



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 11th MARCH 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 4th DAY OF MARCH 2019

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 a representative from Sussex Police to provide a report on local policing (if available)
 4. To APPROVE the Minutes of the Town Council Meeting held on 7th January 2019
 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 Meeting of 4th February 2019** with resolutions, recommendations and reports including: -
 - To note recommendation of approval to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2019/2020 - Min. 137.1 refers
 - To note recommendation of approval of the Audit Plan for 2019/2020 - Min. 137.2 refers
 - Recommendation that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 be referred to the Town Council for approval - Min. 139 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 21st January 2019** with resolutions, recommendations and reports including: -
 - Recommendation that Arun District Council be asked to initiate an independent inquiry into ADC owned assets - Min. 96 refers
 - 9.3 **Planning and Licensing Committee Meetings of 8th and 29th January, Extraordinary Meeting of 4th February, Meeting of 19th February, and Extraordinary Meeting of 25th February 2019** with resolutions, recommendations and reports including: -
 - Recommendation that Full Council support the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25th February 2019 - Min. 210 refers
 - 9.4 **Events, Promotion and Leisure Committee Extraordinary Meeting of 30th January, and Meeting of 11th February 2019** with resolutions, recommendations and reports including: -
 - Recommendation that the proposal by Cllr. Goodheart to support making enquiries into the acquisition of the old Esplanade Theatre site should be included within the review of the Corporate Strategy when undertaken by the new Administration - Min. 88 refers
 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 November, December and January and to note the balances, bank reconciliations and financial reports (February 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. Annual Review of the Council's Internal Control Procedures and Practices
13. To receive a report and consider any actions regarding the sanctions recommended by Arun District Council, following a hearing held before an Assessment Panel on 17th October 2018 - Min. 196 refers
14. To approve changes to Committee appointments in light of change to political party Memberships and Committee Membership resignation referred from last meeting - Min. 188 refers
15. To consider the responses received regarding Regeneration questionnaire and Arun District Council's response to BRTC "open" letter regarding the (Linear Park) Pavilion Park demanding a proper public consultation prior to submission of any planning application - Min. 182 and Min. 194 refers
16. Regeneration including to note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 30th January 2019
17. Town Mayor's Report and duties undertaken
18. Town Crier's Report and duties undertaken
19. Reports from Representatives to other organisations
20. To receive Correspondence
21. Picturedrome Site update including: -
 - Director's Report, any urgent actions taken for ratification
 - A.G.M. of The Bognor Pier Company Ltd.- to adopt the accounts year ended 31st December 2018 and to note the Director's Report
 - To note receipt of the £18k Management Fee from The Bognor Pier Company Ltd
22. Redevelopment of the Picturedrome Cinema procurement update
23. To receive an update regarding potential property purchase and to agree any further actions required

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

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



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Dear Sir/Madam,

ADDITIONAL AGENDA ITEM FOR THE MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

Please be advised that an additional item will be considered as detailed below at the Meeting of the Town Council of Bognor Regis to be held at The Town Hall, Clarence Road, Bognor Regis on **MONDAY 11th MARCH 2019**

DATED this 6th day of MARCH 2019

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Consideration of letter of support for Future High Streets Fund: Bognor Regis application



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 7th JANUARY 2019

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, J. Cosgrove, A. Cunard (until Min. 194), Mrs. S. Daniells, P. Dillon (until Min. 185), T. Gardiner (during Min. 194), S. Goodheart, 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)
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)
Cllr. P. Wells (ADC Councillor) (part of meeting)
PCSO Katie Harsley & PCSO Natalie Shrimpton (part of meeting)
17 members of the public (part of meeting)

The Meeting opened at 6.33pm

166. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. Batley for personal reasons, Cllr. Lineham for family commitments, Cllr. Smith, who was working, and Cllr. Woodall who was unwell. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

As the Deputy Mayor, Cllr. Woodall, was absent for the meeting, Members **AGREED** that Cllr. Mrs. Warr should act as Vice-Chairman for this meeting.

Cllr. Dillon informed Members that he would need to leave the meeting at 8.15pm.

167. 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 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.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 28 and 29 (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 28 and 29 (Picturedrome), as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when the Agenda items were discussed

Cllr. Dillon declared an Ordinary Interest in Agenda item 13 as a Member of Arun Arts

Cllr. Goodheart declared an Ordinary Interest in Agenda item 21 as a volunteer with the 4BR group

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 28 and 29, as an employee of the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed

168. TO ADJOURN THE MEETING AND WELCOME PCSO KATIE HARSLEY TO PROVIDE A REPORT ON LOCAL POLICING

The meeting was adjourned from 6.38pm until 6.52pm for this item.

The Town Mayor welcomed PCSO Katie Harsley, and her colleague PCSO Natalie Shrimpton, to the meeting.

PCSO Harsley reported on the local policing measures currently in place to tackle an apparent rise in anti-social behaviour within the Town. Sussex Police are working with a number of agencies and parents of children suspected of anti-social behaviour to address the issue. Foot patrols have increased and both the Shopwatch and Pubwatch systems are being used well.

PCSO Harsley stated that an element of the rise in anti-social behaviour figures was as a result of people reporting crime correctly. Members of the public are encouraged to continue working with the police, and to keep on reporting by email, speaking to the front desk at Bognor Regis Police Station (using the yellow phone located at the front of the building when closed) and the usual 101 telephone number. All information is relevant but it's significantly helpful to include a description of the clothing worn by a suspect when reporting concerns to the police.

The Town Mayor thanked PCSO Harsley and PCSO Shrimpton for attending and they left the Meeting

169. 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

The Minutes of the Town Council Meeting held on the 5th November 2018 and the Extraordinary Town Council Meeting held on 14th November 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

170. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

- 170.1** West Sussex and Arun District Councillor, Francis Oppler, reported that he was dismayed by WSCC's decision to press ahead with major cuts to Housing Related Support and Local Assistance Network (LAN) funding in 2019 and similar concerns were expressed about proposed funding cuts to other services in West Sussex.

170.2 Arun District Councillor, Paul Wells, reported that he had recently attended a meeting with residents of Glenwood Estate, Bognor Regis, concerning a nearby field closure that had historically been used by members of the public. Contact had been made with the owner of the field who reported misuse of the field with dog fouling being a problem, and that there had been safety concerns, resulting from vandalism, regarding the footbridge across to the field.

Cllr. Wells has raised the community's concerns about anti-social behaviour in the Town with the Sussex Police and Crime Commissioner, Mrs Katy Bourne. He urged members of the public to continue reporting matters to the police.

171. WRITTEN QUESTIONS FROM COUNCILLORS

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

Does the Mayor agree that the BRTC is actively looking to acquire & create more public assets within the Town?

Will the Mayor consider referring the subject of acquiring the lease of The old Esplanade Theatre site including the Rock Gardens play area & car park from ADC.

To initiate a discussion regarding this Council's desire to open areas & venues to create more public asset opportunities for the residents & tourists to enjoy.

Which could include permanent or temporary activities on The Old Esplanade Theatre site for a wider public use.

Could the Mayor refer this subject to the EP&L Committee to be discussed & make recommendations to the council to be considered when the review of the Corporate Strategy is undertaken when the new administration comes in after May.

The Town Mayor responded by saying that, as Cllr. Goodheart had rightly highlighted, the current Council's Corporate Strategy does include an objective of striving to acquire and develop more community assets and in particular a suitable community space.

The Mayor confirmed that whilst the area of the Old Esplanade Theatre is not specifically referred to within the Strategy, it would seem sensible for the Events, Promotion and Leisure Committee to discuss whether this is a site to be pursued as part of any future review of the Corporate Strategy and therefore requested that the Clerk include this on the next suitable agenda, with the matter being raised at a BRTC/ADC Liaison Meeting thereafter.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Town Mayor adjourned the meeting from 7.05pm to 7.07pm for this item. A member of the public spoke of anti-social behaviour being highlighted in the media, the rise in the number of people reporting such matters, and the need to keep everything in proportion.

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

There were none.

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

175. Policy and Resources Committee Extraordinary Meeting of 19th November, and the Meetings of 26th November and 3rd December 2018

The Chairman of Committee, Cllr. Cunard, reported.

Extraordinary Meeting of 19th November 2018 - Min. 91 - Consideration of Grant Aid Funding 2019

With regard to the recommendation from the Policy and Resources Extraordinary Committee Meeting, concerning unused Grant Aid 2019 budget, Members **NOTED** that this issue had been reported on at the subsequent Policy and Resources Committee Meeting held on 26th November 2018 (Min. 96.4 refers) and as a result **RESOLVED** to **AGREE** that the recommendation be deferred and now be considered by the Committee at their meeting in June 2019 when a review of Grant Aid is carried out, if felt to be appropriate.

176. Community Engagement and Environment Committee Meeting of 12th November 2018

In the absence of the Chairman, Cllr. Smith, Cllr. Goodheart presented the Minutes of the meeting held on 12th November 2018 as Vice-Chairman.

176.1 Min. 72 - Further consideration of proposal regarding the Government's announcement to withdraw housing support countryside

A Councillor asked for an update on the arrangements of the agreed meeting with a local stakeholder, who would be affected by the proposals, and a suitable organisation. The Deputy Clerk advised that such a meeting had not taken place, but that a report would be given at the next Community Engagement and Environment Committee Meeting.

176.2 Min. 74.1 - Consideration of proposals from the public question time of the meeting held on the 17th September 2018

Members **NOTED** the recommendation from the Community Engagement and Environment Committee that Bognor Regis Town Council should 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.

Following a vote, Members **RESOLVED** to **AGREE** to support the proposal of the concept and **REFER** the matter to the Events, Promotion and Leisure Committee for further consideration.

176.3 Min. 76.1 - Beach Access Topic Team

Members spoke about the progress so far and it was noted that a full report will be provided at the next Committee Meeting.

177. Planning and Licensing Committee Meetings of 20th November, 4th and 18th December 2018

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

177.1 Min. 138 - 20th November 2018 - Tree Preservation Orders at Sunken Gardens, Bognor Regis

Having been requested for an update, the Civic & Office Manager stated that ADC had confirmed that there are no current TPO's at this location. Furthermore, the member of the public who had originally highlighted the issue, was yet to respond to the Town Council's request in identifying the particular trees to which they were referring.

177.2 Min. 159 - 18th December 2018 - Unicorn Pub

A Member commented that anti-social behaviour was not isolated to the Unicorn Pub but was a wider problem. Another Member queried whether the Old Town Committee would meet again as this could influence this area. It was noted that the Town Council is simply invited to attend these meetings, but investigations would be undertaken with regard to future dates and a report made to the Policy and Resources Committee in due course through the Projects Officers report.

178. Events, Promotion and Leisure Committee Meeting of 10th December 2018

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

Min. 62.3 - Proposal to hold a Commemoration Event to mark Holocaust Day in January 2019

A Councillor expressed their disappointment at the decision taken by the Committee to postpone this event as there had only been one respondent from the invited attendees. It was subsequently proposed that those present at the Full Council Meeting should take a moment of reflection by

observing a minute's silence and Members **RESOLVED** to **AGREE** that this be carried out.

The Meeting was adjourned at 7.48pm to observe a minute's silence

The Meeting reconvened at 7.49pm

A Member informed those present that he intended to organise a gathering at the War Memorial on Holocaust Memorial Day, Sunday 27th January 2019, to mark the day and all were welcome to attend.

179. **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'.

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

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

181. Members **RESOLVED** to vary the order of business and take Agenda item 23 next.

Cllr. Gardiner left the Meeting

182. **CONSIDERATION OF RESOLUTION MADE AT THE TOWN MEETING OF ELECTORS HELD 21st NOVEMBER 2018**

Cllr. Gardiner returned to the Meeting

The Deputy Clerk gave a verbal report to Members, stating the Resolution from the Town Meeting of Electors. An update was also provided regarding Planning Application BR/254/18/A, that had formed part of the Resolution, with those present advised that the Local Planning Authority had since made a decision, approving the application, and therefore this specific part could not be progressed further.

Cllr. Dillon declared an Ordinary Interest, as a Member of Arun District Council's Development Control Committee, and left the Meeting

Cllr. Brooks declared an Ordinary Interest, as a Member of Arun District Council's Development Control Committee, and stated that he would leave the Meeting should it become necessary

A Member referred to the claims made at the Town Meeting of Electors regarding used needles and reported that his own investigations had shown that no needles had been found in the Sunken Gardens.

Another Member then spoke about ADC's regeneration plans for the whole Town, specifically referencing the Minutes of ADC's Bognor Regis Regeneration Sub-Committee.

Cllr. Gardiner left the Meeting

Members considered the Resolution passed at the Town Meeting of Electors and discussed the issue of public consultation being carried out prior to Arun District Council submitting a planning application for their Linear Park proposals.

Cllr. Stanley proposed the following Resolution, and this was seconded by Cllr. Goodheart.

That in light of the Resolution taken at the Town Meeting of Electors on 21st November 2018, Bognor Regis Town Council write an open letter to Arun District Council, with copies to Rt. Hon. Nick Gibb MP (Elected Conservative MP for Bognor Regis and Littlehampton) and Cllr. Louise Goldsmith (Leader of WSCC) demanding a proper, public consultation on the Linear Park plans prior to the submission of any planning application

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

FOR	AGAINST	ABSTENTION
Cllr. Brooks		
Cllr. Cosgrove		
Cllr. Cunard		
Cllr. Mrs. Daniells		
Cllr. Goodheart		
Cllr. Reynolds		
Cllr. Stanley		
Cllr. Toovey		
Cllr. Mrs. Warr		

The Motion was **CARRIED**.

183. Members **RESOLVED** to vary the order of business and take Agenda item 13 next.

184. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. COSGROVE

"This Council supports the Sir Richard Hotham Project (SRHP) for the Regis Centre, Hothampton 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."

The Town Clerk's report was noted however, further to the publication of the report, Cllr. Cosgrove had submitted to the Clerk an amendment to the Resolution as follows: -

"This Council believes Arun as custodian of public land must consider the Sir Richard Hotham Project (SRHP) for the Regis Centre, Hothamton and Esplanade Theatre sites, in the wake of the Planning Inspector's decision to grant planning consent re the Town Centre's Regeneration and calls on Arun District Council as owner of the land to cooperate and work with SRHP to this effect. This should also apply to other schemes submitted and which obtain planning consent and can demonstrate financial support."

Cllr. Cosgrove put his amended Motion and Cllr. Toovey seconded this.

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

Cllr. Cosgrove spoke to his Motion and, having done so, informed Members that as proposer he now wished to **WITHDRAW** the Motion.

Cllrs. Brooks, Dillon and Gardiner returned to the Meeting

Cllr. Dillon left the Meeting

185. 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."

The Town Clerk's report was noted.

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

Cllr. Mrs. Daniells left the Meeting

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

Cllr. Mrs. Daniells returned to the Meeting

186. 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."

The Town Clerk's report was noted.

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

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

187. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 19th DECEMBER 2018 (IF AVAILABLE)

The notes of the meeting were not yet available. A Member who had attended the meeting reported that it had been agreed that a sub-committee of the Parish/Town Councils would meet in January to discuss future arrangements for ADALC, with the appropriate report back to this Council in due course.

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

The Town Clerk's report was noted.

The Independent Group Leader, Cllr. Brooks, confirmed the Group's agreement that Cllr. Lineham be aligned to the Independent Group for the remainder of this Administration, following his change in political party affiliation to an Independent.

As a result of this change in political party affiliation, Members **RESOLVED** to **AGREE** that the issue of Committee Allocations be **REFERRED** to the March Council Meeting.

Following the withdrawal of Cllr. Batley from the Community Engagement and Environment Committee, there were no other nominations to fill the Liberal Democrats vacancy. This would therefore be referred to the next meeting in March.

189. TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2019-2020

The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were noted. The Chairman of the Policy and Resources Committee provided a statement to Members regarding the budget highlighting the various points.

Members **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2019-2020.

Thanks were recorded to the Chairman of the Policy and Resources Committee, Accountant and staff for their hard work in achieving a balanced budget.

190. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2019-2020

The Town Clerk's report was noted.

Members **RESOLVED** to set the precept amount for 2019-2020 at £916,001 resulting in a 2.93% or £3.56 increase per annum per Band D property thus rising from £121.63 to £125.19 a year.

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

192. TO CONSIDER INSTALLATION OF ROYAL BRITISH LEGION POPPIES ON LAMPPOSTS ALONG BOGNOR REGIS SEAFRONT FOR REMEMBRANCE 2019

The Civic & Office Manager's report was noted.

Members **RESOLVED** to **AGREE** that poppies should be installed on 20 lamp posts along the promenade in Bognor Regis at a cost of £60.00 excl. VAT and **REFERRED** this issue to the Policy and Resources Committee to identify an appropriate budget for the funding.

193. TO RECEIVE AND, IF ACCEPTABLE, APPROVE THE DRAFT OF THE 2019 TOWN NEWSLETTER

The Civic & Office Manager's report was noted, and a draft layout for the Newsletter was presented to Councillors.

Members **RESOLVED** to **AGREE** to **APPROVE** the draft version of the 2019 Town Newsletter.

194. 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

The Town Clerk's report together with the Briefing Notes of the Regeneration Board Meeting held on 30th October 2018 were noted.

The notes of the Bognor Regis Regeneration Consultation Working Group Meetings held on 26th November 2018 and 3rd January 2019 were also noted as being received.

Cllr. Cunard left the Meeting

Members **RESOLVED** to **AGREE** the recommendations from the Bognor Regis Regeneration Consultation Working Group Meeting held 26th November as follows:

- 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
- 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**
- 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
- d) That funding be identified by Council for the cost of the design, print and distribution of the flyer
- e) That Council consider all suitable return methods for the questionnaire
- 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.

Cllr. Gardiner left the Meeting

Following a lengthy debate about the content of the questionnaire, and whether any further questions should be added to the draft as circulated with the agenda, Members subsequently **RESOLVED** to **AGREE** the final content of the questionnaire, with no changes from the circulated draft, and that the required expenditure for the exercise should be funded from General Reserves.

195. Members **RESOLVED to **APPROVE** a further extension to the Meeting of 15 minutes as per S.O. 1.2.**

196. 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 SANCTIONS RECOMMENDED BY THE PANEL

The Town Clerk's report and the presentation of a further report at the March Council Meeting, to enable Members to decide how the Council wishes to proceed, was **NOTED**.

197. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

198. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

199. 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:-

- 199.1 Cllr. Cosgrove** - BRTC/ADC Liaison Meeting; IPEH Arun Hub Partnership Advisory Board.
- 199.2 Cllr. Gardiner** - Arun District Association Local Councils; Bognor & Bersted United Charities; VAAC Executive Board; West Sussex ALC Ltd.
- 199.3 Cllr. Woodall** - Arun Arts Ltd.

200. CORRESPONDENCE

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

- 200.1** Letter from ADC Chief Executive regarding the Town Council offering help with maintenance of Steyne Gardens. Members agreed that this would be referred to the Policy and Resources Committee.
- 200.2** Arun District Council - Members' Allowances Review. It was noted that following the review the matter will be referred to Members for further consideration.

