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

Committee Proportionality

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

If and when confirmation of the agreement of the Independent Group is received, the issue of Committee Allocations will need to be referred back to Council for consideration.

In addition, Cllr. Batley has informed the Town Clerk that he does not wish to remain as one of the Liberal Democrats seats on the Community Engagement and Environment Committee. The Group Leader therefore needs to confirm who, if anyone, will be taking this seat and if left vacant, Council may appoint a substitute from the remainder of the Council.

In light of the above, Members are invited to review the Committee Memberships as follows:

Community Engagement and Environment Committee

The Liberal Democrats Group Leader needs to confirm who, if anyone, will be taking their one vacant seat.

DECISIONS

Members are invited to **NOTE** the change to Cllr. Lineham's political affiliation and **AGREE** the appointment to fill the Liberal Democrats vacancy on the Community Engagement and Environment Committee following the withdrawal of Cllr. Batley.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019

REPORT BY TOWN CLERK

FOR DECISION

AGENDA ITEM 17 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2019-2020

AGENDA ITEM 18 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2019-2020

Item 17 - To consider the Bognor Regis Town Council Budget for 2019-20

Please find below an excerpt from Min. 118 from the Policy and Resources Committee Meeting of 3rd December 2018 with the recommendation to Council:

*Having fully debated the Budget presented to them, Members **RESOLVED** unanimously to **RECOMMEND** to Council the draft Budget proposals for 2019/20 as circulated resulting in a Precept of £916,001.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2019/20, a copy of which is attached as **APPENDIX 1**.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2019/20.

Item 18 - To decide the amount for the Precept to be issued for 2019-20

As noted above the agreed Budget requires a Precept of £916,001.

To enable the agreed Precept of £916,001, Members are invited to **RESOLVE** to **APPROVE** an increase to the per household charge of 2.93% or £3.56 per annum to a Band D property (Budget Summary attached as **APPENDIX 2**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2019/2020.

To **RESOLVE** to **APPROVE** the Precept amount for 2019/20 of £916,001 funded by an increase to the Band D household charge of 2.93% or £3.56 per annum

Budget Summary**Revenue Income****Year Ended 31st March 2020**

| | | 2018/19 | | 2019/20 | Budget |
|---------------------------------------|-------|------------------|-------------------------------|-----------------|------------------|
| | | Projected | Budgeted (Revised) | Proposed | Incr/Decr |
| <u>Operating Budgets (Net)</u> | | | | | |
| Administration | 101 | 9300 | 7000 | 8500 | 1500 |
| Civic | 102 | 500 | 0 | 500 | 500 |
| Mayor's Charity Activities | 103 | 1330 | 0 | 0 | 0 |
| Projects and Events | 104 | 125 | 0 | 0 | 0 |
| Town Force | 105 | 16200 | 18800 | 16200 | -2600 |
| B R Parking Scheme | 106 | 0 | 0 | 0 | 0 |
| Street Scene Enhanc't | 110 | 7000 | 8000 | 3200 | -4800 |
| Meteorological | 202 | 0 | 0 | 0 | 0 |
| Seafront & Concessions | 203 | 0 | 0 | 0 | 0 |
| Floral Displays | 204 | 26629 | 27500 | 26500 | -1000 |
| Roads & Streetlights | 401 | 0 | 0 | 0 | 0 |
| Allotments | 402 | 2059 | 2000 | 2000 | 0 |
| Planning (General) | 403 | 0 | 0 | 0 | 0 |
| | | | 0 | | |
| <u>Discretionary Spending</u> | | | | | |
| Grant Aid | 107 | 0 | 0 | 0 | 0 |
| P & R Projects | 108 | 0 | 0 | 0 | 0 |
| Christmas Activities | 207 | 0 | 0 | 0 | 0 |
| E & L Projects | 208 | 0 | 0 | 0 | 0 |
| Events | 301-5 | 7042 | 0 | 0 | 0 |
| | | | | | |
| <u>Revenue Income</u> | | 70185 | 63300 | 56900 | -6400 |

Year Ended 31st March 2020

2019/20
Proposed

*Budget
Incr/Decr*

Operating Budgets (Net)

| | | | | | |
|--------------------------------------|-------|---------------|---------------|---------------|--------------|
| <u>Revenue Expenditure</u> | | | | | |
| Administration | 101 | 270482 | 247936 | 276599 | 28663 |
| Civic | 102 | 31746 | 32183 | 34193 | 2010 |
| Mayor's Charity Activities | 103 | 1330 | 0 | 0 | |
| Projects and Events | 104 | 206056 | 205942 | 217020 | 11078 |
| Town Force | 105 | 47758 | 42088 | 60768 | 18680 |
| B R Parking Scheme | 106 | 21149 | 21149 | 21149 | 0 |
| Street Scene Enhanc't | 110 | 2031 | 1974 | 2334 | 360 |
| Meteorological | 202 | 9756 | 9852 | 10252 | 400 |
| Seafront & Concessions | 203 | 0 | 0 | 0 | 0 |
| Floral Displays | 204 | 78413 | 76459 | 76659 | 200 |
| Roads & Streetlights | 401 | 3650 | 3628 | 3750 | 122 |
| Allotments | 402 | 5752 | 5357 | 5852 | 495 |
| Planning (General) | 403 | 0 | 0 | 0 | 0 |
| <u>Discretionary Spending</u> | | | | | |
| Grant Aid | 107 | 47202 | 65000 | 55000 | -10000 |
| P & R Partnership | 108 | 16791 | 12000 | 22000 | 10000 |
| Christmas Activities | 207 | 11157 | 11157 | 37657 | 26500 |
| E & L Projects | 208 | 13554 | 13454 | 17944 | 4490 |
| Events | 301-5 | 37830 | 33011 | 33711 | 700 |
| Revenue Expenditure | | 804657 | 781190 | 874888 | 93698 |

Budget Summary

Year Ended 31st March 2020

| | 2018/19 | | 2019/20 | Budget |
|--|---------------|-----------------------|---------------|--------------------------|
| | Projected | Budgeted (Revised) | Proposed | Incr/Decr |
| REVENUE EXPENDITURE | | | | |
| Policy & Resources | 644545 | 628272 | 689063 | 60791 |
| Comm'y Eng't & Env't | 91967 | 89913 | 94603 | 4690 |
| Events, Prom'n & Leisure | 64495 | 59377 | 87472 | 28095 |
| Planning | 3650 | 3628 | 3750 | 122 |
| | <u>804657</u> | <u>781190</u> | <u>874888</u> | <u>93698</u> |
| INCOME | | | | |
| Policy & Resources | 34455 | 33800 | 28400 | -5400 |
| Comm'y Eng't & Env't | 28688 | 29500 | 28500 | -1000 |
| Events | 7042 | 0 | 0 | 0 |
| Planning | 0 | 0 | 0 | 0 |
| | <u>70185</u> | <u>63300</u> | <u>56900</u> | <u>-6400</u> |
| NET REVENUE EXPENDITURE | <u>734472</u> | <u>717890</u> | <u>817988</u> | <u>100098</u> |
| CAPITAL EXPENDITURE (NET) | | | | |
| Loan Charges | 88780 | 88926 | 89013 | 87 |
| BPCL - Additional Income | -38000 | -38000 | -51000 | -13000 |
| Capital Funding Provision | 70000 | 70000 | 60000 | -10000 |
| Policy & Resources | 2250 | 4500 | 0 | -4500 |
| Env & Leisure | 0 | 0 | 0 | 0 |
| Planning | 0 | 0 | 0 | 0 |
| | <u>123030</u> | <u>125426</u> | <u>98013</u> | <u>-27413</u> |
| TOTAL NET EXPENDITURE | <u>857502</u> | <u>843316</u> | <u>916001</u> | <u>72685</u> 8.62% |
| Financed as follows | | | | |
| Reserves at 1st April | 290499 | 242028 | 311652 | |
| Reserves at 31st March | 311652 | 277367 | 311652 | |
| Used to Fund Expenditure | -21153 | -35339 | 0 | 0.00% |
| Precept Required | 878655 | 878655 | 916001 | 37346 (of Precept) 4.25% |
| TOTAL TAXATION FUNDING REQUIRED | <u>878655</u> | <u>878655</u> | <u>916001</u> | <u>37346</u> 4.25% |
| | <u>857502</u> | <u>843316</u> | <u>916001</u> | <u>37346</u> |

ADJUSTED BASIS

| | FINAL | | | |
|---|----------|---------|---------|-------|
| Band D Equivalents | 7224 | 7317 | 93 | 1.29% |
| Precept per Band D Equivalent (£/annum) | £ 121.63 | £125.19 | £3.56 | 2.93% |
| Precept per Band D Equivalent (p/week) | 233.26 | 240.09 | £0.0683 | 2.93% |

NOTES

| | | | |
|---|--------|--------|--------|
| ** Recommended <u>minimum</u> reserve equal to 3 months net expenditure | 183618 | 179473 | 204497 |
| *** TCM Support ceased 2018/19 | | | |

| Earmarked Reserves | 31/03/2018 (Actual) | 31/03/2019 (Projected) | 31/03/2020 (Available) |
|--|------------------------|---------------------------|---------------------------|
| Rolling Capital Fund | 9839 | 35853 | 95853 |
| Rolling Capital Fund for BPCL (Trfd to BRTC) | 0 | 0 | 0 |
| Economic Development | 298000 | 298000 | 298000 |
| Others (Incl unapplied grants) | 154354 | 119108 | 119608 |
| | <u>462193</u> | <u>452961</u> | <u>513461</u> |

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 19 - TO CONSIDER INSTALLATION OF ROYAL BRITISH
LEGION POPPIES ON LAMPPOSTS ALONG BOGNOR REGIS SEAFRONT
FOR REMEMBRANCE 2019**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

The following email correspondence was received from a member of the public on 9th November 2018;

"Dear Sir or Madam,

Could you please explain the lack of Memorial Poppies displayed along Bognor Seafront. The respectful adornment throughout the smaller villages is a fantastic reminder of lives lost yet once you enter Bognor they disappear??

In a place I have lived all my life I fail to understand why the small effort hasn't been made for a town desperately trying to get back on its feet.

I await your response."

For the past two years The Royal British Legion have installed poppies on lamp posts along the Remembrance Sunday Parade route in Bognor Regis. In 2018 some adjoining parishes, such as Felpham, installed poppies along prominent routes within their wards.

The guide price for each lamp post poppy is £3.00 and there are approximately 20 lamp posts along the promenade, for example, between Gloucester Road and West Street.

DECISIONS

Do Members **AGREE** that poppies should be installed on 20 lamp posts along the promenade in Bognor Regis at a cost of £60.00 excl. VAT?

If minded to agree, Members are invited to refer this issue to the Policy and Resources Committee to identify an appropriate budget for the funding of lamp post poppies to be installed for Remembrance 2019.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 20 - TO RECEIVE AND, IF ACCEPTABLE, APPROVE THE
DRAFT OF THE 2019 TOWN NEWSLETTER**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Having previously agreed the content of the 2019 Town Newsletter, at the Policy and Resources Committee Meeting held on 26th November 2018, Members will be invited to receive the draft layout for the Newsletter at the meeting and, if acceptable, approve the draft version prior to going into production.

Members are also invited to note that entries into the front cover photo competition have now closed. The entries (see below) have been uploaded to the Town Council's Facebook page and members of the public invited to vote for their favourite by 'liking' the photo. The photo with the greatest number of 'likes' by 5pm on 31st January 2019 will be announced, the following day, as the winner. The winning photo, with the name of the winner, will then grace the front cover of the 2019 Town Newsletter when it goes into production.



DECISIONS

Do Members **AGREE** to **APPROVE** the draft version of the 2019 Town Newsletter?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019

AGENDA ITEM 21 - REGENERATION INCLUDING TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 30th OCTOBER 2018 AND TO RECEIVE THE NOTES AND RECOMMENDATIONS ARISING FROM THE BOGNOR REGIS REGENERATION CONSULTATION WORKING GROUP MEETINGS HELD ON 26th NOVEMBER 2018 AND 3rd JANUARY 2019

REPORT BY TOWN CLERK

FOR DECISION

Bognor Regis Regeneration Board

Members are asked to **NOTE** the previously circulated Briefing Notes from the Bognor Regis Regeneration Board meeting held 30th October 2018.

Bognor Regis Regeneration Consultation Working Group

Members are invited to receive the Notes of the Regeneration Consultation Working Group Meetings held 26th November 2018 and 3rd January 2019 (attached as **Appendix 1 & 2**) including the following recommendations:

26th November 2018

- a) A letter be written to the Clinical Commissioning Group (CCG) asking for their comment on the regeneration at the Hothampton site and information on their own plans for the future - Min. 4 refers
- b) The previous decision taken at the Council Meeting held 2nd July 2018 (Min. 63 refers) regarding the objective of the Regeneration Consultation Working Group be rescinded - Min. 5 refers
- c) That a different consultation be undertaken by way of the issue of an A4 flyer to every dwelling within the six wards of Bognor Regis to include information and questionnaire - Min. 5 refers
- d) That funding be identified by Council for the cost of the design, print and distribution of the flyer - Min. 5 refers
- e) That Council consider all suitable return methods for the questionnaire and if necessary, approve expenditure to cover Freepost returns (costs to be confirmed) - Min. 5 refers
- f) That the responses be considered by this Council at the March meeting prior to presentation to Arun District Council at their meeting later that month - Min. 5 refers

3rd January 2019

- i) The questionnaire be adapted to allow multiple responses from the same address

- ii) The questionnaire (attached as **Appendix 3**) be referred to Council for consideration and approval together with the recommendations agreed at the Meeting held 26th November 2018
- iii) That the following quotes be noted for the printing and delivery of the leaflets: -

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|--|-----------|
| Printing of 11,000 A4, double sided flyers | £315.00 |
| Distribution of 11,000 flyers | £1,375.00 |

It should be noted that as no funds are identified within the current budget, if Council wish to proceed, Members will need to agree to fund the required expenditure for this exercise from General Reserves.

DECISIONS

Members are invited to **AGREE** the recommendations from the meeting held 26th November as detailed above in points a) to f), including the rescission of the decision taken at the meeting held 2nd July 2018 and recorded under Minute 63.

On the assumption that Members agree to proceed with the direct consultation as detailed in points c) to f), Members are asked to **AGREE** the final content of the questionnaire as discussed at the meeting held 3rd January 2019 and attached as **Appendix 3**.

If minded to proceed, do Members **AGREE** that the required expenditure for the exercise should be funded from General Reserves.

**Bognor Regis Town Council
Notes of the Bognor Regis Regeneration
Consultation Working Group Meeting
Held Monday 26th November 2018**

Present: Cllr. Jan Cosgrove
Cllr. Steve Goodheart
Cllr. Matt Stanley
Cllr. Phil Woodall

Staff: Mrs. Sarah Norman (Deputy Clerk)

The Meeting opened at 5.30pm

1. Welcome and apologies for absence

There were no apologies for absence received from Cllrs. Smith or Warr.

2. To note the previous circulation of the responses to the Town Council's letter to those submitting to ADC's 2015 Consultation

Those present noted that details of the responses to the Deputy Clerk's letter of 7th September to the previous contributors to ADC's 2015 Consultation and the mirrored press release, had been circulated to all Members of this Working Group.

3. To agree action required to fulfil the Resolution taken by the Town Council at the meeting held on 2nd July 2018 as follows : "That the Town Council approach Arun District Council to see if there is any interest in them meeting with developers, who have a realistic prospect of carrying schemes through, and seeing what common ground can be found. Furthermore, that suitable public consultation be undertaken by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250."

As noted in the report circulated to Council at the Meeting held 5th November 2018, 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.

However, it was now acknowledged that the recent Electors Meeting, and the resulting Resolution that will be referred to Council in January, may well have impacted on this process and the Working Group needed to consider if the previously agreed course of action remained appropriate.

It was therefore suggested that a different approach be adopted; a more direct and comprehensive programme for consultation on the issue of regeneration and in particular ADC's immediate plans for the Linear Park on the Hothamton Car Park and Sunken Gardens.

Cllr. Cosgrove proposed that the Town Council undertake a questionnaire drop to every household within the six wards, as is carried out for the Town Newsletter. The A4 sheet would include information on one side with a questionnaire on the other. The responses would then be collated and presented to the Council Meeting on 11th March 2019 before submission to ADC at their Full Council Meeting on 13th March.

The Deputy Clerk informed Members that as this Working Group had been formed to carry out a very specific Resolution from Council, should the tact be changed, and as this would be within 6 months of the decision being taken, this Working Group would need to formally Recommend to Council that the previous decision be rescinded and that this new course of action be followed.

Members went on to discuss the response methods and asked for the following to be included :

- Drop into Town Hall
- Drop-off points around the Town
- Freepost - costs to be investigated
- Scan and email

Cllr. Stanley, through his own petition work, highlighted the requirements of Data Protection and how thought must be given to the information that is to be collected, how it will be used, shared and its future retention. The Deputy Clerk stated that this would be particularly important as the responses couldn't be anonymous - some information about the sender would be required, so that there could be no claims of abuse.

The Deputy Clerk had obtained costings for DL size leaflets and distribution to every household, totalling under £2,000. However, as

the favoured size was A4, these figures would have to be revisited and the revised costs presented to Council in January.

It was suggested that a short timescale be imposed to focus the process, as it is likely that if not returned within two weeks, it is likely that it will not be returned.

Discussion took place around a combined petition and a questionnaire but following debate, it was felt that this would not be appropriate.

Members debated the type of question to be used and the Deputy Clerk suggested that these should not be leading questions as this will make it more likely that ADC will not consider them as satisfactory evidence of public opinion.

4. To note comments made during public question time and statements at the Town Council Meeting held 5th November regarding ADC's proposals for the Linear Park, the impact on the Sunken Gardens and the future of the Health Centre

Members were aware that much of the comments made would be addressed through the proposed questionnaire. However, the issue surrounding the Health Centre's future was of such concern that Members **AGREED** to **RECOMMEND** to Council that a letter be written to the CCG asking for their comment on the regeneration at that site and information on their own plans for the future.

5. To agree any proposals/actions

The Deputy Clerk was instructed as follows:

- i) To ascertain cost of design, print and distribution of 2-sided colour A4 sheet to every house within the six wards.
- ii) To ascertain if Freepost returns were feasible and if so, the costs involved.
- iii) To draft some initial ideas for the A4 sheet for circulation by email and if necessary, consideration at another Working Group Meeting before the January Council Meeting.

It was subsequently **AGREED** to **RECOMMEND** to Council the following:

- The previous decision taken at the Council Meeting held 2nd July 2018 (Min. 63 refers) regarding the objective of the Regeneration Consultation Working Group be rescinded
- That a direct consultation be undertaken by way of the issue of an A4 flyer to every dwelling within the six wards of Bognor Regis to include information and questionnaire

- That funding be identified by Council for the cost of the design, print and distribution of the flyer
- That Council consider all suitable return methods for the questionnaire and if necessary, approve expenditure to cover Freepost returns (costs to be confirmed)
- That the responses be considered by this Council at the March meeting prior to presentation to Arun District Council at their meeting later that month

6. Date of next meeting

Members agreed not to set another meeting date at the current time but asked that the Deputy Clerk circulate drafts, etc via email and if necessary, another meeting can be arranged before the Council Meeting in January.