Cllrs. Mrs. Daniells and Reynolds redeclared their Disclosable Pecuniary Interests in Agenda items 28 and 29, as employees of the Picturedrome Cinema, and left the Meeting

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

201. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

Members received the Town Clerk's report that had been previously circulated, and it was noted that a relating matter would need to be reported under confidential business.

202. PICTUREDROME SITE UPDATE INCLUDING: -

Director's Report, any urgent actions taken for ratification

The previously circulated Director's Report was noted, and actions taken as detailed were ratified. Two Members suggested that ways in which opportunities at the cinema, to promote the Town Council's involvement with, and investment in, the Picturedrome Cinema should be investigated.

203. The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.31.1) - Agenda items 28 and 30 (contractual).

204. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

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

Cllrs. Mrs. Daniells and Reynolds returned to the Meeting

Cllr. Reynolds retook the chair

205. 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

The Deputy Clerk's confidential report and confidential notes from the Members Briefing were noted. Members **RESOLVED** to **AGREE** that the matter should be **DEFERRED** for the new Administration to make a decision at an appropriate meeting.

The Meeting closed at 9.10pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 4th FEBRUARY 2019

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove,
D. Enticott (until Min. 137), S. Goodheart,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.37pm

119. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and referred to the Council's opening statement and the Town Clerk made particular reference to procedures in the event of a fire. Apologies for absence were received from Cllrs. Smith and Stanley, both due to work commitments.

In the absence of the Vice-Chairman, Cllr. Stanley, Members **AGREED** that Cllr. Goodheart should take this position for this meeting.

- 120.** Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 4, Adjournment for Public Question Time and Statements.

121. 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 item 24, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Cunard declared an Ordinary Interest in the additional Agenda item as owner of The Bognor Regis Post, the main sponsor to the event running alongside Bognor Birdman

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 24, as an employee of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Woodall declared an Ordinary Interest in the additional Agenda item

122. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd DECEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd December 2018 and these were signed by the Chairman.

123. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.41pm

A Councillor in the public gallery spoke in support of funding for the Beach Access Topic Team to be discussed under Agenda item 15, stressed the importance of sponsorship in relation to the report accompanying Agenda item 18 and also asked that the Council ask ADC to provide the temporary toilets on the seafront as soon as possible rather than waiting for the beginning of the season.

A member of the public enquired about signposting for the Town Centre from the promenade, an issue he had taken up with the Town Centre Manager before his departure and asked that this issue be followed up with the BID Board.

Meeting reconvened at 6.47pm

The Chairman suggested that in light of the comments from the member of the public regarding signage to the Town Centre, the Projects Officer be asked to raise the issue at the next BID Board meeting.

As noted previously under Min. 120, the Committee considered the additional Agenda item at this point of the meeting.

124. TO RECEIVE AN UPDATE FROM THE ORGANISERS OF BOGNOR BIRDMAN ON THE EVENT CONTENT AND CONSIDER ANY RESULTING CHANGE TO THE LEVEL OF GRANT AID AWARDED - MIN. 91 REFERS

Cllr. Brooks, seated in the public gallery, declared a Disclosable Pecuniary Interest in the Agenda item due to his involvement with, and being a potential supplier to, the Bognor Birdman event and elected to leave the Meeting

Cllr. Cunard redeclared his Ordinary Interest as a sponsor to the other event running alongside Bognor Birdman

The Deputy Clerk's report was **NOTED**.

Following discussion, whilst the changes to the event were acknowledged, Members **RESOLVED** that the previously agreed Grant Aid sum to Bognor Birdman of £7,500 should remain unaltered.

Cllr. Brooks returned to the Meeting

125. CLERK'S REPORT FROM PREVIOUS MINUTES

125.1 26th November 2018 - Min. 95 - Public Question Time and Statements

A response to the query from the member of the public regarding unsightly buildings in the Town is provided in the report from the Projects Officer on Town Centre Issues under Agenda item 7.

125.2 3rd December 2018 - Min. 118 - Draft Budget Proposals

During the budget discussions, the Town Council's Accountant made reference to an amount of Earmarked Reserve funds that he indicated were for promotion. Unfortunately, some Members felt that these funds were therefore readily available to use for new promotional items going forward however, this is not the case. Earmarked Reserves are held for specific projects that have been identified for projects that do not complete within the year that the funds are budgeted. Having now looked into this particular Promotions Earmarked Reserve it would appear that some of the projects may not now proceed or have completed and the funds originally set aside were not fully utilised for the project originally identified. It would now be for the Policy and Resources Committee to consider this and agree that these unused funds are returned to General Reserves.

The Committee Clerk for the Events, Promotion and Leisure Committee has included an item on the agenda for the meeting to be held next Monday to enable the Committee to consider whether a budget for promotion is now needed, its purpose and also the level of funding they wish to request. Subject to the outcome of the discussion, a recommendation requesting that a budget be identified could then be put to the next Policy and Resources Committee in April.

126. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Member queried when the inspection of the beacon column and paint stripping of the basket would be undertaken. Members noted that, as stated in the report, the inspection was scheduled for 8th February 2019 and the paint would be stripped in the meantime, as weather permitted.

A Councillor asked if it would be possible to view the asset register. The Clerk suggested that he contact the Town Force Manager to arrange a time for him to come in and review the folder.

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

The Projects Officer's report was **NOTED**.

Members noted that, as per the "Any Other Business" of the meeting held 17th January 2019, the BID Board had no intentions of resurrecting the Old Town Working Group at this time.

Members were concerned that without this Working Group, aspirations for the area may not be realised and it was therefore **AGREED** that the BID be asked to give details of their plans for the Old Town and a report made back to this Committee in due course.

128. TO RECEIVE A REPORT FOLLOWING THE DATA COMPLIANCE VISIT HELD 11th DECEMBER 2018 AND TO REVIEW CONTRACT FOR DATA PROTECTION OFFICER SERVICES - MIN. 176 OF MEETING HELD 9th APRIL 2018 REFERS

The Deputy Clerk's update, including the report following the Data Compliance Visit on 11th December 2018, were **NOTED**.

Following discussion, it was **AGREED** that the DPO Services contract would be renewed for a further year for 2019/20 at an estimated cost of £650, to be funded from General Reserves.

129. TO CONSIDER THE RESPONSE RECEIVED FROM ADC REGARDING THE TOWN COUNCIL'S DESIRE TO TAKE OVER MAINTENANCE OF THE STEYNE GARDENS AS REFERRED FROM THE COUNCIL MEETING HELD ON 7th JANUARY 2019 - MIN. 200.1 REFERS

The Deputy Clerk's report was **NOTED** including copies of the relating correspondence.

A Member expressed his disappointment that Bognor Regis has no ornamental gardens, a mainstay of a traditional, British seaside resort and wished to resist the offer to add more trees to the area.

The potential for partnership working with ADC was discussed and the long-term maintenance contract that is already in place was noted.

A suggestion was made that ADC's Director of Services be invited to attend a meeting of the Committee to discuss how the Town Council could work with the District Council to improve the Town. However, following discussion it was **AGREED** that before any invitation is offered, a letter be sent to the Director to ask, without prejudice, if there could be any movement within the existing contract to offer an opportunity for the Town Council to take on all planting at the Gardens, and associated costs. Members asked that the response be referred back through this Committee for discussion about any subsequent action including an invite to attend a meeting.

130. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 19th DECEMBER 2018

The Deputy Clerk's report, including the circulated notes of the ADALC meeting held 19th December 2018, were **NOTED**.

131. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 24th JANUARY 2019

The Deputy Clerk's report, including the circulated notes of the HPB meeting held 24th January 2019, were **NOTED**.

132. TO NOTE THE POSTPONEMENT OF THE MEETING ARRANGED WITH THE TOWN COUNCIL'S ACCOUNTANT AND AGREE FURTHER ACTION - MINS. 50 AND 67.7 REFER

The Town Clerk's report was **NOTED**.

Following discussion it was **AGREED** that, prior to any decision being taken regarding a further meeting, Members should email the Town Clerk with questions and queries, before the end of Friday 8th February, for relaying to the Accountant for response.

133. TO NOTE EMAIL TO CHAIRMAN OF THE COMMITTEE FROM ARUN ARTS LTD AND AGREE ANY ACTION ARISING - MIN. 91 REFERS

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

Cllr. Brooks (in the public gallery) declared an Ordinary Interest in this item as a member of Arun Arts

The Deputy Clerk's report, including the circulated email from Arun Arts Ltd, were **NOTED**.

Members **RESOLVED** to suspend Standing Orders (S.O. 16.1 refers) to enable them to give consideration to the request from Arun Arts that the rejection of their Grant Aid application be reconsidered.

Following discussions, Members **RESOLVED** that they did not wish to revisit the previous decision and as a result Standing Orders were reinstated.

Members debated at length the reasons for the rejection of the Arun Arts Grant Aid application for 2019, including comments regarding the setting of a precedent, the benefit the theatre brings to the Town and the clear process by which applications are assessed and determined.

Members subsequently **AGREED** that a response be sent to the Chairman of Arun Arts explaining that the previous decision stands but inviting them to apply later this year for the 2020 Grant Aid awards.

134. TO RECEIVE THE MOTION REGARDING THE PHOENIX CENTRE AS REFERRED FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 21st JANUARY 2019 - MIN. 97 REFERS

The Deputy Clerk's report was **NOTED**.

A Member reported that he had recently attended, as the Town Council's representative, meetings and working groups of the Integrated Prevention and Earliest Help (IPEH) - Arun Hub which he found to be extremely

interesting. It was noted that there appears to be a real appetite to work together and therefore the Member suggested to keep the matter on the table but take no immediate action until more information is known.

Members therefore **AGREED** that a watching brief on this matter should be undertaken by the Community Engagement and Environment Committee with an appropriate Agenda item for that Committee in due course.

135. **TO RECEIVE THE RECOMMENDATION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th NOVEMBER 2018 (MIN. 76.1 REFERS) THAT THE ACCOUNTANT BE ASKED TO IDENTIFY FUNDS THROUGH ANY BUDGET SAVINGS AVAILABLE FROM WITHIN THE COMMITTEE'S EXISTING BUDGET TO MEET ANY EXPENDITURE ASSOCIATED TO THE PROPOSAL TO HIRE A MINI-DIGGER TO INVESTIGATE EXISTING RAMPS AT THE BEACH IF REQUIRED**

The Deputy Clerk's report was **NOTED**.

Following discussion, it was **AGREED** that in the event that any funds are required before the new budget becomes available from 1st April 2019, whilst this will have to be met from General Reserves in the interim, an adjustment should be made to the 2019/20 budget to account for this.

136. **TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 18th MARCH 2019**

The Deputy Clerk's report was **NOTED**.

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7.30pm on Monday 18th March 2019, in the new screen at the Picturedrome Cinema;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- The Chairman of each Committee be asked to attend to answer any questions from the public;
- Consideration of the responses to the Town Council's regeneration survey;
- An invitation be extended to the Leader of WSCC, Cllr. Louise Goldsmith, to receive questions from Electors.

Cllr. Enticott left the Meeting

137. INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20; TO REVIEW THE 2019/20 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

137.1 To review letter of engagement and reconfirm appointment of internal auditor for 2019/20

The Deputy Clerk's report was **NOTED**. Members reviewed the letter of engagement circulated at the meeting and **RESOLVED** to **RECOMMEND APPROVAL** to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal auditor for 2019/2020.

137.2 The Deputy Clerk's report was **NOTED. Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2019/2020 to the Town Council.**

138. TO CONSIDER INTERNAL AUDIT REPORT 2018 - 2019 (INTERIM UPDATE)

The Deputy Clerk's report, which included a response from the Internal Auditor regarding sponsorship from suppliers to events, and the second Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the Interim Audit report.

139. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

140. TO CONSIDER IDENTIFICATION OF FUNDING FOR ROYAL BRITISH LEGION POPPIES ON LAMPPOSTS ALONG THE SEAFRONT AS REFERRED FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 192 REFERS

The Deputy Clerk's report was **NOTED**.

Following discussion, Members **AGREED** that the expenditure of £60 plus VAT for the purchase and installation of the poppies should be met. Members were asked to **NOTE** that this expenditure would be met by the Civic Fund.

141. IMPACT ASSESSMENT OF BREXIT ON THE TOWN COUNCIL - CHAIRMAN TO REPORT

The Chairman suggested, and Members **AGREED**, that Officers investigate any potential impact on the Town Council of Brexit considering subjects such as staffing and suppliers and informed the meeting that an online tool is available to assist with this review.

142. FINANCIAL REPORTS INCLUDING: -

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

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

142.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the month of December 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of the bank reconciliation as detailed was **NOTED**.

142.3 To note that owing to a technical error it had not been possible to process the accounting detail for November 2018 in the usual way. As a result, all financial transactions for November and December 2018 have therefore been combined into the monthly income and expenditure and financial reports for December 2018.

The update from the Town Clerk was **NOTED**.

143. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists. Cllrs. Goodheart and Woodall requested that a copy of the Regis School Newsletter be forwarded to them.

Cllr. Goodheart requested that details of the Spring Conference be forwarded to him.

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

Members noted that whilst Cllrs. Cunard and Reynolds had previously declared Disclosable Pecuniary Interests in this item, as no discussion was to take place and no further reports provided other than that already included in the Director's published report, neither Member would be required to leave the meeting.

The previously circulated Director's report was **NOTED**.

145. 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 26 and 27 (contractual).

146. 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 a copy of the confidential draft Deed was circulated to Members for their consideration.

It was subsequently **AGREED** that the draft Deed was acceptable and should now be shared with the building owner for their comment.

Members noted that the estimated cost for the preparation of the document was £600 to £700. Members therefore **AGREED** that a sum of £1,000 should be allocated for this exercise. This may, in part, be funded from any unused Legal Expenses budget with any additional expenditure funded from General Reserves.

147. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.19pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 21st JANUARY 2019

PRESENT:

Cllr. S. Goodheart (Vice-Chairman): Cllrs: J. Cosgrove,
Mrs. S. Daniells, P. Dillon (until Min. 95) and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
3 Councillors in the public gallery: Cllrs: J. Brooks,
M. Stanley and P. Woodall
7 members of the public

The Meeting opened at 6.33pm

82. 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. Mrs. Warr 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 Cllr. Smith who was working. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

83. 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

84. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 12th NOVEMBER 2018

The Minutes of the Meeting held on the 12th November 2018 were approved by the Committee as a correct record and were signed by the Chairman.

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

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 Chairman adjourned the Meeting at 6.40pm

The following items were raised:

A member of the public spoke about an issue regarding planning applications with particular reference to an application for Victoria Drive. It was felt that the Planning Notices had not been properly displayed and that residents in the area were unaware of the application in time to lodge an objection. It was also felt the cycle of the Town Council's Planning and Licensing Committee Meetings also present the same problem.

Members asked for this issue to be referred to the Planning and Licensing Committee for further consideration.

A member of the public spoke in reference to the Town Council's questionnaire regarding the Linear Park and asked if a separate online

questionnaire could be sent to neighbouring parishes for a wider opinion. It was also asked what weight, if any, the questionnaire will hold.

The Committee was asked if there was anything in place for parishes to work together.

A Councillor in the public gallery spoke on Agenda item 15 and whilst the demolition notice for the property of 2-4 Waterloo Square had been served, he hoped Councillors would support putting that right by ensuring the architecture of any new property was in keeping with the original building.

A member of the public spoke on Agenda item 6 and his proposal to produce a street sheet for the Bognor Regis area. A Councillor in the public gallery also commented that WSCC had taken a huge amount of support and resources out of homeless services, and therefore anything that the Town Council could do would be useful and important.

The Chairman reconvened the Meeting at 7.23pm

86. CLERK'S REPORT FROM PREVIOUS MINUTES

86.1 Min. 68 - 12th November 2018 - Audit of Community Spaces as referred from Council Meeting held 3rd September 2018

Unfortunately, no Members had attended the Task and Finish Group Meeting arranged for the 12th December at which the information gathered from the meeting on the 15th November was to be collated, with Members also to determine how it should be used. As a result of this it had not been possible to report the findings to Full Council in January. Members asked for another meeting to be arranged.

86.2 Min. 72 - 12th November 2018 - Further Consideration of Proposal by Cllr. Enticott regarding the Government's announcement to withdraw housing support countrywide

Previously, Members had agreed to hold an Extraordinary Meeting and therefore this had been provisionally booked for Tuesday 27th November 2018. Members were informed that as this was an Extraordinary Meeting and in the absence of the Chairman, as per Standing Orders, it would require 3 other Committee Members to sign the Agenda. Unfortunately, there had been no response from any Committee Members, which meant the Agenda could not be published and subsequently the meeting could not go ahead. The deadline to respond to WSCC had therefore been missed and no further action could now be taken.

86.3 Min. 74.1 - 12th November 2018 - For the Council to support a permanent ice rink with the inclusion of a multi-purpose community hall

Members referred this item to Full Council and at the meeting of 7th January 2019, Members referred it to the Events, Promotions and Leisure Committee for further consideration.

86.4 Min. 80 - 12th November 2018 - Reports

Members had previously agreed that Officers would attend the meeting on the Southern Water Bathing Enhancement Programme which was held on 21st November 2018 and it was noted that copies of the presentation and the Minutes would be available from the office.

87. CONSIDERATION OF A PROPOSAL FROM A MEMBER OF PUBLIC TO PRODUCE A HOMELESS STREET SHEET FOR THE BOGNOR REGIS AREA

The Projects Officer's report was noted.

After discussion, Members **AGREED** to produce a Street Sheet leaflet for the Bognor Regis Area that would include information for all vulnerable groups.

Members further **AGREED** to support some Officer time to help with the co-ordination and production of the leaflet. It was also suggested that the member of the public who proposed the idea be encouraged to apply for funding from the Town Council's Flexible Community Fund.

88. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON DROP-IN SURGERY 11th DECEMBER 2018

The Projects Officer's report was noted.

A spreadsheet giving a breakdown of discussion topics from the Surgeries for 2018 was circulated. All Members agreed that the Drop-in Surgeries had been a success and a worthwhile exercise to continue. A final Drop-in Surgery for this Administration will be held in February. It was also suggested that during this Surgery the opportunity be taken to ask members of the public for their feedback on what direction they would like to see the new Administration take going forward, which Members **AGREED**. The Projects Officer will make arrangements for an event to be held in February and respectfully reminded Councillors that the Surgery would not be a platform for canvassing for the forthcoming elections in May.

89. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 9th JANUARY 2019

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 9th January 2019.

The Chairman asked if a permanent piece of land could be found solely for the use of the Guides or Brownies. The In Bloom Working Group will be asked to consider this proposal at their next meeting.

90. YOUTH SERVICES PROVISION REVIEW INCLUDING REPORT BY THE PROJECTS OFFICER ON A MEETING HELD BY SUSSEX CLUBS FOR YOUNG PEOPLE ON 11th DECEMBER 2018 AND A TERM REPORT ON CREATE FROM THE YOUTH WORKER

The Projects Officer's report and the Youth Worker's term report were noted.