The Meeting closed at 6.14pm

**Bognor Regis Town Council
Notes of the Bognor Regis Regeneration
Consultation Working Group Meeting
Held Thursday 3rd January 2019**

Present: Cllr. Jan Cosgrove
Cllr. Steve Goodheart
Cllr. Matt Stanley
Cllr. Phil Woodall

Staff: Mrs. Sarah Norman (Deputy Clerk)

The Meeting opened at 12 noon

1. Welcome and apologies for absence

There were no apologies for absence received from Cllrs. Smith or Warr.

2. To receive and agree the Notes from the previous meeting held 26th November 2018

The Notes of the previous meeting were received and accepted.

3. To consider the suggested content of the A4, two-sided flyer as previously circulated to all Members

Members received the initial draft by the Deputy Clerk (Draft A) together with the suggestions from Cllr. Cosgrove (Draft B), both of which had been previously circulated via email.

Before moving to review the actual content of the survey, Cllr. Cosgrove asked that the layout be amended to enable multiple responders from the same address on the single survey. All those present **AGREED** with this suggestion and asked that this be included in the final draft.

Members discussed the content, format, layout etc with specific reference to the inclusion of a reference to the recent Electors Meeting, the Resolution from which was influencing the task before them. Following debate, it was **AGREED** to use Draft A as the template, incorporating elements from Draft B and proceed as follows: -

1. Amend Questions 1 & 2 to refer to "Yes", "No" answers rather than open text
2. Deletion of Question 3
3. New question inserted as follows:
How satisfied are you with the consultation carried out by Arun District Council regarding their regeneration plans for Bognor Regis with 1 being completely satisfied and 5 being completely dissatisfied?

4. Prior to Question 5, a paragraph be included to make reference to the recent Electors Meeting including a link to the website as follows:

A Town Meeting of Electors was held on 21st November 2018 with substantial opposition from those present to the plans by Arun District Council to construct a Linear Park at Hothampton but support for the retention and improvement of the Sunken Gardens. The Minutes of this Meeting, including confirmation of the final Resolution is available at https://www.bognorregis.gov.uk/Annual_Town_Meeting_of_Electors_18932.aspx

5. Question 5 to be amended to read:

On a scale of 1 to 5, with 1 being completely Agree and 5 being completely Disagree, what is your opinion of the Resolution made at the Electors Meeting **objecting** to the plans by Arun District Council to construct a Linear Park at Hothampton

(further details of the ADC plans are available at <https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n12399.pdf&ver=12416>)

6. New Question 6 to read:

On a scale of 1 to 5, with 1 being completely Agree and 5 being completely disagree, what is your opinion of the Resolution made at the Electors Meeting **supporting** the retention and improvement of the Sunken Gardens

7. Questions 6 to 10 of Draft A to be deleted.

Members also noted that indicative costs of £315 for the printing of 11,000 A4 double sided flyers and £1,375 for the distribution to every property in the six Wards of Bognor Regis (all quotes exc. VAT).

With regard to the method of return, the subject of Freepost was discussed but it was noted that this could expose the Council to a large expense which could not be estimated as would be dependent on the number returned via this means. It was therefore **AGREED** that Freepost return would not be offered.

4. To agree any proposals/actions

The Deputy Clerk was instructed as follows:

- i) To redraft the survey and circulate to all Members in preparation for it to be presented to Council at the meeting on 7th January 2019.

The previous Resolution, as noted below, was noted and that this would be presented to Council at the January meeting also:

- The previous decision taken at the Council Meeting held 2nd July 2018 (Min. 63 refers) regarding the objective of the Regeneration Consultation Working Group be rescinded
- That a direct consultation be undertaken by way of the issue of an A4 flyer to every dwelling within the six Wards of Bognor Regis to include information and questionnaire
- That funding be identified by Council for the cost of the design, print and distribution of the flyer
- That the responses be considered by this Council at the March meeting prior to presentation to Arun District Council at their meeting later that month

5. Date of next meeting

A meeting of the Working Group will be convened after the deadline for response, in preparation for the results to be presented to the March meeting.

The Meeting closed at 12.59pm



REGENERATION IN BOGNOR REGIS

- HAVE YOUR SAY

In recent months the Town Council has been receiving comments and complaints about the consultation carried out with local residents by Arun District Council, about the District Council's plans for the Town and specifically their regeneration plans for the Regis Car Park site and the Hothampton Car Park site.

The Town Council has therefore decided to contact every property within the six Wards of Bognor Regis to find out what the local community is aware of with regard to regeneration in the Town, and more specifically local opinion about Arun District Council's plans for the Hothampton Car Park site including the Sunken Gardens. The plans for this area were originally titled "Linear Park" and this is the title used throughout this survey, but more recently it has been decided that any park will be called the "Pavilion Park".

Below and on the reverse of this flyer are some questions, and the Town Council would be grateful if you could complete this as fully as possible and return by (please use additional sheets if necessary). This form has been designed to enable up to 4 people from 1 residence/postcode to respond to the survey. Please also ensure that you complete your name(s) and postcode to enable robust analysis of the responses. Any returned anonymously cannot be used.

The questionnaires may be returned in one of the following ways:

- * Drop into the Town Council Office at the Town Hall
- * Drop into one of the collection boxes located at the Library, Cinema & Regis Centre
- * Scan in and email to bognortc@bognorregis.gov.uk

Thank you in advance for supporting the Town Council in this important survey.

Bognor Regis Town Council takes the protection of data extremely seriously. The data contained on this form will only be retained for the purposes of analysis and will be securely disposed of as soon as this has taken place. For further information about Data Protection and to view the Town Council's Privacy Notice please visit <http://www.bognorregis.gov.uk>.

Post code: _____.

Name Respondent 1: _____.

Name Respondent 2: _____.

Name Respondent 3: _____.

Name Respondent 4: _____.

Q1. Are you aware that Arun District Council (ADC) carried out a public consultation exercise in 2015 about regeneration in the Town? Delete where applicable

| | | |
|---------------|-----|----|
| Respondent 1: | YES | NO |
| Respondent 2: | YES | NO |
| Respondent 3: | YES | NO |
| Respondent 4: | YES | NO |

If you were not aware, further details may be found using the following link to Arun District Council's website <https://www.arun.gov.uk/gardens-by-the-sea>

Q2. If you were aware of the 2015 Consultation, do you recall whether you attended any of the consultations events that were held between March and May 2015? Delete where applicable

| | | | |
|---------------|-----|----|-----|
| Respondent 1: | YES | NO | N/A |
| Respondent 2: | YES | NO | N/A |
| Respondent 3: | YES | NO | N/A |
| Respondent 4: | YES | NO | N/A |

Q3. What do you consider the main priorities should be for regeneration within the Town?

| |
|---------------|
| Respondent 1: |
| Respondent 2: |
| Respondent 3: |
| Respondent 4: |

Q4. On a scale of 1 to 5, with 1 being completely Satisfied and 5 being completely Dissatisfied, how satisfied are you with the consultation carried out by Arun District Council regarding regeneration plans for Bognor Regis (Each respondent to tick one box only)

| | 1 Completely Satisfied | 2 Satisfied | 3 Neither Satisfied nor Dissatisfied | 4 Dissatisfied | 5 Completely Dissatisfied |
|--------------|------------------------------|----------------|--|-------------------|---------------------------------|
| Respondent 1 | | | | | |
| Respondent 2 | | | | | |
| Respondent 3 | | | | | |
| Respondent 4 | | | | | |

A Town Meeting of Electors was held on 21st November 2018 with substantial opposition from those present, to the plans by Arun District Council to construct a Linear Park at Hothampton but support for the retention and improvement of the Sunken Gardens. The Minutes of this Meeting, including confirmation of the final Resolution are available at :

https://www.bognorregis.gov.uk/Annual_Town_Meeting_of_Electors_18932.aspx

Q5. On a scale of 1 to 5, with 1 being completely Agree and 5 being completely Disagree, what is your opinion of the Resolution made at the Electors Meeting **objecting** to the plans by Arun District Council to construct a Linear Park at Hothampton (Each respondent to tick one box only)

(further details of Arun District Council's plans are available at <https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n12399.pdf&ver=12416>)

| | 1 Completely Agree | 2 Agree | 3 Neither Agree nor Disagree | 4 Disagree | 5 Completely Disagree |
|--------------|--------------------------|------------|------------------------------------|---------------|-----------------------------|
| Respondent 1 | | | | | |
| Respondent 2 | | | | | |
| Respondent 3 | | | | | |
| Respondent 4 | | | | | |

Q6. On a scale of 1 to 5, with 1 being completely Agree and 5 being completely Disagree, what is your opinion of the Resolution made at the Electors Meeting **supporting** the retention and improvement of the Sunken Gardens at a lower cost than the Linear Park scheme (Each respondent to tick one box only)

| | 1 Completely Agree | 2 Agree | 3 Neither Agree nor Disagree | 4 Disagree | 5 Completely Disagree |
|--------------|--------------------------|------------|------------------------------------|---------------|-----------------------------|
| Respondent 1 | | | | | |
| Respondent 2 | | | | | |
| Respondent 3 | | | | | |
| Respondent 4 | | | | | |

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 7th JANUARY 2019

AGENDA ITEM 22 - TO RECEIVE THE DECISION NOTICES PUBLISHED BY ARUN DISTRICT COUNCIL FOLLOWING A HEARING HELD BEFORE AN ASSESSMENT PANEL ON 17th OCTOBER 2018 AND TO NOTE THE PRESENTATION OF A FURTHER REPORT AT THE MARCH 2019 COUNCIL MEETING REGARDING THE SANCTIONS RECOMMENDED BY THE PANEL

REPORT BY THE TOWN CLERK

FOR INFORMATION

Following submission of three complaints to the Monitoring Officer at ADC regarding a Member of Bognor Regis Town Council, Cllr. D. Enticott, Members are invited to receive the reports from the Assessment Panel including recommendations for action by the Town Council, attached as **APPENDICES 1 (report from complaint submitted by the Town Clerk), 2 & 3**

These have been submitted to both the Town Clerk and the Town Mayor, who will now liaise with Cllr. Enticott, when possible, consider the recommendations including sanctions, training (including relevant expenditure) and provide a report to Council at the March meeting to enable Members to decide how the Council wishes to proceed.

ARUN DISTRICT COUNCIL
ASSESSMENT PANEL – 17 OCTOBER 2018

DECISION NOTICE - COMPLAINT 1

| | |
|---------------------------------|--|
| Subject Member | Councillor Damien Enticott |
| Representing | Bognor Regis Town Council |
| Assessment Panel Members | Councillor Paul English - Chairman Councillor David Edwards Councillor Ann Rapnik Councillor Robert Wheal John Thompson – Independent Person |

Summary of Complaint

The complaint related to comments made by the Subject Member in a social media post on 4 July 2018, using his title of Councillor, which were considered to be highly offensive, anti-Semitic and inaccurate.

The Complainant believed that the Subject Member had brought the Town Council into disrepute, damaging the Council's standing and reputation, as well as the relationship between the Town Council and the electorate for whom it serves. On this basis, the Complainant was of the view that the Subject Member was in breach of Bognor Regis Town Council's Code of Conduct.

How the Code of Conduct applied to this complaint

As required by the Localism Act 2011, all Town and Parish Councils across the Arun District have adopted a Code of Conduct and required each councillor to sign up to this Code. Whilst all the Codes work to the same general principles, Bognor Regis Town Council has established its own rules for defining the general obligations of its councillors and the arrangements for registering and disclosing pecuniary and other interests. The assessment of this complaint was reviewed against the Bognor Regis Town Council's Code of Conduct adopted by the Council on 9 March 2015 and reviewed on 2 July 2018.

The Panel's Decision

The Complainant had identified six paragraphs within their complaint that they believed demonstrated that there had been a breach of the Code of Conduct by the Subject Member. The Panel considered the report of the Investigating Officer and then heard statements from the Complainant as well as from a witness they had brought to the hearing.

As the Subject Member failed to attend and no satisfactory explanation was given for his absence, the Panel decided to proceed with the hearing.

Having reviewed all the evidence presented, the Panel was deeply concerned over the Subject Member's conduct. In finding the Subject Member in breach of Bognor Regis Town Council's Code of Conduct on all six paragraphs raised by the Complainant, the Panel recognised the offence and distress his conduct had caused locally, nationally and internationally.

In reviewing the evidence presented from the many media and news articles provided to them, the Panel found that they clearly identified the Subject Member as a Bognor Regis Town Councillor. The Panel believed that the Subject Member's actions had not reflected the overriding principles of conduct expected of a local government councillor thereby bringing local democracy into disrepute.

The Panel's decision on each of the six paragraphs is set out below:

| Paragraph 1 - Champion the needs of residents | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. Whilst it was recognised that social media posts presented as evidence prior to 22 February 2018 were made before the Subject Member was elected to the office of councillor, the Panel did feel they had relevance for two reasons: <ol style="list-style-type: none"> a. anyone reviewing the older posts would not have been able to distinguish that the Subject Member had not been a councillor at the time of their posting and therefore may perceive these to be his ongoing views in his role as a councillor; and b. the earlier posts indicated a predisposition of the Subject Member to make inappropriate comments. 2. The Panel supported the view of the Complainant that by using the title 'Cllr' on his social media accounts this did demonstrate that the Subject Member was acting in his official capacity as a Councillor when he made the social media post on 4 July 2018. 3. Based on the evidence reviewed, the Panel supported the Complainant in their view that the Subject Member had not championed the needs of the whole community by posting such a statement. 4. The Subject Member's conduct in making this social media post was regarded as bringing his office as a councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined that the Subject Member had breached paragraphs 3.1, 3.3 and 3.6 (Respect) and paragraph 3.9 (Disrepute) of Bognor Regis Town Council's Code of Conduct. |

Paragraph 2 – Deal with representations or enquiries from residents, members of the community and visitors fairly, appropriately and impartially

| <i>Decision</i> | BREACH |
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| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The evidence confirmed that the Subject Member had represented himself as acting in his official capacity as a Councillor by using the title ‘Cllr’ on his social media account. 2. The Subject Member confirmed in a public statement that he did post the statement to his social media account dated 4 July 2018. 3. The Subject Member did not act impartially in posting what could be, and was, perceived as discriminatory comments in this social media post as evidenced by the numerous local, national and international news articles; and in the complaint received. 4. The Subject Member’s conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined that the Subject Member had breached paragraph 3.9 (Disrepute) and Principle 3 (Objectivity) of the General Principles of Bognor Regis Town Council’s Code of Conduct. |

Paragraph 5 – Listen to the interests of all parties

| <i>Decision</i> | BREACH |
|--------------------------------|---|
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel had no evidence from the Subject Member to demonstrate that he had considered the interests of all parties before posting the social media post on 4 July 2018. 2. Evidence presented confirmed that the Subject Member had been given advice by the Town Clerk on two occasions about the importance of following Bognor Regis Town Council’s Social Media Policy which forms part of the Code of Conduct. 3. The Subject Member’s conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 4. The Subject Member had not followed the adopted Social Media Policy for Councillors that formed part of the Bognor Regis Town Council’s Code of Conduct, in particular the requirement at paragraph 10.1 “<i>Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others’ privacy and for topics that may be considered controversial, such as politics or religion</i>”. |

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| | 5. On this basis, the Panel determined there been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and the Social Media Policy that forms part of the Code. |
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Paragraph 6 – Be accountable for their decisions and co-operate when scrutinised

| <i>Decision</i> | BREACH |
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| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel supported the Complainant's view that the Subject Member had not been accountable for their decisions and co-operated when scrutinised by: <ol style="list-style-type: none"> a. initially denying they had posted the social media comment; and b. not responding to the Monitoring Officer's contact about the complaint made. 2. Further, the Panel considered that this initial denial did not demonstrate truthfulness from the Subject Member as required by the General Principles of the Town Council's Code of Conduct. 3. The Panel acknowledged that the Subject Member had subsequently retracted this denial and confirmed that he did post the social media post on 4 July 2018. However, reviewing his public statement, the Panel noted this referred to the Subject Member saying "... <i>will not be attending any courses if requested to do so</i>" and he would "<i>continue to express myself freely for my electorate and my apologies will only be to the people of Hatherleigh ward if requested. It is only the residents of Hatherleigh Ward that I truly represent as a councillor and who I am accountable to</i>". The Panel's view was that this did not demonstrate that the Subject Member was accountable for his wider role as an elected councillor of Bognor Regis Town Council. 4. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and Principle 6 (Honesty) of the General Principles of the Code. |

Paragraph 8 – Behave in accordance with all the legal obligations, alongside any requirements contained within their authority’s policies, protocols and procedures

| <i>Decision</i> | BREACH |
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| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Subject Member had signed up to Bognor Regis Town Council’s Code of Conduct following his election on 22 February 2018. The Code sets out the standards required by councillors and co-opted members of the Town Council. It confirms that councillors must comply with the Code whenever they: <ol style="list-style-type: none"> a. conduct the business of the Council; or b. act as a representative of the Council. 2. The Social Media Policy is an appendix to the Code of Conduct that the Subject Member signed an undertaking to comply with. 3. The Subject Member had knowledge of the requirements of the Social Media Policy evidenced by information provided by the Town Clerk. 4. The Subject Member used the title ‘Cllr’ on his social media accounts demonstrating that he was acting in his official capacity as a Councillor when publishing any posts. 5. The Social Media Policy confirms at paragraph 11.1 that failure to comply with the Policy may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council’s Standards Procedures. 6. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council’s Social Media Policy which forms part of the Code of Conduct in relation to paragraph 3 (Who this Policy covers), paragraph 5 (Users’ Responsibilities) and Paragraph 10 (Best Practice). |

Paragraph 10 – Always treat people with respect

| <i>Decision</i> | BREACH |
|--------------------------------|---|
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel considered that the Subject Member had not always treated people with respect based on the evidence presented that he had: <ol style="list-style-type: none"> a. made offensive remarks in the social media post on 4 July 2018; b. threatened his fellow councillors in an email sent following the posting; and c. ignored the advice of the Town Clerk’s office in not following the requirements of the Social Media Policy. 2. The Subject Member was also seen to not have acted with objectivity, one of the general principles of |

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| | <p>the Town Council's Code of Conduct, by making what have been perceived as discriminatory comments in the social media post on 4 July 2018 evidenced by the news articles covered in the local, national and international press.</p> <p>3. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute.</p> <p>4. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute), Principle 3 (Objectivity) of the General Principles of the Code and paragraphs 3.1, 3.3 and 3.6 (Respect).</p> |
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Sanctions to be recommended to Bognor Regis Town Council

In view of the severity of this breach of Bognor Regis Town Council's Code of Conduct by the Subject Member, the Panel have recommended a number of sanctions to the Town Council for consideration.

1. The Clerk to the Council should report the findings of the Subject Member's conduct to Bognor Regis Town Council.
2. The Subject Member should be reprimanded publicly for his failure to abide by the Code of Conduct.
3. The Subject Member should be reminded publicly of the undertaking they signed following their election to observe the requirements of the Code of Conduct to comply with the Localism Act 2011.
4. The decision of the Assessment Panel should be published to Bognor Regis Town Council's website.
5. The Subject Member's Group Leader (or whoever agrees the allocation of committee seats) should suspend the Subject Member from all Committees and Sub-Committees of the Council for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.
6. The Subject Member should be removed by the Council from all outside appointments to which he has been appointed for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.
7. The proximity pass available to the Subject Member should be withdrawn for a minimum period of six months so he is only able to access the public areas of Bognor Regis Town Hall within the building's opening times. This will still allow the Subject Member to attend meetings that are open to the public and

the Town Council's Full Council meetings and carry out his official duties as a Councillor.