Cllr. Cosgrove asked for it to be noted that he was very disappointed that the Youth Worker had not responded to his requests to get in touch with him or acknowledge his offer of help.

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

Following discussion Members **AGREED** to **APPROVE** the application from the Bognor Regis Bike Community C.I.C. for £660.00.

92. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 12th NOVEMBER 2018 - MIN. 67 REFERS

There were no further items on the list, that were not already an Agenda item, that Members wished to discuss further.

93. FURTHER CONSIDERATION OF THE PROPOSAL TO TACKLE BEACH LITTER - MIN. 75 REFERS

The Projects Officer's report was noted.

Following discussion, it was **AGREED** that Members would approach the Councillor for Marine North Ward to see if he would be willing to allow the un-utilised Ward Allocation budget to be allocated to this project. As there are now insufficient funds for a re-design, costing for the production of posters based on the original design will be investigated and reported back to the next meeting.

94. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM - MIN. 76 REFERS

The Projects Officer's report was noted, and Members were advised that the next meeting of the Beach Access Topic Team had been scheduled for the 30th January 2019 by which time it was hoped a response from ADC regarding exposing one of the ramps will have been received.

Cllr. Dillon left the Meeting

95. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19 AND THE VICTORIA ROAD CAR PARK PROJECT

Members **AGREED** to **RATIFY** the sum of £375.00 to be donated to Radio Respect from the Marine Ward 2018/19 Ward Allocation budget.

The Projects Officer gave an update on the Victoria Road Car Park project and reminded Members that it would be pertinent to try and complete this project before the new Administration is appointed in May.

Members were shown an example of a design to be displayed in the area. It was **AGREED** to remove the wording "Shoppers Car Park" and produce the sign following approval from West Sussex County Council. Members further **AGREED** the associated costs of £262.00 for the sign and estimated installation costs of £50.00.

96. CONSIDERATION OF THE MOTION PROPOSED BY CLLR. COSGROVE, REFERRED FROM THE COUNCIL MEETING HELD ON 7th JANUARY 2019 REGARDING ADC OWNED PROPERTIES. ALSO, CE&E MIN. 79 REFERS

The Projects Officer's report was noted including the response received from ADC to the Town Council's initial letter in which they requested that any specific questions that Members may have in relation to ADC owned assets are provided to then in writing to enable a response to be provided.

Cllr. Cosgrove spoke on his proposal and following a lengthy debate Members **AGREED** to **RECOMMEND** to Council that Arun District Council be asked to initiate an independent inquiry into this matter.

97. CONSIDERATION OF THE MOTION PROPOSED BY CLLR. COSGROVE, REFERRED FROM THE COUNCIL MEETING HELD ON 7th JANUARY 2019 REGARDING THE PHOENIX CENTRE

The Projects Officer's report was noted.

Cllr. Cosgrove spoke on his Motion as referred from the Council Meeting as follows:

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

Following debate, Cllr. Cosgrove moved to amend his final Motion as follows:

That this Council wish to explore the possibility of working with WSCC and the Regis School 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 the Council's help in achieving this goal

After further discussion Members **AGREED** that the amended Motion, as seconded by Cllr. Mrs. Warr, be referred to the Policy and Resources Committee with the **RECOMMENDATION** to implement a policy reflecting the proposal. Members also asked the Projects Officer to collate as much information as possible regarding the current use of the Phoenix Centre to assist with the formation of the policy.

- 98.** Members **RESOLVED** to vary the order of business and take Agenda items 19 and 20 at this point.

99. REPORTS:

- a. To note financial reports, previously circulated

The reports were noted.

- b. Any further reports

There were no further reports.

100. CORRESPONDENCE

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

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

The Committee **RESOLVED** that due to the requirement to keep the recipient of the award confidential at this time, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw.

102. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

103. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

Meeting closed at 8.48pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 8th JANUARY 2019

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 168) and P. Woodall (during Min. 168)

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

The Meeting opened at 6.30pm

164. 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 had a prior engagement, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

165. 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.

There were no declarations of Interest

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

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

167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

168. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllrs. Goodheart and Woodall arrived at the Meeting

168.1 30th October 2018 - Min. 120.4 - Planning Application BR/215/18/PL

Notification has been received from the Local Planning Authority that changes have been made to Planning Application BR/215/18/PL, to which the Planning and Licensing Committee had objected. The amended plans have been submitted but the changes are not considered to be so material as to require full re-consultation. The Town Council has until 28th January 2019 to provide any additional comments on the amended application. However, this falls outside of the Committee cycle and, therefore, no further comment can be made.

168.2 4th December 2018 - Min. 145 - Premises Licence Application 111224

Arun District Council has advised that the application for the variation of a Premises Licence for Best Kebab, 18 Queensway, Bognor Regis, is to be considered by ADC's Licensing Subcommittee at a hearing to be held on 25th January 2019. The Town Council had objected to the application.

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

There were no applications to consider.

170. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st DECEMBER 2018 AND 4th JANUARY 2019

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

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

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

171. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 21st DECEMBER 2018 AND 4th JANUARY 2019

BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis - Hybrid application comprising of outline application for the principle of employment uses B1-B8. Full application for Class B8 warehouse with fuel island & car parking (Unit 2), 2 No. Class B1/B8 employment units with associated parking & servicing (Units 6 & 7), Class A1 retail food store with car parking & servicing (Unit 9), 2 No. drive thru units with car parking & servicing (Units 4 & 5), car showroom, workshops (Including MOT testing), vehicle storage, external display areas, service areas & parking (Unit 8) together with access roads, associated ground & engineering works, landscaping & ancillary works. This application affects the character & appearance of the Shripney Conservation Area & a Public Right of Way

Members considered Planning Application BE/135/18/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development.

Although the Town Council support the growth and the development of the Salt Box Field, it is with reluctance that Members Object to this application on the grounds that the road plan has been ill thought out with no mitigation measures to ease current or future congestion. At present any disruption on the A259 in surrounding areas such as Chichester and Littlehampton, coming in to Bognor Regis, has a knock-on effect that this development would only exacerbate.

The Town Council has grave concerns about the impact of the significant extra traffic that will be generated in the surrounding areas and request that ADC and WSCC Highways further investigate options for a road through Salt Box Field, bypassing Rowan Way to ease the impending effect of further development/road congestion.

The Travel Plan suggests this will be mitigated to an extent by less out commuting due to job creation. The Town Council requests that the Travel Plan be scrutinised by Councillors, before permission is given for this to go ahead, since it is believed that the reality of adding these additional buildings and retail units will only serve to further gridlock the access and egress into Bognor Regis, as well as increasing the likelihood of accidents in the area. Bognor Regis Town Council feels that the impact will be so great that it warrants proper detailed scrutiny with a robust, objective and honest approach as to how it will affect residents and visitors to the Town.

Bognor Regis Town Council would like to be absolutely certain that thorough consideration has been given to the likely impact of this proposal to the local and wider area, in terms of traffic flows and infrastructure. Members would like to be confident that, in allowing further retail and employment, whilst being of benefit, does not create a gridlocked area on the northern route out of the Town, nor upon those entering Bognor Regis via the A29. Members would like to be certain that the proposed layouts are the optimum ones to avoid gridlock and traffic jams and that there are no better alternatives.

Furthermore, Members noted that the application goes against Bersted Neighbourhood Development Plan Policy GA3.

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

ADC Development Control Meeting - 16th January 2019.

BR/142/18/OUT - Richmond Arms, 224 London Road, Bognor Regis - Outline application with all matters reserved for the demolition & conversion of existing public house (with residential accommodation to 1st floor) to form up to 10 No. residential flats over a maximum of 3.5 storeys

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/142/18/OUT at the meeting held on 17th July 2018.

Members **RESOLVED** that Cllr. Goodheart would attend the ADC Development Control Committee Meeting, as representative on behalf of the Town Council, and formally register his wish to speak.

BR/283/18/PL - Central House, 18 Waterloo Square, Bognor Regis - Enlarge dormer to the bay roof on north elevation. Ground floor windows & doors & railings to west elevation. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/283/18/PL at the meeting held on 20th November 2018.

Members **RESOLVED** that Cllr. Goodheart would attend the ADC Development Control Committee Meeting, as representative on behalf of the Town Council, and formally register his wish to speak.

173. TO CONSIDER A RESPONSE TO THE ARUN COMMUNITY INFRASTRUCTURE LEVY (CIL) PRELIMINARY DRAFT CHARGING SCHEDULE CONSULTATION 2018

The Civic & Office Manager's report was noted.

Having discussed the Arun CIL Charging Schedule, Members **AGREED** to submit no response to the preliminary draft at this stage but would consider the matter again during the further consultation stage.

174. TO CONSIDER CHANGES TO WSCC PARKING MANAGEMENT

The Civic & Office Manager's report was noted, which detailed proposals put forward at WSCC's Environment, Communities and Fire Select Committee Meeting, held on 6th December 2018, including: - that the decision to implement Road Space Audit (RSA) parking management plans, subsequent changes to parking arrangements and charging structures would be taken by the Cabinet Member for Highways and Infrastructure.

Members went on to note the following Minutes from the Environment, Communities and Fire Select Committee Meeting:

"46.4 Mr. Jones made the following proposal, seconded by Mr. Oppler which the Committee considered: -

46.5 The Committee, while supporting the continuation of the Road Space Audits to identify parking problems across West Sussex, believes the current CLC arrangements for creating Controlled Parking Zones (CPZ's) are sufficient and the recommendations are not supported.

46.6 A vote was held and the proposal was carried.

46.7 Resolved – That the Committee, while supporting the continuation of the Road Space Audits to identify parking problems across West Sussex, believes the current CLC arrangements for creating Controlled Parking Zones (CPZ's) are sufficient and the recommendations are not supported."

Members were satisfied with the Resolution of the Environment, Communities and Fire Select Committee and **AGREED** to write a letter to WSCC supporting the Resolution and the continuance of the current CLC arrangements.

175. CORRESPONDENCE

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

Additional correspondence included: -

- 175.1** WSCC - Latest Planned Roadworks Report from WSCC. Circulated to Committee members and shared on Social Media.
- 175.2** CPRE - Women and the Countryside event: 6th February 2019, at 6.15pm, to be held in London. Ticket donation price of £15.00.
- 175.3** WSCC - Public Notice: Temporary Traffic Regulation - the use of (and parking on) York Road, Bognor Regis from junction with Belmont Street to junction with High Street to be temporarily prohibited from 28/01/2019 at 21:00 until 29/01/2019 at 06:00. This closure is necessary to allow BT to access underground structure to undertake new service connection.

The Meeting closed at 8.07pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th JANUARY 2019**
REPRESENTATIONS ON LISTS DATED 21st DECEMBER 2018 AND 4th JANUARY 2019

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

BR/314/18/PL Abbots Lawn Sylvan Way Bognor Regis PO21 2RS	Front 1st floor extension over residents' lounge to provide 4 No. bedrooms and link extension	NO OBJECTION
BR/316/18/PL Abbots Lawn Sylvan Way Bognor Regis PO21 2RS	Single storey extension to west elevation	NO OBJECTION
BR/294/18/PL University of Chichester Upper Bognor Road Bognor Regis PO21 1HR	Re-develop building into a multi faith centre for prayer and reflection. Addition of a steel gateway through the existing modern repair on the wall and repairing the significant Bognor Rock either side of this. This application affects the character and appearance of Upper Bognor Road and Mead Lane Conservation Area	NO OBJECTION
BR/295/18/L University of Chichester Upper Bognor Road Bognor Regis PO21 1HR	Listed building consent for addition of a steel gateway through the existing modern repair on the wall and repairing the significant Bognor Rock either side of this	NO OBJECTION

BR/321/18/L 9B Waterloo Square Bognor Regis PO21 1TE	Listed building consent for two storey side extension to form 2 No. self-contained flats, replacement of ground floor front window with bay window, flat roof canopy to side elevation, porch extension to rear elevation, first floor balcony and insertion of flush fitting sun pipe	NO OBJECTION The Committee were pleased to see the balcony being restored to its former glory and of a design that was more in keeping with the character and appearance of The Steyne Conservation Area.
BR/320/18/PL 9B Waterloo Square Bognor Regis PO21 1TE	Two storey side extension to form 2 No. self-contained flats, replacement of ground floor front window with bay window, flat roof canopy to side elevation, porch extension to rear elevation, first floor balcony and insertion of flush fitting sun pipe. This application affects the character and appearance of The Steyne Conservation Area	NO OBJECTION The Committee were pleased to see the balcony being restored to its former glory and of a design that was more in keeping with the character and appearance of The Steyne Conservation Area.
BR/329/18/PL 123 Longford Road Bognor Regis PO21 1AE	Change of use of single dwelling house to 2 No. residential apartments	OBJECTION on the grounds this proposal is overdevelopment, resulting in the loss of a family residence in the area. The Committee is concerned with the lack of parking provision in the application which would add to the on-street parking problems in Longford Road.
BR/323/18/HH 4 Parklands Avenue Bognor Regis PO21 2BA	Two storey side extension to existing dwellings and internal alterations	NO OBJECTION



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 29th JANUARY 2019

PRESENT:

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Cosgrove,
P. Dillon (until Min. 187), S. Goodheart, M. Stanley
and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
1 member of the public
1 member of the press

The Meeting opened at 6.32pm

176. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Mrs. Daniells who was unwell. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

177. 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. Dillon 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

Cllr. Stanley declared an Ordinary Interest in Agenda item 7 as a fundraiser for Stonepillow

178. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8th JANUARY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th January 2019 as an accurate record of the proceedings and the Chairman signed them.

179. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the member of the public present.

180. CLERK'S REPORT FROM PREVIOUS MINUTES

180.1 9th October 2018 - Min. 111 - Further consideration of Planning Application BR/191/18/PL (2-4 Waterloo Square, Bognor Regis, PO21 1SU)

Members were notified that Demolition Orders were served on 2-4 Waterloo Square on 15th January 2019, under the Housing Act 2004 - Part 1 of Section 265 of the Housing Act 1985. The decision was taken to serve these Orders due to the number of significant hazards found within the building and the duty that is placed on the Local Authority when such hazards are identified. Prior notification was provided to the District Ward Councillors on 11th January 2019, but not to the Town Council. Arun District Council have since apologised for this oversight.

Following lengthy discussions, during which a number of questions were raised, Members requested that a letter be written to Arun District Council requesting a postponement of the Demolition Orders served on 2-4 Waterloo Square to allow for answers to their questions.

The Clerk advised that it would not be possible to implement this request as no decision could be made under this item. The Clerk will therefore liaise with the Chairman to call an Extraordinary Meeting at which a specific item can be tabled, and the matter can be considered.

180.2 20th November 2018 - Min. 134.3 - Planning Application BR/214/18/PL (Former hotel tennis courts adjacent to the Royal Norfolk Hotel, West Street, Bognor Regis)

Members were informed that Planning Application BR/214/18/PL, to which the Committee had raised an objection at the meeting held 20th November 2018, had been withdrawn at the request of the applicant.

180.3 8th January 2019 - Min. 172 - Consideration by ADC Development Control Committee of Planning Application BR/142/18/OUT (Richmond Arms, 224 London Road, Bognor Regis)

Cllr. Goodheart declared an Ordinary Interest in Planning Application BR/142/18/OUT as a resident of London Road

The Civic & Office Manager reported to Members that at the ADC Development Control Committee Meeting held on 16th January 2019, outline application, with all matters reserved for the demolition and conversion of existing public house (with residential accommodation to 1st floor) to form up to 10 No. residential flats over a maximum of 3.5 storeys, was permitted subject to compliance with conditions and a Section 106 Agreement.

The Civic & Office Manager went on to report that during the Development Control Meeting, Committee Members raised concerns about the flats overshadowing the 1930s Art Deco style signal box, located on the other side of the railway tracks opposite the Richmond Arms. Questions were also asked, such as whether the signal box was a Listed building, and operational.

The Civic & Office Manager has written confirmation from the Station Manager, at Bognor Regis Railway Station, that the signal box is owned by National Rail and is still operational. Furthermore, a search of Listed buildings in the Arun District area does not indicate the signal box as having Listed status. It is, however, listed by ADC as a Building or Structure of Character within the District and, therefore, a material consideration.

Although the outline application has been permitted, Members of ADC's Development Control Committee agreed that when the reserved matters application was submitted, it be presented to Committee for determination, irrespective of whether it met the criteria to be dealt with under the Scheme of Delegation (Min. 361 refers).

180.4 Community Engagement and Environment Committee - 21st January 2019 - Min. 85 refers

Members were informed that during an adjournment for public question time and statements, at the Community Engagement and Environment Committee Meeting held 21st January 2019, a member of the public spoke about the importance of public becoming aware of Planning Applications in time to allow them to submit representation, and their concerns that the cycle of the Town Council's Planning and Licensing Committee Meetings did not allow for this.

Having listened to the comments made by the member of public, at the Community Engagement and Environment Committee Meeting, Members were informed that changes had been made to the Town Council's website whereby planning matters had been made more prominent on the Homepage, and a section created in which all relevant information could now be found for ease of reference. The Civic & Office Manager gave Members present a brief tour of the changes made to the website's layout.

Members were also made aware that, going forward, there would be a slight change in the cycle of weekly planning lists that would be considered by the Planning and Licensing Committee. Doing so would allow more time for representations from other parties to be submitted prior to the Committee coming to a decision on a Planning Application.

Members thanked the Civic & Office Manager for her work on this matter.

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

There were none.

182. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 11th, 18th AND 25th JANUARY 2019

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

182.2 The Committee noted that representation had been received from a member of the public in relation to Planning Application BR/330/18/PL. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

Cllr. Stanley redeclared an Ordinary Interest in Planning Application BR/330/18/PL, as a fundraiser for Stonepillow, and abstained from voting

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

- 183. 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 11th, 18th AND 25th JANUARY 2019**

There were none.

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

There were none.

- 185. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER PREVIOUS DECISION (S.O. 16.1) REGARDING PLANNING APPLICATION BR/263/18/PL (MIN. 134.3 OF 20th NOVEMBER 2018 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/263/18/PL - 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. St Josephs, Albert Road, Bognor Regis, PO21 1NJ (Min. 134.3 refers), as amended plans have been published by ADC.

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

- 186. TO RECEIVE DETAILS OF A CHANGE TO PLANNING APPLICATION BR/263/18/PL AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT (MIN. 134.3 OF 20th NOVEMBER 2018 REFERS)**

The Civic & Office Manager gave a verbal report, informing Members of the changes made to Planning Application BR/263/18/PL.

Members, having previously considered this Planning Application, at a meeting held on 20th November 2018, had raised an objection on the grounds that the noise, disturbance and smells resulting from the

proposed hours of operation were of material consideration and being cause for complaint.

The applicant is no longer proposing to extend the hours of use of the conservatory, or to increase the occupancy of the smoking shelter from 2 persons, although it will still be relocated.