8. The Clerk to the Council should explore what further training can be offered to the Subject Member to reinforce the requirements of the Code of Conduct and Social Media Policy, with this training to be provided within six months of the date of this decision.

Publication of the Decision

1. Following the review period, the decision of the Panel will be published to Arun District Council's website for a period of 12 months.
2. The Panel's decision will be reported to the next meeting of the Standards Committee and the Panel intend to ask the Committee to carry out a further review of whether there should be a longer timeframe for this publication.

ARUN DISTRICT COUNCIL
ASSESSMENT PANEL – 17 OCTOBER 2018

DECISION NOTICE - COMPLAINT 2

| | |
|---------------------------------|--|
| Subject Member | Councillor Damien Enticott |
| Representing | Bognor Regis Town Council |
| Assessment Panel Members | Councillor Paul English - Chairman Councillor David Edwards Councillor Ann Rapnik Councillor Robert Wheal John Thompson – Independent Person |

Summary of Complaint

The complaint related to a social media post made by the Subject Member on 4 July 2018 which the Complainant believed was extremely anti-Semitic in its tone. The Complainant acknowledged that this post was subsequently removed by the Subject Member, however, not before it was widely reported in the media locally, nationally and worldwide.

The Complainant believed that the Subject Member was in breach of the Bognor Regis Town Council's Code of Conduct on the basis of his actions whilst acting as a Councillor.

How the Code of Conduct applied to this complaint

As required by the Localism Act 2011, all Town and Parish Councils across the Arun District have adopted a Code of Conduct and required each councillor to sign up to this Code. Whilst all the Codes work to the same general principles, Bognor Regis Town Council has established its own rules for defining the general obligations of its councillors and the arrangements for registering and disclosing pecuniary and other interests. The assessment of this complaint was reviewed against the Bognor Regis Town Council's Code of Conduct adopted by the Council on 9 March 2015 and reviewed on 2 July 2018.

The Panel's Decision

The Complainant had identified seven paragraphs within their complaint that they believed demonstrated that there had been a breach of the Code of Conduct by the Subject Member. The Panel considered the report of the Investigating Officer and then heard statements from the Complainant.

As the Subject Member failed to attend and no satisfactory explanation was given for his absence, the Panel decided to proceed with the hearing.

Having reviewed all the evidence presented, the Panel was deeply concerned over

the Subject Member's conduct. In finding the Subject Member in breach of Bognor Regis Town Council's Code of Conduct on all seven paragraphs raised by the Complainant, the Panel recognised the offence and distress his conduct had caused locally, nationally and internationally.

In reviewing the evidence presented from the many media and news articles provided to them, the Panel found that they clearly identified the Subject Member as a Bognor Regis Town Councillor. The Panel believed that the Subject Member's actions had not reflected the overriding principles of conduct expected of a local government councillor thereby bringing local democracy into disrepute.

The Panel's decision on each of the seven paragraphs is set out below:

| Paragraph 1 - Champion the needs of residents | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel supported the view of the Complainant that by using the title 'Cllr' on his social media accounts this did demonstrate that the Subject Member was acting in his official capacity as a Councillor when he made the social media post on 4 July 2018. 2. Based on the evidence reviewed, the Panel supported the Complainant in their view that the Subject Member had not championed the needs of the whole community by posting such a statement. 3. The Subject Member's conduct in making this social media post was regarded as bringing his office as a councillor as well as Bognor Regis Town Council itself into disrepute. 4. On this basis, the Panel determined that the Subject Member had breached paragraphs 3.1, 3.3 and 3.6 (Respect) and paragraph 3.9 (Disrepute) of Bognor Regis Town Council's Code of Conduct. |

| Paragraph 2 – Deal with representations or enquiries from residents, members of the community and visitors fairly, appropriately and impartially | |
|---|---|
| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The evidence confirmed that the Subject Member had represented himself as acting in his official capacity as a Councillor by using the title 'Cllr' on his social media account. 2. The Subject Member confirmed in a public statement that he did post the statement to his social media account dated 4 July 2018. 3. The Subject Member did not act impartially in posting what could be, and was, perceived as discriminatory comments in this social media post as evidenced by the numerous local, national and international news |

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| | <p>articles; and in the complaint received.</p> <p>4. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute.</p> <p>5. On this basis, the Panel determined that the Subject Member had breached paragraph 3.9 (Disrepute) and Principle 3 (Objectivity) of the General Principles of Bognor Regis Town Council's Code of Conduct.</p> |
|--|---|

| Paragraph 5 – Listen to the interests of all parties | |
|---|--|
| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <p>1. The Panel had no evidence from the Subject Member to demonstrate that he had considered the interests of all parties before posting the social media post on 4 July 2018.</p> <p>2. The Panel was provided with evidence that mentoring had been put in place at the time of the Subject Member's election to the Town Council as it had been recognised that he had previously made outbursts on social media.</p> <p>3. Evidence presented confirmed that the Subject Member had been given advice by the Town Clerk on two occasions about the importance of following Bognor Regis Town Council's Social Media Policy which forms part of the Code of Conduct.</p> <p>4. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute.</p> <p>5. The Subject Member had not followed the adopted Social Media Policy for Councillors that formed part of the Bognor Regis Town Council's Code of Conduct, in particular the requirement at paragraph 10.1 <i>"Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others' privacy and for topics that may be considered controversial, such as politics or religion"</i>.</p> <p>6. On this basis, the Panel determined there been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and the Social Media Policy that forms part of the Code.</p> |

Paragraph 6 – Be accountable for their decisions and co-operate when scrutinised

| <i>Decision</i> | BREACH |
|--------------------------------|--|
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel supported the Complainant's view that the Subject Member had not been accountable for their decisions and co-operated when scrutinised by: <ol style="list-style-type: none"> a. initially denying they had posted the social media comment; and b. not responding to the Monitoring Officer's contact about the complaint made. 2. Further, the Panel considered that this initial denial did not demonstrate truthfulness from the Subject Member as required by the General Principles of the Town Council's Code of Conduct. 3. The Panel acknowledged that the Subject Member had subsequently retracted this denial and confirmed that he did post the social media post on 4 July 2018. However, reviewing his public statement, the Panel noted this referred to the Subject Member saying "... will not be attending any courses if requested to do so" and he would "continue to express myself freely for my electorate and my apologies will only be to the people of Hatherleigh ward if requested. It is only the residents of Hatherleigh Ward that I truly represent as a councillor and who I am accountable to". The Panel's view was that this did not demonstrate that the Subject Member was accountable for his wider role as an elected councillor of Bognor Regis Town Council. 4. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and Principle 6 (Honesty) of the General Principles of the Code. |

Paragraph 8 – Behave in accordance with all the legal obligations, alongside any requirements contained within their authority's policies, protocols and procedures

| <i>Decision</i> | BREACH |
|--------------------------------|--|
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Subject Member had signed up to Bognor Regis Town Council's Code of Conduct following his election on 22 February 2018. The Code sets out the standards required by councillors and co-opted members of the Town Council. It confirms that councillors must comply with the Code whenever they: |

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| | <ol style="list-style-type: none"> a. conduct the business of the Council; or b. act as a representative of the Council. <ol style="list-style-type: none"> 2. The Social Media Policy is an appendix to the Code of Conduct that the Subject Member signed an undertaking to comply with. 3. The Subject Member had knowledge of the requirements of the Social Media Policy evidenced by information provided by the Town Clerk. 4. The Subject Member used the title 'Cllr' on his social media accounts demonstrating that he was acting in his official capacity as a Councillor when publishing any posts. 5. The Social Media Policy confirms at paragraph 11.1 that failure to comply with the Policy may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council's Standards Procedures. 6. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council's Social Media Policy which forms part of the Code of Conduct in relation to paragraph 3 (Who this Policy covers), paragraph 5 (Users' Responsibilities) and Paragraph 10 (Best Practice). |
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| Paragraph 9 – Value their colleagues and staff and engage with them in an appropriate manner | |
|---|--|
| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel considered that the Subject Member had not always valued their colleagues and staff based on evidence presented that he had: <ol style="list-style-type: none"> a. verbally abused the Complainant in an email sent following the posting; b. threatened his fellow councillors in an email sent following his posting; and c. ignored the advice of the Town Clerk's Office when they provided guidance immediately following his election and again in May about the requirements of the Code of Conduct's Social Media Policy. 2. The Subject Member's conduct was regarded as bringing their office of Councillor as well as of Bognor Regis Town Council itself into disrepute. 3. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and the General Principles of the Code. |

Paragraph 10 – Always treat people with respect*Decision***BREACH***Reason for the Decision*

1. The Panel considered that the Subject Member had not always treated people with respect based on the evidence presented that he had:
 - a. made offensive remarks in the social media post on 4 July 2018;
 - b. threatened his fellow councillors in an email sent following the posting; and
 - c. ignored the advice of the Town Clerk's office in not following the requirements of the Social Media Policy.
2. The Subject Member was also seen to not have acted with objectivity, one of the general principles of the Town Council's Code of Conduct, by making what have been perceived as discriminatory comments in the social media post on 4 July 2018 evidenced by the news articles covered in the local, national and international press.
3. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute.
4. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute), Principle 3 (Objectivity) of the General Principles of the Code and paragraphs 3.1, 3.3 and 3.6 (Respect).

Sanctions to be recommended to Bognor Regis Town Council

In view of the severity of this breach of Bognor Regis Town Council's Code of Conduct by the Subject Member, the Panel have recommended a number of sanctions to the Town Council for consideration.

1. The Clerk to the Council should report the findings of the Subject Member's conduct to Bognor Regis Town Council.
2. The Subject Member should be reprimanded publicly for his failure to abide by the Code of Conduct.
3. The Subject Member should be reminded publicly of the undertaking they signed following their election to observe the requirements of the Code of Conduct to comply with the Localism Act 2011.
4. The decision of the Assessment Panel should be published to Bognor Regis Town Council's website.
5. The Subject Member's Group Leader (or whoever agrees the allocation of committee seats) should suspend the Subject Member from all Committees and Sub-Committees of the Council for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.

6. The Subject Member should be removed by the Council from all outside appointments to which he has been appointed for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.
7. The proximity pass available to the Subject Member should be withdrawn for a minimum period of six months so he is only able to access the public areas of Bognor Regis Town Hall within the building's opening times. This will still allow the Subject Member to attend meetings that are open to the public and the Town Council's Full Council meetings and carry out his official duties as a Councillor.
8. The Clerk to the Council should explore what further training can be offered to the Subject Member to reinforce the requirements of the Code of Conduct and Social Media Policy, with this training to be provided within six months of the date of this decision.

Publication of the Decision

1. Following the review period, the decision of the Panel will be published to Arun District Council's website for a period of 12 months.
2. The Panel's decision will be reported to the next meeting of the Standards Committee and the Panel intend to ask the Committee to carry out a further review of whether there should be a longer timeframe for this publication.

ARUN DISTRICT COUNCIL
ASSESSMENT PANEL – 17 OCTOBER 2018

DECISION NOTICE - COMPLAINT 3

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|---------------------------------|--|
| Subject Member | Councillor Damien Enticott |
| Representing | Bognor Regis Town Council |
| Assessment Panel Members | Councillor Paul English - Chairman Councillor David Edwards Councillor Ann Rapnik Councillor Robert Wheal John Thompson – Independent Person |

Summary of Complaint

The complaint related to a statement made by the Subject Member on his social media accounts on 4 July 2018 which were alleged to be anti-Semitic and racist.

The Complainant alleged that the Subject Member had conducted themselves in a manner which could be regarded as bringing his office as a Councillor and the Bognor Regis Town Council itself into disrepute. On this basis, the Complainant believed that the Subject Member was in breach of the Bognor Regis Town Council's Code of Conduct.

How the Code of Conduct applied to this complaint

As required by the Localism Act 2011, all Town and Parish Councils across the Arun District have adopted a Code of Conduct and required each councillor to sign up to this Code. Whilst all the Codes work to the same general principles, Bognor Regis Town Council has established its own rules for defining the general obligations of its councillors and the arrangements for registering and disclosing pecuniary and other interests. The assessment of this complaint was reviewed against the Bognor Regis Town Council's Code of Conduct adopted by the Council on 9 March 2015 and reviewed on 2 July 2018.

The Panel's Decision

The Complainant had identified six paragraphs within their complaint that they believed demonstrated that there had been a breach of the Code of Conduct by the Subject Member.

The Panel considered the report of the Investigating Officer. The Panel noted that the Complainant had declined to attend the hearing as they were satisfied that the Investigating Officer's report covered all the points they wished to raise.

As the Subject Member failed to attend and no satisfactory explanation was given for his absence, the Panel decided to proceed with the hearing.

Having reviewed all the evidence presented, the Panel was deeply concerned over the Subject Member's conduct. In finding the Subject Member in breach of Bognor Regis Town Council's Code of Conduct on all six paragraphs raised by the Complainant, the Panel recognised the offence and distress his conduct had caused locally, nationally and internationally.

In reviewing the evidence presented from the many media and news articles provided to them, the Panel found that they clearly identified the Subject Member as a Bognor Regis Town Councillor. The Panel believed that the Subject Member's actions had not reflected the overriding principles of conduct expected of a local government councillor thereby bringing local democracy into disrepute.

The Panel's decision on each of the six paragraphs is set out below:

| Paragraph 1 - Champion the needs of residents | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. Whilst it was recognised that social media posts presented as evidence prior to 22 February 2018 were made before the Subject Member was elected to the office of councillor, the Panel did feel they had relevance for two reasons: <ol style="list-style-type: none"> a. anyone reviewing the older posts would not have been able to distinguish that the Subject Member had not been a councillor at the time of their posting and therefore may perceive these to be his ongoing views in his role as a councillor; and b. the earlier posts indicated a predisposition of the Subject Member to make inappropriate comments. 2. The Panel supported the view of the Complainant that by using the title 'Cllr' on his social media accounts this did demonstrate that the Subject Member was acting in his official capacity as a Councillor when he made the social media post on 4 July 2018. 3. Based on the evidence reviewed, the Panel supported the Complainant in their view that the Subject Member had not championed the needs of the whole community by posting such a statement. 4. The Subject Member's conduct in making this social media post was regarded as bringing his office as a councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined that the Subject Member had breached paragraphs 3.1, 3.3 and 3.6 (Respect) and paragraph 3.9 (Disrepute) of Bognor Regis Town Council's Code of Conduct |

| Paragraph 4 – Exercise judgement and not compromise their position | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The evidence confirmed that the Subject Member had represented himself as acting in his official capacity as a Councillor by using the title 'Cllr' on his social media account. 2. The Panel supported the Complainant's view that the Subject Member had not exercised judgement as a councillor by publishing a social media post that: <ol style="list-style-type: none"> a. caused offence and distress, especially to the Jewish community, as evidenced in local, national and international news articles; b. had not considered the views of all parties; and c. did not follow the requirements of the Town Council's Social Media Policy 3. Further, the Panel supported the Complainant's view that the Subject Member had compromised his position as a councillor by initially denying posting the statement and subsequently retracting this denial and confirming he did post the social media post on 4 July 2018. 4. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined that the Subject Member had breached paragraphs 3.1, 3.3 and 3.6 (Respect) and Principle 6 (Honesty) of the General Principles of Bognor Regis Town Council's Code of Conduct. |

| Paragraph 5 – Listen to the interests of all parties | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel had no evidence from the Subject Member to demonstrate that he had considered the interests of all parties before posting the social media post on 4 July 2018. 2. Evidence presented confirmed that the Subject Member had been given advice by the Town Clerk on two occasions about the importance of following Bognor Regis Town Council's Social Media Policy which forms part of the Code of Conduct. 3. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 4. The Subject Member had not followed the adopted Social Media Policy for Councillors that formed part of the Bognor Regis Town Council's Code of Conduct, in particular the requirement at paragraph 10.1 |

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| | <p><i>“Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others’ privacy and for topics that may be considered controversial, such as politics or religion”.</i></p> <p>5. On this basis, the Panel determined there been a breach of Bognor Regis Town Council’s Code of Conduct as defined in paragraph 3.9 (Disrepute) and the Social Media Policy that forms part of the Code.</p> |
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| Paragraph 6 – Be accountable for their decisions and co-operate when scrutinised | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel supported the Complainant’s view that the Subject Member had not been accountable for their decisions and co-operated when scrutinised by: <ol style="list-style-type: none"> a. initially denying they had posted the social media comment; and b. not responding to the Monitoring Officer’s contact about the complaint made. 2. Further, the Panel considered that this initial denial did not demonstrate truthfulness from the Subject Member as required by the General Principles of the Town Council’s Code of Conduct. 3. The Panel acknowledged that the Subject Member had subsequently retracted this denial and confirmed that he did post the social media post on 4 July 2018. However, reviewing his public statement, the Panel noted this referred to the Subject Member saying “... will not be attending any courses if requested to do so” and he would “continue to express myself freely for my electorate and my apologies will only be to the people of Hatherleigh ward if requested. It is only the residents of Hatherleigh Ward that I truly represent as a councillor and who I am accountable to”. The Panel’s view was that this did not demonstrate that the Subject Member was accountable for his wider role as an elected councillor of Bognor Regis Town Council. 4. The Subject Member’s conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 5. On this basis, the Panel determined there had been a breach of Bognor Regis Town Council’s Code of Conduct as defined in paragraph 3.9 (Disrepute) and Principle 6 (Honesty) of the General Principles of the Code. |

| Paragraph 10 – Always treat people with respect | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel considered that the Subject Member had not always treated people with respect based on the evidence presented that he had: <ol style="list-style-type: none"> a. made offensive remarks in the social media post on 4 July 2018; b. threatened his fellow councillors in an email sent following the posting; and c. ignored the advice of the Town Clerk's office in not following the requirements of the Social Media Policy. 2. The Subject Member was also seen to not have acted with objectivity, one of the general principles of the Town Council's Code of Conduct, by making what have been perceived as discriminatory comments in the social media post on 4 July 2018 evidenced by the news articles covered in the local, national and international press. 3. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 4. On this basis, the Panel determined that there had been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute), Principle 3 (Objectivity) of the General Principles of the Code and paragraphs 3.1, 3.3 and 3.6 (Respect). |

| Paragraph 11 – Provide leadership through behaving in accordance with the principles of the Code | |
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| <i>Decision</i> | BREACH |
| <i>Reason for the Decision</i> | <ol style="list-style-type: none"> 1. The Panel supported the Complainant's view that the Subject Member had not provided leadership by not behaving in accordance with the principles of the Town Council's Code of Conduct as evidenced by him: <ol style="list-style-type: none"> a. publishing an offensive quote without reflecting on the consequences this might have on the community; b. initially denying that he had published the post and then retracting this denial; and c. publishing a statement that, whilst this was aimed at offering an apology for the offence caused, referred to his intention to continue to express himself freely for his electorate. 2. The Subject Member's conduct was regarded as bringing their office of Councillor as well as Bognor Regis Town Council itself into disrepute. 3. On this basis, the Panel determined that there had |

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| | been a breach of Bognor Regis Town Council's Code of Conduct as defined in paragraph 3.9 (Disrepute) and Principle 7 (Leadership) of the General Principles of the Code. |
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Sanctions to be recommended to Bognor Regis Town Council

In view of the severity of this breach of Bognor Regis Town Council's Code of Conduct by the Subject Member, the Panel have recommended a number of sanctions to the Town Council for consideration.