Having considered the changes made to Planning Application BR/263/18/PL, Members **RESOLVED** to **AGREE** in continuing to **OBJECT** to Planning Application BR/263/18/PL as a result of the noise, disturbance and smells resulting from the relocation of the smoking shelter.

Cllr. Dillon left the Meeting

187. TO DISCUSS FACILITIES AT BOGNOR REGIS RAILWAY STATION

The Civic & Office Manager's report was noted.

Members spoke of the number of issues still to be addressed at Bognor Regis Railway Station, and the length of time it is taking to improve matters.

Following discussion, Members **RESOLVED** to **AGREE** that a spokesperson from the Railway Station should be invited to attend a future Planning and Licensing Committee Meeting to discuss the concerns raised.

188. FURTHER CONSIDERATION OF TREE PRESERVATION ORDERS (MIN. 144.4 OF 4th DECEMBER 2018 REFERS)

The Civic & Office Manager's report was received and Members noted that when a response has been received from the member of the public who had raised the original issue, the matter would be referred back to this Committee for further consideration.

189. TO RECEIVE AN UPDATE ON CONCERNS REGARDING THE UNICORN PUB, BOGNOR REGIS (MIN. 159 OF 18th DECEMBER 2018 REFERS)

The Civic & Office Manager's reports was noted.

A Member spoke about concerns raised by local businesses in the Old Town area regarding the negative press. Although the issues at The Unicorn had contributed to this, it was felt that the area as a whole needed some positive input.

Members spoke about the viability of reforming the Old Town Working Group, with either the Bognor BID or Town Council taking on administration of it. Members **RESOLVED** to **AGREE** that this matter be **REFERRED** to the Community Engagement and Environment Committee

for consideration. Members asked also that the Community Engagement and Environment Committee consider hosting a Drop-In Surgery in the Old Town area at a future date.

Furthermore, Members **RESOLVED** to **AGREE** that the issue of promoting the Old Town area be **REFERRED** to the Events, Promotion and Leisure Committee to discuss ways in which this might be achieved.

190. CORRESPONDENCE

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

Additional correspondence included: -

- 190.1** WSCC - Latest Planned Roadworks report 23rd January - 22nd February 2019. Circulated to Committee Members and shared on Social Media.
- 190.2** Housing, Communities and Local Government - Evidence Session: Independent Review of Building Regulations and Fire Safety to be heard 28th January 2019.
- 190.3** CPRE - Star Count 2019.

The Meeting closed at 8.27pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th JANUARY 2019
REPRESENTATIONS ON LISTS DATED 11th, 18th AND 25th JANUARY 2019

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

BR/326/18/PL The Royal Hotel The Esplanade Bognor Regis PO21 1SZ	Refurbishment, external alterations, extensions and reconfiguration of previously permitted conversion to rebuild ground floor A3 restaurant & provide a total of 27 flats - This application affects the character and appearance of The Steyne, Bognor, Conservation Area	SUPPORT Members commented on how the plans for this application had been well presented and were impressed with the way the applicant had consulted with the public. It was agreed that this application is an excellent example of how a historic building can be preserved.
BR/330/18/PL 15 Ellasdale Road Bognor Regis PO21 2SG	Change of use of the existing single storey area from C2 (Residential Institution) to D1 (Non-Residential Institution) & erection of a single storey rear extension & new access ramp/steps	NO OBJECTION
BR/331/18/HH 1 Waverley Road Bognor Regis PO21 5NB	Dormer projection to existing first floor	NO OBJECTION
BR/317/18/PL 86 Annandale Avenue Bognor Regis PO21 2EX	Erection of a first-floor rear extension & the provision of 2 No. two bedroomed flats (resubmission following BR/42/18/PL)	NO OBJECTION
BR/5/19/HH 33 Elmwood Avenue Bognor Regis PO22 8DD	Two storey rear extension, single storey side extension & front porch extension	NO OBJECTION

BR/4/19/A Bus shelter outside 33-37 High Street Bognor Regis PO21 1LJ	Upgrade existing paper advertising panel to double digital advertising panels forming integral part of bus shelter	NO OBJECTION
BR/7/19/HH 57 Highcroft Crescent Bognor Regis PO22 8DJ	Single storey side & rear extensions & replacement garage	NO OBJECTION
BR/303/18/PL Third Floor 8 York Road Bognor Regis PO21 1LW	Change of use from offices (B1 Business) to 1 No. one bedroom residential apartment (C3 Dwelling house) (re-submission of BR/107/18/PL)	NO OBJECTION
BR/324/18/L The Town Hall Clarence Road Bognor Regis PO21 1LD	Listed building consent to mount 2 No. Blue Plaques to exterior of balcony	NO COMMENT The applicant of Planning Application BR/324/18/L is an Officer of Bognor Regis Town Council, therefore Members agreed to submit no comment regarding the application.
BR/11/19/HH Holyrood Sylvan Way Bognor Regis PO21 2RS	Proposed front extension, front elevational alterations, rear dormer and internal alterations	DEFERRED Members agreed to defer consideration of Planning Application BR/11/19/HH until the Planning and Licensing Committee Meeting to be held 19 th February 2019 to allow for public consultation.
BR/302/18/PL 73 Hawthorn Road Bognor Regis PO21 2BS	1 x 2 bedroom flat and 2 x 1 bedroom flat to the east elevation	NO OBJECTION

<p>BR/18/19/PL South Bersted CofE Primary School Church Lane Bognor Regis PO22 9PZ</p>	<p>Construction of Multi Use Games Area. This application may affect the setting of listed buildings</p>	<p>DEFERRED Members agreed to defer consideration of Planning Application BR/18/19/PL until the Planning and Licensing Committee Meeting to be held 19th February 2019 to allow for public consultation.</p>
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BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE MEETING

HELD ON MONDAY 4th FEBRUARY 2019

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Norman (Deputy Clerk)
1 member of the press
1 Councillor in the public gallery: Cllr. J. Brooks

The Meeting opened at 6.00pm

191. 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. Stanley who was working and Cllr. Mrs. Daniells. No apologies were received from Cllr. Enticott.

192. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record

their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

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

Cllr. Brooks, seated in the public gallery, stated he was also a Member of Arun District Council and may consider these matters again at the District Council

193. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the public gallery.

194. TO CONSIDER ANY ACTIONS FOLLOWING NOTIFICATION FROM ARUN DISTRICT COUNCIL OF THE DEMOLITION ORDER PLACED ON 2-4 WATERLOO SQUARE, BOGNOR REGIS

The Civic & Office Manager's report was noted.

Members proceeded to discuss the status of the ownership of both the land and the buildings at 2-4 Waterloo Square and agreed that more clarity on this issue was required.

Members also raised concern over the methodology for the surveyor's report on which the Demolition Order was based, as information received suggested that this had been based on the survey undertaken by the planning permission applicant together with an external visual inspection of the buildings.

It was noted that two Councillors either had already made, or intended to make, their own enquiries with ADC on this and other queries relating to the site and that part of this investigation would be by way of a Freedom of Information request. The information received would be referred back to this Committee for consideration.

It was noted that the original planning application for the demolition of the building (BR/191/18/PL) remained undetermined and Members expressed their grave concern that the Demolition Order served by ADC on 15th January 2019, resulted in circumvention of the democratic planning process.

Following debate, it was **AGREED** that a letter should be written to ADC stating that this Committee **RESOLVES**:

That ADC delay the implementation of the Demolition Order served on 15th January 2019 until further information, as requested by Members, has been considered by this Committee;

That the deep concern of this Committee be noted that ADC Development Control has an application before them, which remains undetermined, and the recent serving of the Demolition Order circumvents the usual and democratic planning process;

That an invitation be extended to a representative from ADC to attend a Committee meeting and answer questions that the Members have regarding this matter.

The Meeting closed at 6.28pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th FEBRUARY 2019

PRESENT:

Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Cosgrove (during Min. 199), Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 198) and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
2 members of the public
1 member of the press

The Meeting opened at 6.30pm

195. 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. Stanley who was working. No apologies for absence were received from Cllr. Enticott.

196. 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. Dillon and Mrs. Daniells 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

197. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th JANUARY 2019 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 4th FEBRUARY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 29th January 2019, and the Minutes of the Extraordinary Meeting held on 4th February 2019, as an accurate record of the proceedings and the Chairman signed them.

198. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.31pm

Cllr. Goodheart arrived to the Meeting

A member of the public gave an update to Members regarding Planning Application BR/281/18/PL (99 Victoria Drive, Bognor Regis).

Meeting reconvened at 6.34pm

199. CLERK'S REPORT FROM PREVIOUS MINUTES

199.1 18th December 2018 - Min. 156.3 - Planning Application BR/311/18/PL - Land to the east of University of Chichester, Upper Bognor Road, PO21 1HR

At the Planning and Licensing Committee Meeting, held on 18th December 2018, having considered Planning Application BR/311/18/PL Members were minded to object to the application. However, Members were keen to support the University of Chichester and stated that an opportunity to meet

and discuss the design aspirations within the planning application, and future applications for the next phase of the development, would be welcomed.

The Civic & Office Manager informed Members that a Members Only Pre-Meeting Briefing (not open to members of the public) had been arranged, prior to the Planning and Licensing Committee Meeting to be held 12th March 2019, for Members to discuss the matter with Professor Seamus Higson (Deputy Vice-Chancellor) and Mr John Kingdon (Director of Estate Management), from the University of Chichester.

199.2 8th January 2019 - Min. 171 - Planning Application BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis

Members, having resolved to object to Planning Application BE/135/18/PL at the meeting held 8th January 2019, requested that the Travel Plan be scrutinised by Councillors at both ADC and WSCC, with a robust, objective and honest approach as to how it will affect residents and visitors to the Town, before permission is given for this to go ahead.

The Civic & Office Manager reported that a response had been received from a Senior Advisor to WSCC's Select Committee. Whilst the Town Council's request had been brought to the attention of the Head of Planning Services at County, Members were advised that WSCC have no role in determining planning applications, with their role limited to providing advice and guidance on highway and transport matters, with ADC taking the lead on this.

199.3 29th January 2019 - Min. 187 - To discuss facilities at Bognor Regis Railway Station

Whilst the decision made by Members at the meeting held on 29th January 2019, to invite a spokesperson from the Railway Station to attend a future Planning and Licensing Committee Meeting, had yet to be formalised, an opportunity had arisen for the Chairman of the Committee to attend an on-site meeting with the Station Manager, a Network Rail Community Officer and a representative from Sussex Community Rail Partnership.

Members were informed that the Chairman will report back to the Planning and Licensing Committee at the meeting to be held 12th March 2019.

199.4 4th February 2019 - Min. 194 - To consider any actions following notification from Arun District Council of the demolition order placed on 2-4 Waterloo Square, Bognor Regis

At the Extraordinary Planning and Licensing Committee Meeting, held 4th February 2019, Cllr. Brooks was present in the public gallery. As Cllr. Brooks is not a Member of the Planning and Licensing Committee he was unable to make comment during this item. However, following the meeting, Cllr. Brooks contacted the Deputy Clerk and asked that the following comments be recorded;

As a member of Arun's Planning Committee, I have to keep an open mind on all planning applications. However, as member for Marine Ward I am concerned that the proposed demolition of 2-4 Waterloo Square will not first be considered by Arun's Planning Committee.

Cllr. Cosgrove arrived to the Meeting

200. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, REVIEW OF PREMISES LICENCE 6513: THE UNICORN, 76 HIGH STREET, BOGNOR REGIS, PO21 1RZ, INCLUDING TO NOTE RECEIPT OF CORRESPONDENCE IN RELATION TO CONCERNS RAISED BY THE TOWN COUNCIL (MIN. 189 REFERS)

Licensing Act 2003

Premises: The Unicorn, 76 High Street, Bognor Regis, PO21 1RZ

Licence Number: 6513

Members noted receipt of correspondence from both the Licensing Team at Arun District Council and the team at Sussex Police, in relation to concerns raised by the Town Council regarding The Unicorn.

Members considered the Notice of Review and the details within. Although pleased with any steps taken to improve thus far, Members **RESOLVED** to **AGREE** that a review of the licence would be welcomed. It is hoped that major improvements are made by the licensee in adhering with licensing objectives to the satisfaction of the licensing teams at both Arun District Council and Sussex Police.

201. TO CONSIDER PLANNING APPLICATIONS BR/11/19/HH AND BR/18/19/PL ON LIST DATED 25th JANUARY, DEFERRED FROM COMMITTEE MEETING HELD 29th JANUARY 2019, AND PLANNING APPLICATIONS ON LISTS DATED 1st AND 8th FEBRUARY 2019

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

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

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

202. 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 1st AND 8th FEBRUARY 2019

There were no such planning applications to be considered.

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

There were none.

204. TO NOTE TOWN AND PARISH COUNCIL PROFORMA CIRCULATED BY ARUN DISTRICT COUNCIL, AND QUERIES RAISED BY OFFICER

The Town and Parish Council Proforma circulated by Arun District Council, and queries raised by Officer, was noted by Members.

205. TO CONSIDER SUBMITTING A RESPONSE TO THE CONSULTATION ON PROTECTING AND ENHANCING ENGLAND'S TREES AND WOODLANDS

The Civic & Office Manager's report was noted.

Having discussed the proposals within the consultation document and considered the questions asked in the survey, Members **RESOLVED** to **AGREE** that those wishing to submit a response to the consultation, no later than 28th February 2019, should do so individually.

206. CORRESPONDENCE

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

Additional correspondence included: -

- 206.1** Letter received from Chief Executive of Arun District Council in reply to letter sent by the Town Council regarding 2-4 Waterloo Square, Bognor Regis. Electronic copy circulated to Committee Members.

The Meeting closed at 7.53pm

APPENDIX 1

PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th FEBRUARY 2019
REPRESENTATIONS ON PLANNING APPLICATIONS BR/11/19/HH AND BR/18/19/PL ON LIST DATED 25th
JANUARY, DEFERRED FROM COMMITTEE MEETING HELD 29th JANUARY 2019, AND PLANNING
APPLICATIONS ON LISTS DATED 1st AND 8th FEBRUARY 2019

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

BR/11/19/HH Holyrood Sylvan Way Bognor Regis PO21 2RS	Proposed front extension, front elevational alterations, rear dormer and internal alterations	NO OBJECTION
BR/18/19/PL South Bersted CofE Primary School Church Lane Bognor Regis PO22 9PZ	Construction of Multi Use Games Area. This application may affect the setting of listed buildings	NO OBJECTION
BR/15/19/HH 8 Northcote Road Bognor Regis PO21 5LZ	Proposed single storey rear extension	NO OBJECTION
BR/322/18/T Corner of Sudley Gardens Bognor Regis PO21 1HY	Crown reduction of 2m and Crown lift of 5m to 1 No. Holm Oak 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/3/19/HH Ground Floor Rear Flat 1b 148 Aldwick Road Bognor Regis PO21 2PA	Timber Annexe in garden	NO OBJECTION

BR/27/19/HH 8 Mead Court Mead Lane Bognor Regis PO22 8BL	Conversion of existing integral garage into living area. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area and within the setting of a listed building	NO OBJECTION
BR/35/19/HH Culver Cottage 37 Aldwick Road Bognor Regis PO21 2LN	Two storey side extension including demolition of existing garden room. This application affects the character and appearance of the Aldwick Road Conservation Area	OBJECTION on the grounds of design and appearance. This planning application goes against; Policy 1 of the NDP regarding development proposals concerned with extensions and alterations of designated heritage assets; Objective 1 of the NDP: To restore and enhance our designated assets and their settings to the highest standard; Local Plan Policy HER DM1: Preserve and enhance listed buildings; HER DM3: Number of conservation areas retained and/or enhanced. Members feel that this application does not maintain the character of the listed building, having a negative impact on its heritage, or that of the conservation area.
BR/36/19/L Culver Cottage 37 Aldwick Road Bognor Regis PO21 2LN	Listed building consent for a two storey side extension including demolition of existing garden room	OBJECTION on the grounds of design and appearance. This planning application goes against; Policy 1 of the NDP regarding development proposals concerned with extensions and alterations of designated heritage assets; Objective 1 of the NDP: To restore and enhance our designated assets and their settings to the highest standard; Local Plan Policy HER DM1: Preserve and enhance listed buildings; HER DM3: Number of conservation areas retained and/or enhanced. Members feel that this

		application does not maintain the character of the listed building, having a negative impact on its heritage, or that of the conservation area.
BR/32/19/HH 4A Lansdowne House The Esplanade Bognor Regis PO21 1TR	Replacement front facing windows within the setting of a listed building affecting the Steyne Bognor Conservation Area	NO OBJECTION
BR/34/19/PL 17 Longford Road Bognor Regis PO21 1AA	Change of Use from Dwelling (C3 Dwelling houses) to Child & Family Assessment Centre (C2 Residential Institution) including minor internal alterations	NO OBJECTION on the grounds that 24/7 supervision is maintained. Members would encourage installation of CCTV at the premises for the prevention of crime and disorder.
BR/14/19/PL Coopers Yard Shripney Road Bognor Regis PO22 9LN	Retention of storage container. This application may affect the setting of listed buildings	OBJECTION on the grounds of Overshadowing; Privacy/overbearing nature of the proposal; Design and appearance; Visual impact; Daylight/sunlight and the impact that these would have on one of the residents of Farm Cottages (Grade II listed building), who has previously complained to Arun District Council about the storage container.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE MEETING

HELD ON MONDAY 25th FEBRUARY 2019

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

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

The Meeting opened at 6.30pm

207. 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. Stanley who was working. No apologies were received from Cllr. Enticott.

208. DECLARATIONS OF INTEREST

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

Members and Officers should make their declaration by stating:

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

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms

should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllrs. Mrs. Daniells and Dillon stated that, as Members of Arun District Council, they would 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 would consider the information available at that time and may come to a different decision

Cllr. Brooks, seated in the public gallery, stated he was also a Member of Arun District Council and may consider these matters again at the District Council

209. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A Councillor in the public gallery, on behalf of a member of the public who had been unable to attend the meeting in person, spoke about the façade of the building located at 2-4 Waterloo Square, Bognor Regis.

Meeting reconvened at 6.33pm

210. UPDATE ON 2-4 WATERLOO SQUARE, BOGNOR REGIS AND ANY ACTIONS ARISING

A Councillor gave an update regarding the current state of 2-4 Waterloo Square, Bognor Regis, and the apparent demolition of the building that had already commenced.

As a result of the progress with the demolition, Members acknowledged that there appeared to be little more that could be done to preserve the building. However, there would be an opportunity for the Town Council to be consulted on what might replace the demolished building once a planning application has been submitted.

Members **RESOLVED** to **AGREE** that the Clerk write to the applicant, B5 Ltd, asking that they take on board the Town Council's wish to see the building at 2-4 Waterloo Square, Bognor Regis replaced with a structure of similar character and appearance, in keeping with the Conservation Area and Neighbourhood Plan.

The matter of land ownership and leasehold was discussed, with Members expressing disappointment at the lack of transparency from Arun District Council in providing information, following a Freedom of Information request submitted by a Town Councillor, pertaining to this matter. A Member will seek to obtain this information from HM Land Registry.