1. The Clerk to the Council should report the findings of the Subject Member's conduct to Bognor Regis Town Council.
2. The Subject Member should be reprimanded publicly for his failure to abide by the Code of Conduct.
3. The Subject Member should be reminded publicly of the undertaking they signed following their election to observe the requirements of the Code of Conduct to comply with the Localism Act 2011.
4. The decision of the Assessment Panel should be published to Bognor Regis Town Council's website.
5. The Subject Member's Group Leader (or whoever agrees the allocation of committee seats) should suspend the Subject Member from all Committees and Sub-Committees of the Council for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.
6. The Subject Member should be removed by the Council from all outside appointments to which he has been appointed for a minimum period of six months. The Subject Member will still be able to carry out his official duties as a councillor and he will be able to attend any meetings open to the public and attend any meeting of other organisations that are open to the public or he is invited to as a member of the public.
7. The proximity pass available to the Subject Member should be withdrawn for a minimum period of six months so he is only able to access the public areas of Bognor Regis Town Hall within the building's opening times. This will still allow the Subject Member to attend meetings that are open to the public and the Town Council's Full Council meetings and carry out his official duties as a Councillor.
8. The Clerk to the Council should explore what further training can be offered to the Subject Member to reinforce the requirements of the Code of Conduct and Social Media Policy, with this training to be provided within six months of the date of this decision.

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| Publication of the Decision |
| <ol style="list-style-type: none">1. Following the review period, the decision of the Panel will be published to Arun District Council's website for a period of 12 months.2. The Panel's decision will be reported to the next meeting of the Standards Committee and the Panel intend to ask the Committee to carry out a further review of whether there should be a longer timeframe for this publication. |

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 23 - CONSIDERATION OF RESOLUTION MADE AT THE
TOWN MEETING OF ELECTORS HELD 21st NOVEMBER 2018**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

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

This meeting of Electors of Bognor Regis:

Opposes the plans by Arun District Council to construct a Linear Park at Hothamton, whose cost has been estimated by Arun at £3.5 million;

Reminds Arun and BR Town Councils that the BR Neighbourhood Plan contains specific reference to the current Sunken Gardens (The Area is listed in Policy 9, no 2, of the BR Neighbourhood Plan adopted 2015 designated as local green space - page 58 'Sunken Gardens A key landscape in the Conservation Area typical of nineteenth century squares visually important for historic as well as amenity reasons and highly valued by the community') so that the current area should be maintained and that there should be no loss of amenity space;

Calls on Arun District Council to abandon the current scheme and instead to allocate substantial funding to the improvement and upgrade of the current Gardens, which can be achieved for a very substantial lower sum, to include features wanted by the Community and ongoing involvement by the Community Gardeners Group, BRTC Town Force etc, and a long-overdue statue of the Town's Founder, Sir Richard Hotham;

Bognor Regis Town Council rescind the decision made by the Planning and Licensing Committee, at the meeting held on 30th October 2018, to raise no objection to Planning Application BR/254/18/A (Min. 120.4 refers) on the grounds that insufficient information was available to them at the time of considering the application;

The southern end of the Sunken Gardens, Bognor Regis, be opened up and an archway installed;

And to resolve accordingly.

Proposed Cllr. Cosgrove and Seconded Cllr. Stanley

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 24 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR CLLR
STEPHEN REYNOLDS FROM 31st OCTOBER - 24th DECEMBER 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

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|--------------------|---|--|
| Wednesday 31.10.18 | : | Halloween Scare Maze Riverside Caravan Centre, Shripney Road |
| Sunday 11.11.18 | : | Remembrance Service at Town Hall |
| | : | Remembrance Service at Chichester Cathedral |
| | : | Beacon Lighting, Bognor Regis seafront |
| | : | <i>Deputy Mayor attended: Guitar Recital Regis School of Music</i> |
| Wednesday 21.11.18 | : | <i>Cllr Mrs Daniells attended: Youth event for children with life threatening illnesses organised by Sussex Snowdrop Trust at The Base Skateboard Park</i> |
| Saturday 24.11.18 | : | <i>Deputy Mayor attended: Christmas Illuminations Switch-on event at Railway Station Bognor Regis</i> |
| Friday 30.11.18 | : | <i>Deputy Mayor attended: Switch-on of Christmas lights at private address in Felpham – fundraising event</i> |
| Wednesday 05.12.18 | : | <i>Deputy Mayor attended: South Bersted CE Primary School to present badges to School Council</i> |
| | : | <i>Deputy Mayor attended: Chichester College Carol Service at Chichester Cathedral</i> |
| Thursday 06.12.18 | : | <i>Deputy Mayor attended: Chichester University, Bognor Regis Carol Service at St Wilfrid's Church, Ellasdale Road, Bognor Regis</i> |
| Sunday 09.12.18 | : | EPIC Awards to Young People at Butlins, Bognor Regis |
| | : | Bognor Regis Concert Band Christmas Concert at St Wilfrid's Church, Bognor Regis |

AGENDA ITEM 24

| | | |
|-----------------------------|---|--|
| | : | RAFA Carol Service at Bognor Regis Methodist Church |
| Sunday 09.12.18 | : | <i>Deputy Mayor attended: Solemn Advent And Vespers at Arundel Cathedral</i> |
| Saturday 15.12.18 | : | <i>Deputy Mayor attended: Gala Performance of Cinderella at Regis Centre, Bognor Regis</i> |
| Tuesday 18.12.18 | : | HMP Ford Carol Concert |
| Wednesday 19.12.18 | : | <i>Deputy attended: Photo shoot for launch of new parking disc at Unique Promotions shop</i> |
| Thursday 20.12.18 | : | Abbots Lawn Nursing Home Christmas show |
| Events not attended: | | |
| Thursday 29.11.18 | : | Stonepillow AGM at Vicar's Hall, Chichester Cathedral |
| Thursday 06.12.18 plans | : | Royal Hotel Exhibition of development plans |
| Friday 07.12.18 Home' | : | The Mayor of Chichester 'Chichester At Home' The Assembly Room, The Council House, Chichester |
| Monday 10.12.18 | : | Sussex Police Carol Service at St Peters Church, Brighton |

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 25 - EVENTS ATTENDED BY TOWN CRIER MRS JANE SMITH
FROM 31st OCTOBER 2018 - 26th DECEMBER 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

| | | |
|--------------------|---|--|
| Saturday 03.11.18 | : | RSPCA Shop, Bognor Regis - private booking |
| Sunday 04.11.18 | : | Wedding Fayre at New Place Hotel, Southampton |
| Thursday 08.11.18 | : | Proclamation in Town Centre, Bognor Regis for Remembrance Day |
| Sunday 11.11.18 | : | Remembrance Day Service, Bognor Regis Town Hall |
| | : | 'Cry for Peace Around the World' at Beacon Lighting, Bognor Regis seafront |
| Monday 19.11.18 | : | WI talk in Portchester - private booking |
| Thursday 22.11.18 | : | Proclamation in Town Centre, Bognor Regis for Christmas Illuminations and Ice Rink |
| | : | Mount Noddy Animal Centre, Eartham - private booking |
| | : | Wellington Grange Chichester - private booking |
| Saturday 15.12.18 | : | Gala performance of Cinderella at Regis Centre, Bognor Regis - private booking |
| Wednesday 26.12.18 | : | Pagham Pram Race, Pagham |

BOGNOR REGIS TOWN COUNCIL MEETING
7th JANUARY 2019

AGENDA ITEM 27 - CORRESPONDENCE

FOR INFORMATION

1. Letter from ADC Chief Executive regarding the Town Council offering help with maintenance of Steyne Gardens
2. Arun District Council - Members' Allowances Review - *Members are invited to note that upon receipt of the completed review the matter will be referred back for consideration but Members will need to be mindful that any changes will have implications for the recommended 2019/20 budget*
3. Ellis Whittam - Important Annual Leave Court Judgement
4. HCLG Committee Evidence Question - High Streets and Town Centres in 2030
5. WSCC – Streetworks – notice of request for a Temporary Traffic Regulation March 2019
6. HCLG – Committee Westminster Hall Debate on private rented sector
7. Neighbourhood Alert – Weekly Bulletin Arun District 19-25/11/18 Forwarded to Councillors and on Social Media
8. Ordnance Survey - PSMA News November 2018
9. VAAC Weekly Update 29/11/18 - forwarded to Councillors and on Social Media
10. Ellis Whittam Newsletter November 2018
11. Regis School Newsletter Issue 7
12. NALC - Chief Executives bulletin
13. NALC - Lizzie Peers to speak at NALC Spring Conference
14. Neighbourhood Alert – Update on Significant Planned Road Works on Motorways in or near Sussex – forwarded to Councillors and on Social Media
15. VAAC – Funding Focus December 2018 – Forwarded to Councillors and on Social Media
16. Stonepillow – Big Stonepillow Event in Bognor Regis
17. Sussex Police and Crime Commissioner – Policing and Mental Health
18. SSALC – New Date Added – VAT Training – the essentials
19. ADC - Group Accountant list of Town/Parish tax bases for 2019/20
20. CAGNE - Gatwick Aviation Town and Parish Council Forum - November 2018 Newsletter
21. SSALC Training - VAT Training Fully Booked
22. NALC - Study Tour; Bishop's Stortford Town Council - Final few places left
23. SSALC - Elections Material and Guidance
24. SSALC - Elections Briefing and Awareness - FULLY BOOKED - FURTHER DATES ADDED
25. VAAC Winter Newsletter - Forwarded to Councillors
26. CPRE - Why we need to Save Our Soils
27. Love Bognor Regis - Thursday late night shopping information
28. Twinning Minutes 2018- 11-11 and Agenda 2019-01
29. VAAC - Weekly E-Bulletin Update - forwarded to Councillors and on Social Media
30. NALC - Spring Conference 2019 - New Community Benefit Workshop announced