Further discussion resulted in Members expressing deep concern as to how the case of 2-4 Waterloo Square had been handled, and a shared opinion that demolition may never have been necessary were the property maintained properly in the first place. Consequently, questions were raised as to Arun District Council's performance as stewards for the Town of Bognor Regis and its heritage.

A Member proposed that the Town Council seek accountability into this matter with an investigation into ADC's stewardship, and this was seconded.

Following a vote, Members **RESOLVED** to **AGREE** the following: -

- A letter be sent to ADC's Cabinet Member for Technical Services (including responsibility for Property and Estates) Councillor Stephen Haymes, on behalf of the Town Council's Planning and Licensing Committee, stating that Members bitterly regret the outcome of the process carried out regarding 2-4 Waterloo Square, Bognor Regis;
- A letter be sent to Secretary of State for Housing, Communities and Local Government, Rt Hon James Brokenshire MP, asking that an investigation be conducted into ADC's handling of the case regarding 2-4 Waterloo Square, Bognor Regis;
- Recommendation that Full Council support the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25th February 2019.

The Meeting closed at 7.22pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 9.3 - PLANNING AND LICENSING COMMITTEE MEETINGS OF 8th AND 29th JANUARY, EXTRAORDINARY MEETING OF 4th FEBRUARY, MEETING OF 19th FEBRUARY, AND EXTRAORDINARY MEETING OF 25th FEBRUARY 2019 WITH RESOLUTIONS, RECOMMENDATIONS AND REPORTS INCLUDING RECOMMENDATION THAT FULL COUNCIL SUPPORT THE ACTIONS OF THE PLANNING AND LICENSING COMMITTEE, AS AGREED AT THE EXTRAORDINARY COMMITTEE MEETING HELD ON 25th FEBRUARY 2019 - MIN. 210 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER FOR DECISION

At the Planning and Licensing Committee Extraordinary Meeting, held on 25th February 2019, Members received an update on 2-4 Waterloo Square, Bognor Regis.

Following discussions, Members **RESOLVED** to **AGREE** the following actions: -

- A letter be sent to ADC's Cabinet Member for Technical Services (including responsibility for Property and Estates) Councillor Stephen Haymes, on behalf of the Town Council's Planning and Licensing Committee, stating that Members bitterly regret the outcome of the process carried out regarding 2-4 Waterloo Square, Bognor Regis;
- A letter be sent to Secretary of State for Housing, Communities and Local Government, Rt Hon James Brokenshire MP, asking that an investigation be conducted into ADC's handling of the case regarding 2-4 Waterloo Square, Bognor Regis;
- Recommendation that Full Council support the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25th February 2019.

DECISION

Do Members **RESOLVE** to **AGREE** in supporting the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25th February 2019?



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 30th JANUARY 2019

PRESENT:

Cllr: Mrs. S. Daniells (Chairman), Cllrs: J. Brooks,
A. Cunard, P. Dillon, S. Goodheart (during Min. 77) and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Councillor in public gallery: Cllr. P. Woodall

The Meeting opened at 2.33pm

74. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. No apologies had been received from Cllrs. Batley or Smith.

In line with the report given at the November 2018 Town Council Meeting, Cllr. Enticott (Vice-Chairman) was also absent.

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

75. 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 at this time

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements.

77. CONSIDERATION OF DESIGN FOR THE 2019 EVENT LEAFLET AND UPDATE ON ADVERTISING PACKAGE WITH PLACES TO VISIT SUSSEX - MIN. 68 REFERS

Cllr. Cunard declared an Ordinary Interest as he knew someone associated with "Places to Visit Sussex"

Cllr. Mrs. Daniells declared an Ordinary Interest as she knew someone associated with "Places to Visit Sussex"

The Events Officer's report was circulated and noted, as was the decision taken at the previous meeting to produce a DL leaflet for the 2019 Event Leaflet (Min. 68 refers).

Cllr. Goodheart arrived at the Meeting

Members were asked to consider the first draft of the 2019 Event Leaflet as circulated at the meeting. A sheet was distributed to Members for them to record their comments and suggestions, to assist Officers in preparing a more detailed brief for the designers. The collated comments would enable a second draft to be re-distributed to Members by email for further consideration. Members **AGREED** that if necessary, a third draft would be produced for a decision to be made on the final draft at the next Events, Promotions and Leisure Committee Meeting in February. Members also invited the BID to offer some feedback on the leaflet to see if it was compatible with any of their promotional material and Officers will feed their comments back to Members.

Members discussed the potential for distribution of the Event Leaflet and **AGREED** that this should be carried out on a similar basis to the 2018 leaflet distribution, at an estimated cost of £1,100 (ex. VAT). Final confirmation of the areas to be covered and the exact costs for the

exercise will be included on the Agenda for the February Committee Meeting.

Following discussion, Members **AGREED** to proceed with option (a) as detailed in the report and place a half page advert in "Places to Visit Sussex" at a cost of £600 (ex. VAT) which would include a free internet package and free unlimited event press releases.

Members further **AGREED** to work in partnership with the BID to produce a map of the Town and that a copy of the Town Council owned map should be forwarded to the BID Administrator for use as a template. It was also noted that the Town Council's contribution of the map will be acknowledged on the BID's final guide.

Finally, Members requested that the map be extended to include the wider Bognor Regis area including the West End and would like it "non-glossy" to allow annotation by the user.

78. UPDATE ON PROPOSAL FOR A JOINT PARTNERSHIP EVENT WITH THE BID TO UTILISE THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 69 REFERS

Cllr. Goodheart declared an Ordinary Interest in this item

The Projects and Events Officer's report was circulated and noted.

Following discussion, Members **AGREED** to proceed with option (b) as noted in the report and the total budget of £8,329.06 be donated entirely to the BID for their event and for the Town Council to be credited as sponsors.

Members further **AGREED** for a request to be made to the BID that the Town Council, as sponsors, are prominently branded in any publicity material and to ask that any charges to the public for participation in any of the events is kept to a minimum and affordable.

The Meeting closed at 3.40pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 11th FEBRUARY 2019

PRESENT:

Cllr: M. Smith (Chairman), Cllrs: J. Brooks, A. Cunard,
P. Dillon (until Min. 90), D. Enticott, 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

79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. Daniells who was away and Cllr. Batley who was working.

In the absence of the Chairman, Cllr. Mrs. Daniells and with the agreement of the Vice-Chairman Cllr. Enticott owing to his recent absence from meetings of the Committee, Members **AGREED** that Cllr. Smith would act as Chairman for the Meeting.

The Chairman welcomed those present and read the opening statement.

80. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is 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 at this time

81. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th DECEMBER 2018 AND THE EXTRAORDINARY MEETING HELD ON 30th JANUARY 2019

It was **RESOLVED** that the Minutes of the Meeting held on 10th December 2018 and the Extraordinary Meeting held on 30th January 2019 be **APPROVED** by the Committee as correct records and they were signed by the Chairman.

82. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A member of the public spoke about the following points:

- Did the Council know anything about the postcards that were featured in the recent edition of the Bognor Regis Post? The postcards had not been produced locally and did not include the title "Regis". The member of the public felt that surely there were enough talented local people who could produce postcards for Bognor Regis
- The member of public wished to make a statement about "keyboard warriors and trolls" who make derogatory comments about the amount of empty shops in the Town Centre and reported that the unoccupancy rate for Bognor Regis is currently 8% which is less than the national average

The Chairman reconvened the Meeting at 6.38pm

83. CLERK'S REPORT FROM PREVIOUS MINUTES

83.1 Min. 62.2 - 10th December 2018 Screen Sponsorship - Drive Through Time

At the last meeting the Town Council's Accountant had clarified the position regarding screen sponsorship. However, a Member was not satisfied with this response and requested further clarification from the Internal Auditor which is as follows:

"Further to the EP&L committee in December, I briefly confirm that the query was raised by yourself with the internal auditor during his recent attendance and, in accordance with information provided and also that of the Council's account, it is not considered that there has been any issue or concern to warrant further comment or recommendation. Clearly the Council has to obtain the best value for money, ordinarily warranting acceptance of the lowest quote for like for like goods/services, which happened in this case with the supplier offering a commercial discount for their marketing purposes and there would be no requirement for the supplier to provide separate "sponsorship" funding to the Council"

The Member questioned the recent response from the Internal Auditor and that the query raised, did not reflect his original comments.

Cllr. Goodheart left the Meeting

83.2 Min. 62.3 - 10th December 2018 - Proposal to hold an event to mark Holocaust Day in January 2019

Members were advised that no further responses had been received from local religious representatives in the community and therefore the event had not gone ahead as originally planned.

83.3 Min. 77 - Extraordinary Meeting 30th January 2019 - Consideration of design for the 2019 Event Leaflet and update on advertising package with "Places to Visit Sussex"

The Projects Officer reported that the BID Chairman had received the requests and recommendations from this Committee including the extension to the map and the material for printing and has advised that he will ensure these are included when the process begins. Further updates will be made available as the matter progresses.

Cllr. Goodheart returned to the Meeting

83.4 Min. 78 - Extraordinary Meeting 30th January 2019 - Update on proposal for a joint partnership event with the BID to utilise the additional budget of £8,329.06 for an event related purpose

The Projects Officer reported that, following Members' agreement at the previous meeting to the sum of £8,329.06 being donated to the BID for their event with the Town Council credited as sponsors, the BID Chairman had received the requests and recommendations from this Committee and will ensure they are included when the process begins with further updates available as the matter progresses.

84. FINAL REPORT ON EXPENDITURE FOR THE 2018 EVENTS PROGRAMME

The Events Officer's report was **NOTED** including the overspend of £336.58 for the Book Day event, that was more than compensated for by the underspends across all the other events.

Members **AGREED** to **RATIFY** the **RECOMMENDATION** to the Policy and Resources Committee that the unused Roller Rink Budget of £1,100 was vired to the Funshine Days Budget.

85. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED

The Events Officer's report was **NOTED**.

85.1 Book Day - 29th May 2019

Members **AGREED** that the theme for the 2019 Book Day event be "Fairy Tales".

85.2 Drive Through Time - 14th July 2019

Members **NOTED** the Events Officer's recommendations and appreciated that due to the size of the event it would not be possible to relocate it to the Promenade for 2019. However, Members were keen to investigate if this would be possible for 2020. Members therefore **AGREED** to continue to locate the Drive Through Time at West Park for 2019.

Members **AGREED** to increase the cost to exhibit to £6.50 per vehicle.

Members **AGREED** not to increase the £5 fee for the charity stall holders.

Members **AGREED** to increase the current charge of £18 to £20 for craft stall holders.

85.3 Armed Forces Day - 22nd June 2019

Members **NOTED** the Events Officers report that as the organisation of the Armed Forces Day had moved away from the Town Council, with just a financial contribution provided, no further update on this event would be included in any future Events Officer's reports.

85.4 Christmas Illuminations Switch-On - 23rd November 2019

Members had asked Officers to investigate the cost of inviting a celebrity to switch-on the 2019 Christmas Illuminations.

Following discussion Members **AGREED** for further research to be undertaken as follows:

- To hold a competition and for the winner to switch on the lights
- To enquire if there are any local celebrities who would offer their services for free

- To speak with the Theatre to see if a celebrity member of the Spillers pantomime cast would do the switch-on
- Consider the Town Mayor and Town Crier
- To see if the BID would contribute to the cost of a celebrity

The Events Officer will undertake some research into all the suggestions and report back to Members at the next meeting.

Members further **AGREED** not to utilise any of the Christmas Illuminations Switch-On Budget to cover the costs for a celebrity.

86. UPDATE ON EVENTS LEAFLET 2019 INCLUDING: CONSIDERATION OF A FURTHER DRAFT, DISTRIBUTION AREAS AND RATIFICATION OF COSTS - MIN. 77 REFERS

The Events Officer's report was **NOTED**.

Members were referred to an email previously circulated by the Events Officer and were disappointed to hear that the Company selected at the previous meeting to undertake the artwork and print (Min. 68 refers) had not been able to produce any designs in time for the meeting and furthermore, that they were looking to charge an additional £250 for any re-design. Members therefore **AGREED** that an alternative company be appointed for design only, and with quotations already sourced by the Events Officer, this would be at an additional cost of £120. Members were advised that the previously appointed company would continue with the print element as agreed.

The Committee further **AGREED** that once the new designs had been produced, Members would be sent a hard copy and an emailed version of the proofs for their consideration, comment and feedback with a final decision taken by email and ratified at the next meeting.

Members discussed the potential arrangements for distribution of the leaflet and subsequently **AGREED** to the printing of an additional 20,000 DL leaflets, resulting in a total print run of 40,000, at an additional cost of £313. Members **NOTED** that this additional print will allow 30,000 leaflets to be distributed to a wider area by a "house to house" contractor and **AGREED** to proceed with the distribution at a cost of £1,050. Following the "house to house" distribution, this would leave 10,000 leaflets for local distribution by Town Force. Members were also reminded that the events listing is included within the Town Council's annual Newsletter, which goes to every household within the Wards of Bognor Regis.

Members were further invited to advise which areas they would like included within the "house to house" distribution. Members **AGREED** that the areas should include: Aldwick, Barnham, Bersted, Chichester, Climping, Eastergate, Felpham, Pagham, Selsey, Walberton, Westergate and Yapton.

87. CHRISTMAS ILLUMINATIONS INCLUDING UPDATE OF POSITION WITH NEW AND OLD CONTRACTORS

The Projects Officer reported that she was having difficulty getting a date from the old contractor to arrange a handover of the Town Council owned Christmas lights and that he had not yet submitted his calculations for the unmetered supply. Members were assured that the Projects Officer and the Town Clerk were actively chasing this.

The Projects Officer had met with the new contractor and was awaiting the contracts for consideration.

88. CONSIDERATION OF PROPOSAL BY CLLR. GOODHEART TO DISCUSS WHETHER THE OLD ESPLANADE THEATRE SITE SHOULD BE PURSUED AS PART OF ANY FUTURE REVIEW OF THE CORPORATE STRATEGY AS REFERRED TO THIS COMMITTEE FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 171 OF THE COUNCIL MEETING REFERS

The Projects Officer's report was **NOTED**.

Cllr. Goodheart spoke on his proposal and asked Members to support making some enquiries regarding the old Esplanade Theatre site, including the Rock Gardens, play area and car park, and the importance of acquiring the leases for these sites. Following discussion Members **AGREED** that any decision should be made after the May elections and therefore **AGREED** to **RECOMMEND** to Council that this proposal be included within the review of the Corporate Strategy when undertaken by the new Administration.

89. CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL TO SUPPORT 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 AS REFERRED TO THIS COMMITTEE FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 176.2 OF THE COUNCIL MEETING REFERS

Cllrs. Brooks and Dillon both declared an Ordinary Interest in this item as they are Arun District Councillors

The Projects Officer's report was **NOTED**.

Cllr. Enticott left the Meeting

A Member spoke firmly that assurances should be sought from ADC that any regeneration plans should include a large indoor hall and that the Town Council should be included in the design process.

Cllr. Enticott returned to the Meeting

Following discussion Members **AGREED** to support the proposal of the

concept for a multi-purpose pavilion and for a strongly worded letter to be sent to ADC, to seek assurances that an indoor facility would be included within the regeneration plans for the Regis Site and that the Town Council would welcome an invitation to be included in the design process.

Cllr. Dillon left the Meeting

90. CONSIDERATION OF A PROPOSAL TO DISCUSS POSTER SITES IN MORE DETAIL AS BROUGHT UP DURING PUBLIC QUESTION TIME AND STATEMENTS AT THE MEETING HELD 10th DECEMBER 2018 - MIN. 61 REFERS

The Projects Officer's report was **NOTED**.

A Member showed an example of some lockable poster site boards with wooden backing that he felt would be more robust to use on the Promenade wind shelters and spoke of the need to ensure a range of good quality posters are displayed to promote positive images. The Chairman reminded Members that there was no available budget for this Committee at this time. However, the next Agenda item did include consideration of a request to the Policy and Resources Committee to identify a budget for promotion for this Committee's use.

It was therefore **AGREED** to defer this item to another meeting when the outcome of the next Agenda item would be known.

91. CONSIDERATION OF ANY REQUEST TO THE POLICY AND RESOURCES COMMITTEE FOR THE IDENTIFICATION OF ANY BUDGET FOR PROMOTION FOR THIS COMMITTEE'S USE

A Member raised the point that this Committee has "promotion" in its title but is not promoting the Town or utilising the gateway banner and poster sites as there is no budget to do so. The Committee was urged to consider a request to the Policy and Resources Committee to identify a budget for this Committee's use to promote the Town.

The Projects Officer reminded Members of their decisions at the Events, Promotion and Leisure Committee Meeting on 11th June 2018 (Mins. 13 and 14 refer), not to re-appoint the Task and Finish Working Group and to change the current strategy by returning the remaining Bognor Regis Brand Budget funds of £8,329.06 to General Reserves whilst simultaneously requesting the funds be re-allocated to this Committee for an event related purpose. The Committee further agreed not to proceed with the postcard merchandise and for snap-on frames to be purchased for the wind shelters and to utilise the space by accommodating numerous smaller posters, provided by each event organiser throughout the season, enabling quick turnaround of imagery at no further cost to BRTC with all BRTC posters produced in house. It was acknowledged that there had been issues with the snap-on frames and their suitability considering the conditions on the seafront.

During the discussion that followed some of the points made included:

- Organisations such as LOVEBognor are already producing promotional material and quality merchandise to promote the Town. They utilise the sites successfully and it would not be cost effective for the Town Council to try and replicate what they can do well
- That taxpayer's money should not be wasted on duplicating what's already out there
- The Town Council should continue to promote its own events through the budgets allocated to them
- It would be negative and a wasted opportunity not to promote the Town to visitors to the area
- Money needs to be spent on making the existing sites adequate to use
- It should be for the new Administration to decide if they want to commit to additional funding for promotion
- It would be nice to see quality posters in the sites to make the areas more attractive
- ADC have given permission for the wind shelters to be fitted with new secure systems

Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Promotions Budget be identified for the 2019/20 financial year.

Members were further invited to agree an amount and identify a specific purpose for any such budget.

Following further discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a request for the sum of £8,000 for the following purposes:

- to fit lockable, wooden backed poster boards to the ADC wind shelters on the Promenade
- to put a system in place for others to utilise the spaces including the allocation of some Town Force hours
- to create a positive image for the Town for its users and visitors
- to create some stock photos
- to update the gateway banners and signs

92. TO NOTE CORRESPONDENCE

There was no correspondence to report.

93. DATE OF NEXT MEETING

Monday 15th April 2019

The Meeting closed at 8.29pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 11 - TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN NOVEMBER, DECEMBER AND JANUARY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE).

Monthly Income & Expenditure and Financial Reports - November 2018

At the Policy and Resources Committee Meeting held on 4th February 2019, the following information was reported under agenda item 22 which dealt with the verification of the bank reconciliations with the Town Council's bank accounts: -

"Members are asked to note that it would have been normal practice to include the month of November 2018 within this verification process. However, owing to a technical error it has not been possible to process the accounting detail for November 2018 in the usual way. As a result, all financial transactions for November and December 2018 have therefore been combined into the monthly income and expenditure and financial reports for December 2018."

Members are asked to bear this in mind when noting the list of payments and transfers and in noting the balances, bank reconciliations and financial reports made in November, December and January under this agenda item.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

**AGENDA ITEM 12 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL
CONTROL PROCEDURES AND PRACTICES**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

DECISIONS REQUIRED BY MEMBERS

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

AGENDA ITEM 12 - APPENDIX 1

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 13 - TO RECEIVE A REPORT AND CONSIDER ANY ACTIONS REGARDING THE SANCTIONS RECOMMENDED BY ARUN DISTRICT COUNCIL, FOLLOWING A HEARING HELD BEFORE AN ASSESSMENT PANEL ON 17th OCTOBER 2018 - MIN. 196 REFERS

REPORT BY TOWN CLERK

FOR DECISION

Members will recall that at the Town Council Meeting held on 7th January 2019, the report from the ADC Assessment Panel, following the submission of three complaints to the Monitoring officer regarding Cllr. Enticott, was circulated to Members - Min. 196 refers.

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

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

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

The Clerk to the Council should report the findings of the Subject Member's conduct, in relation to Complaint 1, 2 and 3, to Bognor Regis Town Council.

This was reported at the Town Council Meeting held 7th January 2019 - Min. 196 refers.

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

Members are recommended to **AGREE** that Cllr. Enticott should be reprimanded publicly.

The Subject Member should be reminded publicly of the undertaking he signed following his election to observe the requirements of the Code of Conduct to comply with the Localism Act 2011.

Members are recommended to **AGREE** that Cllr. Enticott should be reminded publicly of the undertaking he signed.

The decision of the Assessment Panel, in relation to Complaint 1, 2 and 3, should be published to the Bognor Regis Town Council's website.

Members are recommended to **AGREE** that the decision of the Assessment Panel, in relation to Complaint 1, 2 and 3, should be published to the Bognor Regis Town Council's website.

The Subject Member's Group Leader (or whoever agrees the allocation of seats) should suspend the Subject Member from all Committees and Sub-Committees of the Council for a minimum period of six months.

As Cllr. Enticott is an A.N. Other, any decision to suspend Cllr. Enticott from all Committees and Sub-Committees must be taken by Council.

Furthermore, Members should note that any agreed suspension from Committees or Sub-Committees will apply for six months from the date of this meeting, continuing into the new Administration, should Cllr. Enticott be re-elected in May.

Members are recommended to **AGREE** that Cllr. Enticott should be suspended from all Committees and Sub-Committees of the Council for a minimum period of six months.

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.

Members should note that any agreed suspension from outside appointments will apply for six months from the date of this meeting, continuing into the new Administration, should Cllr. Enticott be re-elected in May.

Members are recommended to **AGREE** that Cllr. Enticott should be removed from all outside appointments to which he has been appointed for a minimum period of six months, noting this is currently only the Chamber of Commerce.

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.

Members are recommended to **AGREE** that Cllr. Enticott's proximity pass 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.

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.

A training session has been arranged for the new Administration and steps will be taken to personalise a section of this for Cllr. Enticott, subject to his re-election to this Council.

DECISIONS

Do Members **RESOLVE** to publicly reprimand Cllr. Enticott for his failure to abide by the Code of Conduct?

Do Members **RESOLVE** that Cllr. Enticott should be publicly reminded of the undertaking he signed following his election to observe the requirements of the Code of Conduct to comply with the Localism Act 2011?

Do Members **RESOLVE** that the decision of the Assessment Panel, in relation to Complaint 1, 2 and 3, should be published to the Bognor Regis Town Council's website?

Do Members **RESOLVE** to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for a minimum period of six months?

Do Members **RESOLVE** to remove Cllr. Enticott from all outside appointments to which he has been appointed for a minimum period of six months?

Do Members **RESOLVE** to withdraw Cllr. Enticott's proximity pass 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?

Members are asked to **NOTE** that a training session has been arranged for the new Administration and steps will be taken to personalise a section of this for Cllr. Enticott, subject to his re-election to this Council.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 14 - TO APPROVE CHANGES TO COMMITTEE APPOINTMENTS IN LIGHT OF CHANGE TO POLITICAL PARTY MEMBERSHIPS AND COMMITTEE MEMBERSHIP RESIGNATION - REFERRED FROM LAST MEETING, MIN. 188 REFERS

REPORT BY TOWN CLERK

**FOR DECISION/
INFORMATION**

Members will recall that at the Council Meeting held 7th January 2019, it was noted that Cllr. Lineham had aligned to the Independent Group for the remainder of this Administration, following his change in political party affiliation to an Independent which was confirmed by the Group Leader, Cllr. Brooks, at the meeting - Min. 188 refers.

Cllr. Enticott will be the only remaining A.N. Other and will be afforded one seat on each Committee, should he elect to sit on any of the Committees to fill the A.N. Other place.

The allocation of seats is, therefore, calculated as follows:

Group	Names	Total
Conservatives (* incl. 2 Independents aligned)	Cllr. Dillon (Leader) Cllr. Gardiner Cllr. Reynolds Cllr. Woodall Cllr. Cunard* Cllr. Mrs. Daniells*	6
Liberal Democrats	Cllr. Batley Cllr. Smith Cllr. Stanley Cllr. Toovey Cllr. Mrs. Warr (Leader)	5
Independent Group (** incl. 1 Labour aligned)	Cllr. Brooks (Leader) Cllr. Goodheart Cllr. Cosgrove* Cllr. Lineham	4
A.N. Others	Cllr. Enticott (Ind)	1

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

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

Policy and Resources Committee

Current Independent Group nominations - Cllr. Cosgrove and Cllr. Goodheart.

If Cllr. Lineham is to occupy one of these seats then the Group Leader must confirm which of the above is to relinquish their place.

Community Engagement and Environment Committee

Current Independent Group nominations - Cllr. Cosgrove and Cllr. Goodheart.

If Cllr. Lineham is to occupy one of these seats then the Group Leader must confirm which of the above is to relinquish their place.

There are currently two vacancies on this Committee. Therefore, the Leaders of the Liberal Democrats and the Conservative Groups need to confirm who, if anyone, will be taking their vacant seats.

In the event that either of these vacancies are unfilled by the appropriate Group, Council may appoint another Member to fill the vacancy(s).

Planning and Licensing Committee

Current Independent Group nominations - Cllr. Cosgrove and Cllr. Goodheart.

If Cllr. Lineham is to occupy one of these seats then the Group Leader must confirm which of the above is to relinquish their place.

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

In the event that this vacancy remains unfilled by the Lib Dem Group, Council may appoint another Member to fill the vacancy.

Events, Promotion and Leisure Committee

Current Independent Group nominations - Cllr. Brooks and Cllr. Goodheart.

If Cllr. Lineham is to occupy one of these seats then the Group Leader must confirm which of the above is to relinquish their place.

DECISIONS

Members are invited to **AGREE** the Committee Allocations.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 15 - TO CONSIDER THE RESPONSES RECEIVED REGARDING REGENERATION QUESTIONNAIRE AND ARUN DISTRICT COUNCIL'S RESPONSE TO BRTC "OPEN" LETTER REGARDING THE (LINEAR PARK) PAVILION PARK DEMANDING A PROPER PUBLIC CONSULTATION PRIOR TO SUBMISSION OF ANY PLANNING APPLICATION - MIN. 182 AND MIN. 194 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

As agreed at the previous Council Meeting (Min. 194 refers), the Survey was distributed to properties within the Wards of Bognor Regis during the week commencing Monday 4th February and was completed by Friday 8th February.

The Town Council has been informed by the delivery contractor that they were unable to gain access to several blocks of flats and therefore delivery to these was not possible. In addition, following contact from a resident of Victoria Drive, it was ascertained that there may have been a few houses missed in this road and therefore, the contractor redelivered to that particular road to ensure that everyone had a copy.

With regard to the responses received, the following should be noted:

- 172 surveys, identifiable as coming from within the Wards of Bognor Regis were returned.
- The 172 surveys generated responses from 255 people.
- A further 5 surveys were returned but were either from outside the Wards of Bognor Regis or had provided no postcode and therefore could not be identified.

A summary of the data from the responses is attached as **Appendix 1 & 2** (please note that whilst the comments have been reproduced verbatim, a few comments that were considered inflammatory were excluded).

Having considered the responses, Members are asked to advise how they wish to proceed in this regard.

DECISION

How do Members wish to proceed?

Members will recall that Council also agreed at the previous Meeting (Min. 182 refers) to write an "open" letter to the Chief Executive of Arun District Council requesting a proper public consultation regarding the Linear Park. Members are hereby invited to receive a copy of the Town Clerk's letter and the response received, attached as **Appendix 3 & 4**.



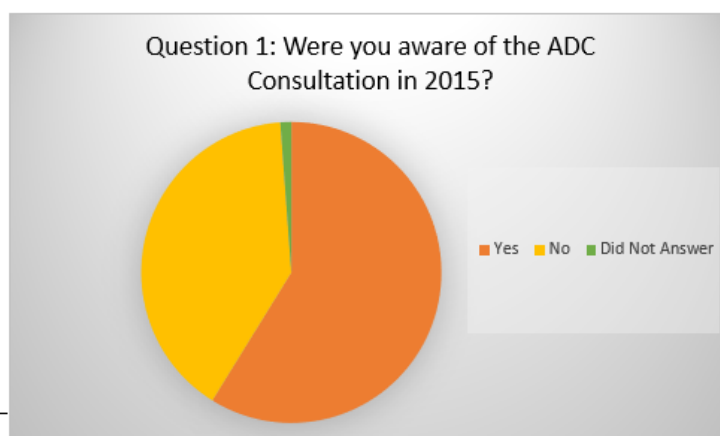
Summary of Responses Received to : REGENERATION IN BOGNOR REGIS - HAVE YOUR SAY

Please note the following:

- Results have been rounded to the nearest whole number
- DNA refers to the number of respondents that did not answer the question
- Marine Ward incorporates Marine North due to the Ward changes occurring at the forthcoming 2019 elections

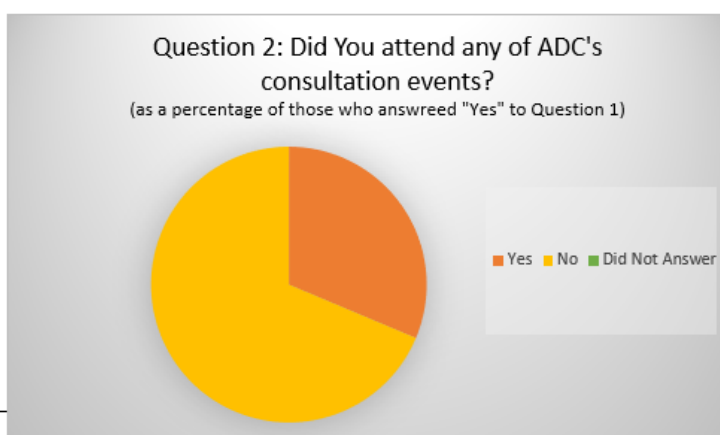
Q1. Are you aware that Arun District Council (ADC) carried out a public consultation exercise in 2015 about regeneration in the Town?

	Yes	No	DNA
Hatherleigh	100%	0%	0%
Marine	65%	32%	3%
Hotham	60%	40%	0%
Pevensey	56%	44%	0%
Orchard	47%	50%	3%
Overall	59%	40%	1%



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?

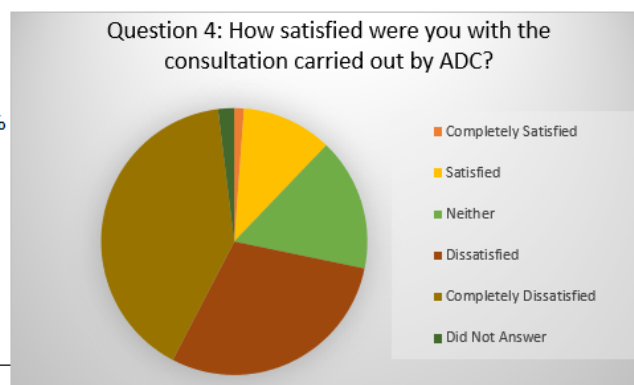
	Yes	No	DNA
Hatherleigh	0%	100%	0%
Marine	41%	59%	0%
Hotham	36%	64%	0%
Pevensey	22%	78%	0%
Orchard	17%	83%	0%
Overall	31%	69%	0%



Q3. See Appendix 2

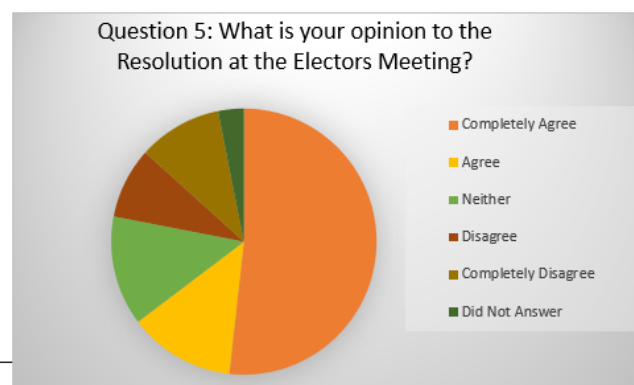
- Q4. On a scale of 1 to 5, with 1 being completely Satisfied and 5 being completely Dissatisfied, how satisfied are you with the consultation carried out by Arun District Council regarding regeneration plans for Bognor Regis?

	Completely Satisfied	Satisfied	Neither	Dissatisfied	Completely Dissatisfied	DNA
Hatherleigh	0%	0%	0%	50%	0%	50%
Marine	0%	12%	18%	27%	42%	1%
Hotham	3%	12%	18%	29%	34%	3%
Pevensey	0%	11%	13%	25%	51%	0%
Orchard	3%	8%	16%	42%	29%	3%
Overall	1%	11%	16%	29%	40%	2%



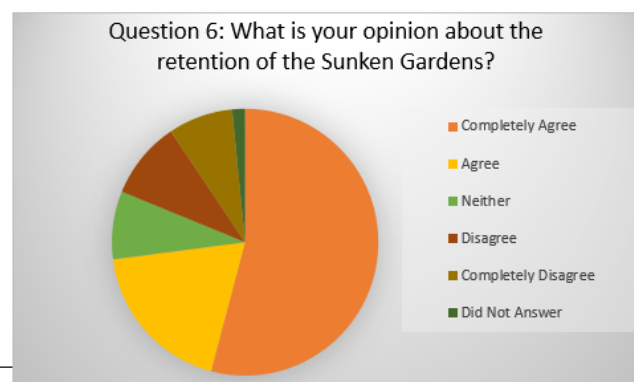
- Q5. On a scale of 1 to 5, with 1 being completely Agree and 5 being completely Disagree, what is your opinion of the Resolution made at the Electors Meeting **objecting** to the plans by Arun District Council to construct a Linear Park at Hothampton?

	Completely Agree	Agree	Neither	Disagree	Completely Disagree	DNA
Hatherleigh	0%	100%	0%	0%	0%	0%
Marine	54%	8%	12%	10%	12%	5%
Hotham	48%	14%	17%	11%	8%	3%
Pevensey	53%	17%	14%	8%	8%	0%
Orchard	55%	11%	11%	3%	16%	5%
Overall	52%	13%	13%	9%	10%	3%



- 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?

	Completely Agree	Agree	Neither	Disagree	Completely Disagree	DNA
Hatherleigh	0%	100%	0%	0%	0%	0%
Marine	58%	18%	6%	9%	6%	3%
Hotham	49%	23%	9%	11%	5%	3%
Pevensey	56%	13%	13%	10%	10%	0%
Orchard	55%	21%	3%	8%	13%	0%
Overall	54%	19%	8%	9%	8%	2%



Responses to 'Regeneration in Bognor Regis – Have Your Say'

Question 3 : What do you consider the main priorities should be for regeneration within the Town?

Unknown/Outside the Wards:

Response to Question 3:

Bognor Regis is a coastal Town, just north east & west. By tearing up car parks will send shoppers to outside outlets & damage town shops even worse as now (sic)

Sympathetic regeneration within current footprint with priority given to housing where possible. Adequate parking for residents & visitors

Keep toilets open (public toilets). Street cleaning and Beach (Litter)

Ban parking on pavements. Reduce business rates for shops

Leave open spaces alone. Access to beach over pebbles. Keep Health Centre at present situation

Additional Comments:

We are not sure what the Linear Park is

Hatherleigh Ward:

Response to Question 3:

Decent shops and adequate parking

The Hothampton car park is very popular and been there for many years, we need it

Marine Ward (incl. Marine North Ward):

Response to Question 3:

Hurry up and redevelop Alexandra Theatre site. Nothing here for tourists. Worst Town on south coast. Worst Council we have lived in. Stop procrastinating-get on with it!

Access to beach for disabled. Control of night time noise in and around children's playground. More Cafes. Alternatively move children's playground to a safer place-away from cars and carcinogenic fumes. Baffle the loud banging of gates at children's playground. Don't block emergency vehicle access by tower block (Remember Grenfell Tower)

More for the young adult population e.g. roller or ice rink. Keep Alexandra Theatre. Tourists don't want flats-they want car parking and entertainment near the beach!

Except for bus access, free (completely) parking in BR (feet on the Ground) on Saturdays. This will make social cohesion and help shops in town compete with out of town shops and shopping online. A family day! And park and ride in summer from West Park to pier it is grass! A consultation from Arun should be as you are doing! This is democracy! (sic)

Getting on with it!

Maintaining open spaces. Maintaining safety of people. Attracting visitors. Plenty of cheap parking

Bad weather facilities for families. Redevelop the pier which is currently a disgrace. Open up the sunken garden from the road end. At the moment access to the sunken garden is not obvious

Raise toilets opposite pier to pavement level

A safe green space for the well being of the community with café facility

Retaining social hubs such as theatre, cinema etc

Gardens and car park

Improve seafront. Repair, improve and rebuild the pier. Maintain existing green areas and parks

Emphasis to be paid on promoting Bognor as a resort. Our weather is remarkably good compared with much of the country and we need MONEY to bring us into line with other resorts

Redeveloping the theatre on its present site, as the centrepiece of a bigger development of shops and facilities

Ice rink permanent. Rough sleepers in doorways and Vandalism. Street drinking

Enforce fines for dog fouling! Excrement all over the Town! Introduce fines for men spitting disgustedly everywhere. Get rid of drunks and vagrants and homeless people most of whom openly beg. Until all this is given serious attention, being a sensible start to 'Regeneration' ADC will be wasting time and money again and restore not demolish Bognor's history

Provide facilities wanted by local people and provide consultations, listen to the requirements

Enhance Bognor for all ages, encourage visitors and support local businesses

Unless you bring in big shops and things for people to do and enjoy Bognor Regis will become a ghost town. Already people are going elsewhere to do shopping and activities. You have let Bognor Regis down very badly. You could have made this town really spectacular over 30 years ago. You will never give people of Bognor Regis the town we deserve, and you will never never get people's

acceptance unless for once you listen to the people of Bognor Regis and not the Council. But these flyers will just be put in the bin with the rest of objections so what is the point? Just a waste of paper

IMHO (sic) (In my honest opinion) you have got it all wrong. People are not going to be attracted into the Town with this scheme! You need a more vibrant sea front

More open space. More parking. Something iconic Bognor Regis's regeneration needs something to attract visitors. A Japanese new introduced garden would do this with 20% of all exterior spaces having plants or other greenery attached to them. A mound over the car park on the Regis site with rocks for children to climb and beams and trees and adult and themed children's seats

Ice rink for children and adults. (pot holes in the roads)

Concentrate on the esplanade! Purchase & Develop derelict premises!