- 31.** Parish Online - Newsletter
- 32.** 39 Youth Club - Grant aid 2019 awarded to The 39 Club - Thank you letter
- 33.** SSALC - National Salary Award 2019/20
- 34.** Neighbourhood Alert - Arun Bulletin - 26 November to 2 December 2018 - Forwarded to Councillors and on Social Media
- 35.** NALC - Chief Executives Bulletin 7/12/18
- 36.** WSCC E-Newsletter December 2018 - Forwarded to Councillors and on Social Media
- 37.** Neighbourhood Alert - Update on Significant Planned Road Works On Motorways In Or Near Sussex 8th December 2018 - forwarded to Councillors and on Social Media
- 38.** SSALC - Armed Forces Covenant e-learning Module
- 39.** Sussex Police and Crime Commissioner - Newsletter - More recruits to Sussex Police - Forwarded to Councillors
- 40.** NALC - Chief Executives Bulletin December 2018 - forwarded to Councillors
- 41.** Letter from HRH The Prince of Wales thanking the Town Council for their Birthday Greetings
- 42.** Coastal West Sussex Mind - Newsletter
- 43.** CAGNE Aviation Town and Parish Council Forum - The CAGNE Master Plan Local Authority Response
- 44.** WSCC Joint Area Committee dates for 2019
- 45.** SSALC - Seasons Greetings from all at SSALC
- 46.** ADALC - Agenda for meeting on 19th December and notes from meeting of 18 September 2018
- 47.** SSALC weekly Bulletin
- 48.** VAAC Training & Events - FSI Workshops & Volunteer Co-ordinators Meeting January 2019
- 49.** Action in Rural Sussex - Village Halls week Community Library Workshop
- 50.** Sussex Police and Crime Commissioner - £970m national police funding package will boost officer numbers in Sussex - forwarded to Councillors
- 51.** NALC Chief Executives Bulletin - Forwarded to Councillors
- 52.** Vision ICT - Winter Newsletter 2018
- 53.** SALC Weekly Bulletin
- 54.** Regis School - Christmas Newsletter
- 55.** HCLG and Treasury Committees Evidence Session - quiz Minister on business rates and the High Street - 19 December 2018
- 56.** Coastal West Sussex Mind - Christmas Greetings
- 57.** Email from member of the public regarding rough sleepers in the town
- 58.** WPS Insurance - Preparing for severe winter
- 59.** ADC - Arun Annual Forum - Save the Date
- 60.** Neighbourhood Alert - Arun Bulletin - 10th to 16th December 2018 - Forwarded to Councillors and on Social Media
- 61.** Neighbourhood Alert – Latest Edition of National Neighbourhood Watch E-Newsletter 19/12/18 – Circulated to Councillors and on Social Media
- 62.** NALC – Spring Conference 2019 – Development new skills to help lead your communities
- 63.** NALC – Chief executives bulletin – circulated to Councillors
- 64.** Email from Civic and Office Manager to all Councillors informing of Town Council Office closure times over Christmas
- 65.** ADC - List of agendas published for meetings - Week Commencing 17th December 2018 including:- Cabinet; Full Council; and Individual Cabinet Member Decisions

- 66.** Sussex Police and Crime Commissioner - Drone disruption at Gatwick - circulated to Councillors
- 67.** Neighbourhood Alert - Have your Say on Police Funding - Circulated to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL MEETING
7th JANUARY 2019**

AGENDA ITEM 27a - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. Stonepillow Winter Newsletter - circulated to Councillors
2. Neighbourhood Alert - Christmas Greetings from Sussex Neighbourhood Watch
3. VAAC - Funding focus January 2019 - Circulated to Councillors and on Social Media
4. Neighbourhood Alert - Get Safe Online Campaign January 2019. Circulated to Councillors and shared on Social Media
5. Email from member of the public raising concerns about homelessness in the Town Centre and unclean streets
6. Sussex Police - Weekly Bulletin for the Arun District Area, 3rd January 2019. Circulated to Councillors and shared on Social Media
7. WSCC - Build a Better A27 (BABA27) Update, 3rd January 2019
8. Housing, Communities and Local Government Committee - Evidence Session: High Streets and Town Centres in 2030, to be heard 8th January 2019
9. WSCC - E-Newsletter January 2019. Emailed to Councillors
10. NALC - Chief Executive's Bulletin, 4th January 2019. Circulated to Councillors
11. Sussex Police and Crime Commissioner - Community Safety Funding "The first tranche of Community Safety Funding for 2019 is now open and I am inviting organisations across Sussex to bid for up to £5,000 each to help keep Sussex safe." Circulated to Councillors
12. Neighbourhood Alert - Update On Significant Planned Road Works On Motorways In Or Near Sussex - Circulated to Councillors and on Social Media
13. VAAC Training - FSI Workshops & Social Enterprise Discovery Workshops - Circulated to Councillors
14. SSALC Weekly Bulletin 7 January 2019
15. ADC - Weekly Parish Information Service 7th January 2019 - List of agendas published for meetings - Week Commencing 31 January 2019 including:- Cabinet; Full Council; and Individual Cabinet Member Decisions
16. Neighbourhood Alert - HM Revenue and Customs Alert 07/01/2019 - Circulated to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 28 - 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.

PROJECT COMPLETION

I am pleased to report that following a full review of the Picturedrome Fire Risk Assessment and the results of the recent testing undertaken, Arun's Building Control department have issued a Completion Certificate for the Picturedrome extension project. The Council's Quantity Surveyor subsequently issued a Practical Completion certificate and the building was finally released for opening. Due to the diligent work of the solicitors all leases and associated agreements were signed by both parties prior to the Christmas closedown and the 4th screen is now live. Copies of the signed documentation is awaited.

OUTSTANDING SNAGGING ISSUES

Members are advised that as with all build projects, there are some outstanding snagging issues which the Clerk, Q.S, Contractor and Tenant are working on to resolve and these include:

- Additional soundproofing measures to the back wall of screen 4 to prevent noise transference to and from the auditorium.
- Rerouting of an internal rain water pipe which currently runs in the corner of screen 4. Although this is not a defect, the tenant is concerned that the R.W.P takes up a valuable seat space. The cost for this work will be reported to Council for their consideration.
- Review of sanitary fittings and quality within the WC's and how they might be improved to facilitate access.
- The final issue relates to the rain screen cladding on the external face of the extension and pertains to its aesthetic qualities. This matter is being discussed with the contractor and cladding manufacturers.

Finally, I am also pleased to report that following the site visit to the cinema in December by some Members, they were delighted with the new auditorium and I am sure look forward to its future success.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 7th JANUARY 2019**

**AGENDA ITEM 29 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Leak in Screen 3 of the Cinema - an indication of the cost for the surveyor whom undertook the original assessment of the tower windows to prepare a specification for the works required, put it out to tender and then oversee the works has now been received. This is being based on 12.5% plus VAT of the contract sum and is subject to a minimum fee. This covers all aspects of inspecting and writing the specification, going out to tender, instructing a contractor and overseeing the work to completion. The specification is currently being finalised and will then be sent out. Any additional works such as repainting, in addition to repairing the windows that could be done at the same time, to take advantage of the scaffolding being in place for the tower window works is being investigated and subject to available budget may be undertaken at the same time.

Annual Fire Risk Assessment - as reported at the November Town Council Meeting, following the annual assessment, some works were identified including the need for some additional fire detection works within the existing building as a result of the expansion works that had been undertaken. Quotations were being sought for these specific works, which it was reported would be funded by BPCL. Installation of the detection equipment required was completed during November 2018 with the cost for these works being £497.50 plus VAT.

It had also previously been reported that enquiries about fire detection equipment in areas such as the tower at the Picturedrome were also raised with the contractor carrying out the annual assessment for the tenant, who confirmed that detection would be prudent in any void areas of the building as a precautionary measure. The tenant was therefore requested to ensure that reference was made within the recent assessment to this advice to highlight the need for any appropriate action to be taken.

Confirmation has been received from the cinema that all recommended actions originally identified on the annual assessment have now been actioned and a copy of the signed off document received for the file. Subsequently an inspection was carried out by West Sussex Fire and Rescue Service at the premises just prior to Christmas who were very happy with the management and provisions for fire safety that are in place. As a result of the inspection, two recommendations were put forward for further improvements that could be made, one to assess the compartmentation of the basement and the other to add fire detection on the escape stairs and landing for screen 3 and 4. Both recommendations will be addressed by the tenant in early January.

Regarding the issue of the additional detector in the void (tower) in screen 3, this was raised with West Sussex Fire and Rescue Service at their recent visit,

AGENDA ITEM 29

who did not perceive this as an issue. The L3 fire system provides automatic fire detection on escape routes and adjoining rooms. The void is unattended, and not a high-risk area, and access into the void to facilitate installation may pose to be problematic. However, the feasibility of having a detector fitted to the void area will be discussed with the fire alarm engineers when they arrange for the fitting of the new detector for the escape stairs near the new screen.

Toilets - during the Christmas closedown, it was reported that problems had arisen with the drains to the new disabled and ladies' toilets which resulted in them having to be unblocked. The matter has been raised with the Employers Agent to be referred back to the Contractor and a response is awaited.

Correspondence received from the MP with queries in relation to the fourth screen raised with him by a local resident - just prior to the Christmas closedown, correspondence was received from the Rt Hon Nick Gibb MP with a copy of a letter he had received from a local Bognor Regis resident raising various queries regarding the fourth screen extension. An acknowledgement was sent to the MP confirming that the issues raised by the resident would be looked into and a response would be sent back to him in the New Year.

Light in the Tower - having established that Listed Building Consent would be required for any proposal but not Planning Permission, liaison is being undertaken with the tenant to progress submission of the application. The forms have been obtained and will be submitted following receipt of all the information required to complete the application.