The wishes of the people improve the seafront, diverse, forward thinking design- not flats community arts, independent traders/restaurants/businesses not chains. Celebrating our coastal & arts heritage

Create a 'go to' destination for visitors, creating jobs creating economic growth and giving us something to be proud of.

Take up the Sir Richard Hotham project's offer at no cost to me as a tax payer

Hotel accommodation. Preservation of existing (older) properties of interest and unique character

To create a town centre with character and amenities that will engender civil pride and some beauty

1 The Pier 2. The Alexander Theatre and car park and access to the sea (winter gardens) 3 Linear park

More modern approach facilities such as ten pin bowling, skating, soft ball, playing, rock climbing, café etc roller skating, Badminton

First priority is the Regis Centre. Adequate car parking

Retain the viability of the main shopping area

Alexandra Theatre site and the Pier, both appalling and put the Town to shame. Concentrate on the beach to attract visitor not the parks-use our asset

Modernize the seafront and develop family friendly facilities

To retain a pleasant aspect with many plants and flowers

Seafront is a disgrace. Town centre-rough sleeping, drinking, begging do not feel safe anymore. All of the above needs sorting out first. Get the priorities done!!

Eyesore-Fix the pier. Eyesore-Get on with 2-4 Waterloo square

Seafront-Town centre shops-Begging, rough sleeping not being able to get into some shops

Large indoor space for shows, exhibitions, markets etc. Access over stone to beach for children, prams and disabled. Parking for visitors

Car parking, space for events

Car parking, space for events

To get the station clock in working order, more waste bins and road sweeping

More tourist attractions on the seafront and more children's attractions

Keep green spaces, keep the town clean and tidy, stop cycling in precinct, stop the drug dealing.

Decent toilets, 100% use of band stand, re-introduction of Sunday market, zero tolerance of drinkers. No upmarket flats for 2nd home owners, permanent ice skating facility and other undercover leisure facilities for residents and holiday makers, (not slot machines) proper, well-advertised meetings with residents at various times, leading to genuine attention to their views

Refurbishing the pier. Improving the sunken gardens by repairing the boundary wall. Children's play area has recently been improved. Volunteers maintain the trees/shrubs etc why waste around £3 million?! (NHS will not agree to relocate Health centre) Regis centre site-replace Regis pub with tow storey building-being pub/restaurant taking advantage of panoramic sea view

Roads to be repaired properly. Properties tidied up and painted. Homeless people helped off the Street. Decent public toilets provided

Remove and help rough sleepers. Improve the quality of the shops to make them more attractive. Make the Town Centre alcohol free and smoke free

Making promenade more appealing for holiday makers and restoring pier no more bars 17 in Bognor town

To make Bognor a better place to live in. To improve Town Centre shopping. To attract visitors to the Town

To improve the seafront amenities. There is so little to attract visitors here – and to make them want to return. The existence of the road so close to the promenade does not allow for significant improvements in this area

Leisure activities for family's including green space

No more blocks of flats!!!

Keep historical/significant sites and maintain these. Spend money where benefit is needed not because of a want. Consider all people in public and act. Parks and public places for all levels of society are very important

Attracting new retail – independents (as in Totnes) only with rates etc beneficial packages. Need originality, not chain stores

To improve facilities for visitors not necessarily cafes or restaurants. Maintain shopping centre as much as possible

Ensure properties in a state of dilapidation (some of which are council owned) are brought up to an acceptable standard, maintaining period style, feel it is important to provide a place of entertainment/activity, especially for your adults and to attract visitors

Restoration and maintenance of some very unique buildings et 2-4 Waterloo Square, The Richmond Arms, the pier and area

A permanent ice rink, and therefore do not remove any present car park spaces (Hothamton) which are fully used already

The toilets near Morrisons

Replace failing shops

Complete renovations/restoration of the Pier. Providing a leisure facility and focus building. To simply make more attractive than the ugly chasm that is Place St Maur. Improve and make more attractive 1. The Beach 2. Promenade 3. Sunken Gardens 4. Station forecourt (a failed opportunity)

Bring back the history while there is still something left

To create a modern, welcoming atmosphere for visitors and residents, free from anti-social behaviour (drinkers and drug takers) that is safe for the elderly and frail

Ice rink

On the positive side there are many good things in Bognor Regis. Hotham Park is a delightful area for families with young children BUT it can be ruined if drug users leave their rubbish and needles around. It was a great loss when the Tennis Courts were removed. Teenagers need facilities other than play areas. The play areas are excellent for the younger children. Good clean attended Toilet facilities are absolutely essential for families on holiday and day visitors. These should be available in the town, on the seafront and in the parks, i.e. Hotham and Marina. How much extra would it cost on the rates to pay someone to ensure clean and pleasant toilets are available. A few years ago I heard a child, using the toilets near Morrison, say come on Mum let's get out of this dump !!! Not the Impression Bognor Regis needs. At present, Car parking in BR is reasonably good and reasonably priced apart

from the multi-story car park which certainly needs updating and policing. Please do not remove car parks, they are essential if you want visitors to the town. The Parks department do a good job with the flowers in and around the town and is much appreciated. Butlins is an enormous asset to have in our town and must bring in a lot of revenue. Please ensure that BR is a clean and welcoming place for Butlins visitors to come to. We want a town that we can be proud of and this can surely be achieved with thoughtful expenditure by the Council.

The first priority for the regeneration of the town should be based on the Regis Centre. The good work already done on the pedestrian area and Arcade would naturally lead visitors to the regenerated Regis Centre. The alterations for car parking facilities will have a detrimental effect on shoppers especially at a time when high street retailers are already under pressure. The 'Pavilion Park' looks very pretty on paper but on closer inspection would mainly be four roads of car parking with only limited space for the proposed market square and other proposed features. The reduction in parking is not acceptable and the fact that most of it will be further away from the shops and will adversely affect shopping in London Road. Will the Health Centre be taken away and if so where will it go? Any development of residential buildings must provide adequate parking. What retail is anticipated/expected, where would parking provision be for this? The regeneration of Bognor Regis must go ahead as soon as possible, yes, it has to be right, but Arun District Council must on no account be enabled to find any excuse to delay or worse see this as an opportunity to do nothing.

Additional Comments:

Retain the large car park where it is now-easily accessed by older people, mums with buggies and a short walk into town

We would like the proposed development to take place.

Waste of time. Public never listened to!

I don't know what a Linear Park is

But Arun does not have regard to objections raised and suggestions made

Pevensey Ward:

Response to Question 3:

Retain & maintain heritage buildings make the most of the beach. Good access essential!!

Make the most of Bognor's historic heritage. Commemorate the poet/artist William Blake with a statue

More attractions for holiday makers along the seafront to compliment the nice seafront promenade

Improvement along the seafront from Butlins to Aldwick Road, particularly opposite the pier. Too many neglected buildings, run down. No more flats

Children's playground, well kept gardens/greenery family friendly areas benches, lawn for play

Green areas, flowers, well-tended attractive areas, family areas, seating. No need for expensive ideas and development. We have no need for car parking, the multi storey has never been full ever. Green spaces are most important. Hills been removed from seafront for 6 weeks a year ice rink. Now look a bleak mess (sic)

Big brand shops (not charity and mobile phone shops) things to do to encourage visitors – not flats

Updating the Regis Centre & Alexandra Theatre on ITS CURRENT SITE – which is central Bognor Regis and more easily accessible by more people and by foot.

Clean inviting. We have a beautiful sea front, not waste huge amounts of money on ideas that will date

Think about levelling Place St Maur – Construct an open deck café selling teas/coffee/food – with decking to see the sea. Hopefully get people to walk from prom to sit. Ice rink worked well – so can be a social gathering area

Something that will attract people to the Town e.g. Ice rink, Ferris wheel, art gallery, ballroom. A theatre similar to the Festival Theatre in Chichester that would attract national interest. Perhaps run in conjunction with the Festival Theatre. Restore the pier to its original size or longer and wider, incorporating the above-mentioned theatre and ballroom

Kids soft play

Improvement generally of the appearance, facilities and attractions within the Town and seafront

Quality hotel, theatre and marina. Quality waterfront attractions, restaurants, cafes TOILETS

Improvement to facial appearance of retail properties. High end businesses to elevate perception of Bognor Regis. Move towards European style seafront SAND

Proper consultation with local people/tidy up town/improve toilets/keep car parking reasonable/provide undercover leisure activities on Place St Maur/stop building flats in Town Centre for students and Butlins. Zero tolerance with drinkers. Reduce rates for shops and businesses. Move forward slowly to get it

right. Listen to people who live here in Bognor Regis. Reinstate market and very popular Queensway car boot sale

Sea defence barriers, maintaining old historic buildings

Maintaining historic/old buildings. More accessible public toilets seafront/town. Regeneration of seafront-more nice cafes open all year round, and shops/hubs for visitors/locals. Improving facilities at Bognor Station. Better disseminations of information/events/what's on for local people

Sympathetic architecture, diverse commercial and community activities

At least 1 central car park preferably 2 for residents and visitors. Toilets centrally and 2 sets on promenades. East and west coffee bar on Easter prom, music in Band stand. Children's play areas should not have cars parked in same area (as with Linear Park) Flats for students could be built on ground near new uni buildings NOT in central car parks e.g. London Road

As stated in the 2015 plans & the following Richard Hotham project. How many more consultations?

I agree with the above comment and something has to be done about Arun blocking every proposal

To actually get on with it!!!! I came back to Bognor from Australia in 1989 – so many promises but not action!! We desperately need decent restaurants on seafront for all year round dining overlooking Bognor's major asset THE SEA!! Station Road and Sudley Road are a disgrace as you enter the Town. Sudley Road is always full of litter with overflowing bins. Station Road is tacky and not nice to walk down-especially at night

To create open public spaces to include green spaces (planted in a Mediterranean feel to support out warmer summers) Suitable seating, restaurants and parking. The Towns heritage needs to be remembered but a modern feel is required to support the future generations of the Town and to make it look modern and attractive to both residents and visitors

Improvements to make living and working in Bognor Regis a more pleasurable experience. More done to enable people to work locally. Put an end to non-stop house building. Make the sea-front and pier more attractive for tourists and visitors without turning it all into private housing which benefits the few not the many. By the way, as the majority of people have to commute out of the Town for work, holding public consultations only on week-days when people are at work is clearly designed to ensure attendance is low.

Free parking or more disc

Expand the economic and business base. Encourage new start ups, make the Town look and feel more attractive and safe.

Stop accepting mediocrity. More tree planting

Use brownfield sites like Hothamton to create affordable housing thus helping to meet government imposed targets. This will increase footfall in our Town Centre and benefit local shops. Create a vibrant and pleasing open space at the same time

Isn't it time the Town Council ceased their political posturing by always criticising ADC just for the sake of it? It gets us nowhere!

The High Street, Shopping facilities. Too many charity shops although I use them. Reduce rates to enable independent retailers to have a chance of making a change. Not easy maybe but should be spent in this area of the Town

To review existing regeneration proposals and get going on one of them – I particularly like the winter garden proposal

Make to sea front visitor friendly. Decent toilets in more than one place. Cheaper parking. Deep water marina and shops and entertainment on the seafront (not run by Premier Marinas) as Brighton. Redevelop the pier

More seating on front. Events at bandstand-to be left on seafront. More toilets. Better design than current ones. Improve pier to encourage people to walk and sit in sun. Improve sunken garden. More parking

Regis Centre

Don't spend our money on new features-make the most of the amenities we have-repair-repaint-improve-make a better feature of sunken gardens-stop building FLATS everywhere. Highways are a disgrace-white lines everywhere need repainting and the dual carriageway leading up to Tesco traffic lights has no surface at all-its like driving over a cattle grid!!!

Seafront and Regis Centre

Accessibility for all, including wheel chairs. Good to have trees in our main street. Disappointing about our unfriendly and bare station

New look seafront. No more flats. Unisex toilets

Don't lose parking spaces

Protecting the environment and protecting interesting buildings. Promoting cycling. Planting more trees. Promoting local businesses. Welcoming our Eastern European community with joint initiatives

To concentrate on improving leisure facilities and green space for residents and visitors. There should be no new blocks of flats built but I approve of flats being built over current buildings i.e. Hatters & Wilko.

Making the centre of Town attractive i.e. more flats, improving the Sunken Gardens

Palm trees all along seafront and fairy lights. Protect our only Town garden and improve it. Car parks to be protected

Too many eating places. Licensing for alcohol after 11pm should not be granted. 'Homeless' people should be rounded up and banned from the Town. They are crafty and know perfectly well where they can get help

Remove evidence of rough sleepers, which puts visitors off. Keep streets free of litter encourage local business.

Making sure both London Road and High Street are free from rough sleepers and accumulated rubbish in doorways is cleared away – no wonder shops are closing, and people don't go into Town it's a mess- mostly it is the first thing visitors see

Keep its old world charm with less cost for activities for children

Flats above café and shops with low cost activities for children and teenagers

More facilities for the area i.e. skating rink, updated theatre, bowling alley

Better car parks for visitors and residents. Better entertainment facilities like a permanent ice rink or bowling

Have concerns that any resolution to fire safety access (re Fitzleet House) will result in decreased parking spaces

To provide safe accessible walkways for residents and visitors and to have good car parking facilities. No extras such as statues etc

Large entertainment venue above 2 x underground car parks

Money and the will of the electors!

Attracting big name businesses back to the Town Centre-Prezzo, pizza express, M & S

Providing tourist attractions and restaurants/bars shops for tourist and locals to use. Stop focussing on Shripney Road and give the Town an ice rink

Facilities to attract people and keep people in the Town i.e. nice surroundings/restaurants entertainment

Me and my friends go to Chi because there is nothing to do in Bognor. We would like a bowling alley and a Wagamama's and Taco Bell and Crispy Cream doughnuts. Restaurants etc

Making use of existing buildings to keep character of Town. Bully landlords to keep business rates low and keep buildings in good state or repair. Regenerate BEACH areas make water play park, build new finger pier, organise easy access

roll mats access shingle to beach. Build singles accommodation in Town with secure bike parking-NO CARS. KEEP TOILETS OPEN IN WINTER

Ensuring quality of life. Therefore no extra flats or office buildings-thus making sure that there is no further strain on Towns infrastructure

Health centre & parking (FREE)

Not losing parking & shops as these now provide limited choice to want to visit Town

To renew update repair buildings I Town particularly opposite railway station area. It is dirty dilapidated and run down. It totally lets down the lovely area we live in. It should be a seaside Town that is attractive and stylish!!!

I do not want the Alexandra theatre to go or the Picturedrome

The Pier

The Promenade

Additional Comments:

ADC has always ignored wishes of the residents!! Residents believe that ADC will always continue to ignore the people it represents. ADC should STOP wasting our money-they cannot even install new toilets on the seafront!! How much money has ADC wasted on consultation companies?

Stop arguing about it all and allow a regeneration to take place to lift the Town from charity shops and rough sleepers, back to a vibrant Town that is was years ago

How many voters were there!!? It was the same people turning up. How can it be representative of 16000k voters?

We attended Arun's exhibition and like it.

Once again Cosgrove uses unrepresentative Town meetings which cost taxpayers a fortune to further political dogma. The money would have been better spent on a grant to Arun Arts which he opposed? (sic)

The illustration at the download and the illustrations at the public consultation agree with each other completely. BUT what is being proposed in the local media bears no resemblance whatsoever to the illustrations! Therefore its obvious that Arun District Council were untruthful with the illustrations - deliberately so -I believe!

The Sunken Gardens attract people taking drugs and alcohol this needs to change

I would feel happy with the Pavilion Park, but feel there should be adequate access to Fitzleet for the emergency services/could there be enough funding for an extra section of under ground parking such as at the doctors surgery?

Orchard Ward:

Response to Question 3:

Less grandiose out-of-scale-with-existing-Town schemes please. Smarten up and make the most of existing Town. Plant more trees, crackdown on litter and anti-social behaviour. Restore the station clock and trees to the Station forecourt. Why not construct a modern visitor-friendly state-of-the-art new pier? Highlight Bognor's place in seaside history. Stop destroying its historic buildings

More leisure facilities – less flats. There is already a dreadful shortage of residential parking!

Advertise our sunny weather as 'riviera of the south'-need more palm trees and hanging gardens. Attract visitors especially at Goodwood and Fontwell Days. Coastal cruises from the pier. Need more reasonably priced centrally-based accommodation including restaurants. Keep historical buildings in good condition, clean pavements, house the homeless. More toilets between pier and west park. Go karting! Donkey rides!

Tidy up the rough sleepers especially in the alleyway. The alleyway is looking like a refugee camp putting off visitors.

Something needs to be done about the youngster/teenagers roaming the streets-they need youth clubs etc. There is nothing for them.

Sea front

Improve street scene, enhanced leisure and recreation opportunities including eateries

As a seaside Town we heavily depend on visitors, so seasonal pleasure for them should be considered and catered for. As a 90+ year old resident I am probably not best qualified to consider most up to date ideas for them

Proper policing. Keep Bognor clean, fag ends, chewing gum etc. Stop rough sleepers

Maintaining the Town centre shops and encourage new blood. Plant trees/palm/greenery along the prom as it currently is bare and has no character. Sort seafront toilets situation out! Urgent!!

Entertainment facilities/parking provision if you want to attract people/visitors
NOT FLATS

More entertainment venues for residents and visitors/tourists, of all ages. Substantial parking for said people above. Pleasant surroundings like the sunken gardens

The Town should be left with no less access and amenities than already in use

Need more disabled parking. Husband stays in car, he has COPD so the distant is too much. We need less charity shops no new cinema. Leave car parking alone. Bognor going downhill, get it sorted.

Attract independent shops to the area. Keep as much green spaces around Town and play areas. Provide shelter for the homeless

Car parking spaces

Multi-use under cover space-ice rink, trampolines, events, sea life centre, roller rink, splash park for kids/lido

Close seafront to traffic and turn it into events space. Use the sea more for different sports

Bringing back small individual shops and catering for families again. No rough sleepers etc. Smarten it up. Get rid of Arun

Repair and maintenance of existing features such as art deco signal box, railway foot bridge, sunken gardens

Provision of unique facilities to attract visitors

Improve/enhanced leisure & entertainment facilities, additional retail/shopping & restaurant/dining facilities. More employment opportunities, including high income jobs opportunities

Larger entertainment venue/ice rink

Less empty shops. Initiatives to encourage in Town S=shopping e.g. parking prices. Youth focused

Encourage tourism and visitors to the Town

Ditch the 'French Boulevard' idea and get some businesses into our vacant shops.

Preserve Hothamton park and gardens. Do NOT build another block of flats

Instruct police to do their job and disperse the drunks, particularly outside the train station, they are loud abusive and scary to children

Put more in place for teenagers somewhere to go on their own and have fun in safe environment and be treated like young adults. Needs to be affordable- Cinema is fab 1½ -2 hours entertainment for £3.50

Lower the business rates to prevent more shops closing and more charity shops opening

The Linear Park is the only vista, looking south from the concrete monstrosity that is Queensway. My abiding memory of Autumn 18 was a young woman left her mobility scooter to weed a boarder on her knees to do a little help on her

own. The buzzword Regeneration never explained by Arun-but we see now that it is all about revenue stream. One easily planned move would be to tidy the District-but it is the general tired appearance of the Town. The bus station was allowed to be sold-the high street now littered with stage coach buses!? Flower beds were removed, High St dug up twice! High rental/business cost giving a blight of charity shops. How many foreign restaurants, coffee shops does Bognor need or want? The Town is no longer a seaside resort, first a retirement destination, witness bungalows W. Meads, Fairlands, Glenwood (1960-70) Now land prices give 2 storey 'dolls houses' as Bognor/Littlehampton become Dormitory Towns for Chi and Worthing. Arun are overseeing the mass burying of his area under concrete and brickwork, because the Govt directs to do, without little protest from those in position to do so. Most of the employment in the area is part time women's work many to fund their holidays you might suspect. The only growth apart from house building is 'rough sleepers' in the Town centre. I would hate to be a business owner in Bognor bled white by Arun and greedy landlords

Keep sunken garden. Keep parking areas

Cover London Road. Traffic free High Street

Sort the station out. Get the bookstall back and coffee shop. Moe the ticket office

Benches in London Road require upgrading

Keep the Alex and the Theatre/Regis centre and Cinema (Picturedrome) and provide new amenities

Additional Comments:

The gardens need modernising and to not be a place for antisocial behaviour

What even is a linear park? Ridiculous jargon!

Both Butlins or the university do little for Bognor imposing ugly buildings into the area and seeking more land/accommodation blocks. The former ensured all the small hotels forced out, now everywhere bedsits/buy to let are swamping the area, distorting the house market/values so that 'affordable homes' is now a bad joke. The only house building here should be public housing (Council Houses)! And Councillor Brown should quit now, take her 'gong' and pension and desist. This is neither the time or Arun's function to be spending our money on this or any other capital project

Hotham Ward:

Response to Question 3:

An upgrading of the properties/facilities/amenities in the seafront area

Maintaining and upkeeping of open spaces, retaining traditional buildings and replicating them, not moving important medical centre but improving it not losing car parking spaces. Need to encourage visitors to a bright, clean, traditional seaside Town with ease of parking and make the Town something residents can be proud of

Improving appearance and increasing range of shops and activities in town Centre to improve economy

To make the Town more attractive and family friendly in all areas

To maintain the historical buildings, in the Town and historical features

No less car parking, no more restaurants, flats. More activities for 16-24 year olds

Keep a theatre on seafront. Do not have a multiplex cinema, we don't need one

Theatre, ice rink, Hotels, Car Parking, Entertainment. NO flats

Open spaces, parks, amenities, leisure, work, clean town building on heritage, tourism

Shopping facilities and not too loose any more car parking spaces, no supermarkets on seafront

Keep seafront for families, keep the sunken gardens-No spoiling it with flats

Get rid of the vagrants, improve building facades, introduce large department store.

More for young people-and no more flats

Free WIFI. More craft and farmers markets-less tat and cheap stalls

To include things for younger generation (bowling alley-ice rink etc)

Less charity shops. Deal with homeless people and antisocial behaviour. Need more shops i.e. reopen those closed currently. Regenerate the promenade. Renovate the pier and all the buildings along seafront to draw visitors to the Town

Pedestrianize at least part of the seafront and a fully generous pedestrianize link/area from there to the Town Centre. Make this seafront area the focus of the Town

Listen to what the local residents want and what they DO NOT WANT

If shop empty-try and refill no more charity shops. Medical centre-can not get GPs because of uncertain future. Help the homeless people. DO NOT MOVE THE THEATRE

Seafront to Town Centre-including the demolition of the Regis Centre area

Demolition of ugly Regis Centre open up the sunken gardens to stop anti-social behaviour so it's a safe place to walk through for family's and visitors

Recreational tourist attractions not flats, you are killing this town where I was born some 50 years ago

So much money has been wasted over the years 'small minority loud voice' just do something! It's always going to be some sort of compromise!! Just get on with it!!

A strong entertainment hub including theatre

Attract good quality brands to high street/London road. Attractive place for residents and visitors alike

People visit Bognor mainly for the Beach. Thus they should concentrate on the front and regenerate so that people wish to return. Because of facilities etc Hothampton park should be left alone. ADC should stop wasting our money i.e. The new toilets on the front!

Ice rink, car parking, green space

Leave it alone! You are ruining the whole aspect of a seaside town! It would be wonderful for us to have disabled but walking access to the shoreline!!

Regeneration of Town Centre. No more cinemas or housing on sea front

New theatre/winter gardens on Regis site. Redevelopment of sunken gardens. All paid for by residential/commercial development

Redevelop Regis, sunken gardens and skate board sites with quality residential and commercial paying for public leisure

Some type of building for use of teenagers and middle age e.g. ice rink, 10 pin bowling

The centre needs more trees and shrubs

Urgent need for public toilets along the prom not opposite a block of flats. Access please to the beach for families/infirm/elderly. There are heaps of stones making it impossible to reach the sea

Clean up Bognor Regis. Upgrade the Regis Centre/Alexandra Theatre

Encourage up-take of new businesses in vacant retail premises (i.e. lower business rates) Clean and tidy special events on Place St. Maur

Improved attractions for visitors and more social/affordable homes for residents

Something for tourists to visit NOT student flats

It's a seaside resort town-improve appearance of beach/promenade.

Entice better shops to the area. Bring back the 'Regis' market

Pleasant place for public to enjoy

More public seats, floral displays, trees

Put the proposed café at the southern end of the gardens and leave the sunken and play areas alone. Need more parking rather than less

Reduce rents and give incentives for a variety of shops to be able to thrive in Bognor. Attract a quality store to occupy the Store21 site like Aldi or Lidl. More adequate clean toilets in Town and on seafront. Remove drinkers from sunken gardens, I don't feel safe there. Concentrate on all family friendly attractions on seafront and please restore our beautiful sandy beach. Preserve what architectural heritage we have left. Clear the Town of Rough sleepers by providing hostels with help for drug and drink addiction

The regenerated area covering the whole site will be safer for families to enjoy with no drinkers and an alternative to the beach when the tide is in. Provide a lovely glass and wood café

More event in Town Centre

More available parking for visitors

Some decent hotels some classy restaurants, adequate parking, permanent toilets on esplanade. Attracting prestigious stores to Town Centre. Clean up anti-social behaviour

Place St Maur Regis Centre site

Additional Comments:

It is primary importance to have a fourth concept plan as noted in Q3 above before starting on major interventions like the sunken gardens or linear park



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

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

21st January 2019

Dear Mr. Lynn

I write this letter on behalf of the Town Council and all those residents who have been in touch with the Town Council expressing their disappointment and dissatisfaction with Arun District Council's proposals for the Linear Park and with the consultation with the residents of Bognor Regis, undertaken on this matter.

At a Town Meeting of Electors, held on 21st November 2018, those present made the following Resolution:

This Meeting of Electors of Bognor Regis:

Opposes the plans by Arun District Council to construct a Linear Park at Hothampton, 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.

This Resolution was discussed at the Town Council Meeting held 7th January 2019 at which it was noted that the paragraph pertaining to the Planning Application could not be progressed as the permission has already been granted.

However, with reference to the other points raised, the Council resolved that this "Open" letter should be sent to you, demanding that in light of the public feeling expressed to the Council, a proper and public consultation on the Linear Park plans be carried out by Arun District Council prior to the submission of any planning application for the site.

I look forward to receiving your response and would be grateful if this could be provided prior to the next Council Meeting on 11th March 2019, so that a full report may be provided to Members.

Yours sincerely

Glenna Frost
Town Clerk

c.c. Rt. Hon. Nick Gibb (MP for Bognor Regis and Littlehampton)
Cllr. Louise Goldsmith (Leader, West Sussex County Council)
Baron Bassam of Brighton
Bognor Regis Observer
Bognor Post



Glenna Frost
Town Clerk
Bognor Regis Town Council
Bognor Regis Town Hall
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e-mail: nigel.lynn@arun.gov.uk

14 February 2019

Please ask for:

Mr Nigel Lynn

01903 737600

Our Ref: NL/gls

Dear Glenna

Re: Pavilion Park

Thank you for your letter of 21 January 2019.

In that letter, the Town Council asks Arun District Council to "...abandon the current scheme..." to progress the Pavilion Park in Bognor Regis.

I believe the Town Council seems to have missed the democratic process that has already taken place. That is:-

1. At Full Council on 10 January 2018, it was resolved to progress with the 'development and implementation' of the park with associated parking, with £300k in the 2018/19 budget.
2. The Budget Statement for 2018/19 was received by Full Council at their meeting on 21 February 2018 and approved. The Budget Book 2018/19 can be viewed on our website at <https://www.arun.gov.uk/financial-information> - see item 4.9 which makes specific reference to the inclusion of £300k for the Hothampton Linear Park development.
3. On 12 November 2018, Cabinet approved the virement of an additional £29k following receipt of the tenders for the project. As such, consultants LUC have been appointed to the scheme and they presented their approach to the Bognor Regis Regeneration Sub-Committee on Monday 28 January 2019. As you are aware (from this meeting), the project is progressing well with engagement with the public and stakeholders planned prior to the planning application this summer.

Continued...

In summary therefore, the District Council – through its democratically elected Members – has determined the way forward and my Officers are now implementing that decision. I would be surprised if Bognor Regis Town Council would not welcome such a fantastic improvement to one of its public open spaces, which will include new children's play facilities, a café, and an event space for residents and visitors to Bognor Regis.

The significant level of funding this project will cost, in the region of £3million, is against the backdrop of severe financial pressure on the District Council for 2020/21 onwards.

Yours sincerely


Nigel Lynn
Chief Executive

ADDITIONAL ITEM FOR AGENDA ITEM 16

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 11th MARCH 2019

ADDITIONAL ITEM FOR AGENDA ITEM 16 - CONSIDERATION OF LETTER OF SUPPORT FOR FUTURE HIGH STREETS FUND: BOGNOR REGIS APPLICATION

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Future High Streets Fund is an initiative launched by Government providing co-funding towards capital projects that bring transformative change to High Streets across the country. For a bid to be successful it will need to demonstrate regeneration of a Town Centre through innovative proposals around transport, housing delivery and public services.

Full details of the fund may be found in the Prospectus using the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783531/Future_High_Streets_Fund_prospectus.pdf

Each Local Authority is limited to the number of High Streets for which applications can be submitted. In the case of Arun District Council (ADC) this is one High Street only and ADC have therefore taken the decision that Bognor Regis should be the focus for their bid.

The Fund will operate as a two-stage process. The first stage calls for local authorities to submit Expressions of Interest (EoI) by 22nd March 2019. This EoI needs to set out the challenges being faced and the strategic approach to regenerating the Town Centre. Should ADC be successful and make it through to stage 2, this will involve the more in-depth business case and is scheduled for the latter half of 2019. Successful bids are likely to be in the order of £5 to £10 million per Town Centre.

The EoI will reference the Neighbourhood Plan which clearly sets out the Town Council's vision for the Town and therefore the EoI high level vision will align with the Neighbourhood Plan vision.

As part of stage 1, the EoI needs to demonstrate support from other local councils and ADC have therefore asked if the Town Council would be willing to write a letter confirming their support for the bid.

Whilst any letter would of course acknowledge the recent improvements to the highways and public realm in the Town Centre, it would support the

ADDITIONAL ITEM FOR AGENDA ITEM 16

need for more work to be done. The letter would outline the challenges facing Bognor Regis Town Centre such as the effects of changes in footfall levels, empty shops and the impact on spending on the High Street as a result of squeezed household budgets.

The letter would also refer to issues affecting the Town as a whole which ultimately impact on the High Street such as wage levels, social deprivation and the demographics of the Town.

DECISION

Do Members **AGREE** that a letter should be sent to ADC in support of their application to The Future High Streets Fund?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 11th MARCH 2019**

**AGENDA ITEM 17 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEPHEN REYNOLDS FROM 7th JANUARY 2019 – 11th MARCH 2019**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 12.01.19	:	Bognor Regis Model Railway Club Annual Exhibition at Felpham Community College
Friday 18.01.19	:	<i>Deputy Mayor attended: Sir Richard Hotham Wreath Laying at South Bersted Churchyard</i>
Saturday 19.01.19	:	Chief Scout Silver and Bronze Awards Ceremony at St Mary's Centre, Felpham
Wednesday 06.02.19	:	<i>Deputy Mayor attended: Meeting with Hilary Bartle of Stonepillow at Stonepillow Hostel Ellasdale Road</i>
Saturday 09.02.19	:	Boxing Event at Jeneses Community Centre
Sunday 17.02.19	:	Littlehampton Town Mayor's Civic Service at St Mary's Church, Littlehampton
Sunday 24.02.19	:	Bognor Regis Town Mayor's Civic Service at St Wilfrid's Church
Wednesday 27.02.19	:	<i>Deputy Mayor attended: Purple for Polio Afternoon Tea at Felpham Community College</i>
Thursday 28.02.19	:	<i>Deputy Mayor attended: Launch of Hall & Woodhouse Community Chest Awards at The Hornbrook, Horsham</i>
Saturday 09.03.19	:	Visit to Radio Respect CIC to help raise awareness of charitable work, Argyle Rd, BR

Events not attended:

Saturday 09.02.19	:	West Sussex Prayer Breakfast Wiston House, Wiston Park (£15 cost)
Friday 25.01.19	:	Aldwick Parish Council Reception at Willowhale Community Centre
Saturday 26.01.19	:	Guitar Recital at Regis Recital Hall, Bognor Regis

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 11th MARCH 2019**

**AGENDA ITEM 18 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 7th JANUARY 2019 – 11th MARCH 2019**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 18.01.19	:	Phoenix Gallery, Brighton- private booking
Tuesday 05.02.19	:	Proclamation in Town Centre for Councillor Recruitment event, BR
Monday 11.02.19	:	Proclamation in Town Centre for Children's half term workshops, BR
Tuesday 05.03.19	:	Talk at 'Felpham Fillies' WI, Felpham Methodist Church
Monday 11.03.19	:	Commonwealth Day Proclamation in Town Centre, BR

AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL MEETING 11th MARCH 2019

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. WSCC Review and Redesign of the Integrated Prevention and Earliest Help Service - forwarded to Council Rep
2. WSCC - Partnership Advisory Board - The Big Event poster - forwarded to Council Rep
3. WSCC E-Newsletter February 2019 - Forwarded to Councillors
4. Neighbourhood Alert - Weekly Bulletin 28/1 - 3/2/2019 Forwarded to Councillors and on Social Media
5. JWAAC Highways and Transport Sub Group - Meeting 28 May 2019
6. WSCC – Information on an event “Regis Big Event” Arun Leisure Centre 2/3/19 and Health and Wellbeing Marketplace Event in Horsham – circulated to Councillors
7. WSCC Review and Redesign of the Integrated Prevention and Earliest Help Service - forwarded to Councillors
8. Government Events – Subsidised conference places in Central London on Transforming Technology Services in Local Government
9. WSCC – WSPF Pension Admin Transfer Update
10. HCLG - latest press release regarding our inquiry launch and evidence session on Monday 11 February
11. Co-operative Bank - letter outlining changes to the Community Directplus tariff due to the account exceeding a credit turnover exceeding 1 million. The tariff will change on 21st March 2019
12. NALC - Winter 2019 magazine LCR
13. Arun Hub Partnership Advisory Board - Partnership Advisory Board Pack, School and Setting Link Workers, What's On - forwarded to Council Representative
14. NALC - Chief Executives bulletin - circulated to Councillors
15. ADC - List of agendas published for meetings - Week Commencing 4th February 2019 including: - Special Council; Audit and Governance and Individual Cabinet Member Decisions
16. Cllr Goodheart - Regis Big Event Poster sent to all Councillors to promote the event
17. Office of the Police and Crime Commissioner - Listening to the LGBT + community - circulated to Councillors
18. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project 10/02/2019 - circulated to Councillors
19. Neighbourhood Alert - Weekly Bulletin - 4-10 February 2019 - Circulated to Councillors and on Social Media
20. SALC Weekly Bulletin 7-2019
21. NFP Workshops - Bid writing Workshops for Charities Schools Not for Profit and Public Sector organisations
22. Neighbourhood Alert - Lonely Hearts Romance Fraudster Alert - Circulated to Councillors and on social media

23. ADC - List of agendas published for meetings - Week Commencing 11th February 2019 including: - Planning Policy Sub-Committee, Licensing Sub-Committee and Individual Cabinet Member Decisions
24. St Wilfred's Hospice newsletter Spring 2019
25. Regis School Newsletter 15-02-19
26. Arun District council - Response from the director of Services to the Town Council's letter of 8 February regarding Steyne Gardens
27. Sussex Police and Crime Commissioner - Boxing club helps young people turn their lives around - circulated to Councillors and Councillor response
28. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project - Circulated to Councillors and on Social Media
29. BR Twinning Association - Agenda for meeting 4-3-19 and Minutes of meeting 4-2-19
30. Government Events - The Transforming Technology Services in Local Government Conference 7-3-19 -Final places remain for BRTC
31. NALC - Chief Executives bulletin - forwarded to Councillors
32. SALC - Weekly Bulletin
33. WSCC - Velo South Update
34. Email from a visitor to the town regarding the rough sleepers and beggars in the town
35. Public Sector Network Newsletter February 2019
36. Email sent by the Civic and Office Manager to members regarding the death of Ray Radmall BEM, Chairman of Pagham Parish Council
37. Littlehampton Town Council Spring 2019 Newsletter
38. Neighbourhood Alert - Arun Police - Weekly Bulletin - 11th February To 17th February 2019 - circulated to Councillors and on Social Media
39. Neighbourhood Watch - Our News - The Neighbourhood Watch E-Newsletter Feb 2019 - circulated to Councillors and on Social Media plus second amended version without typos
40. HCLG - a copy of the Housing, Communities and Local Government Committee report *high streets and town centres 2030*, published 21-02-19 - circulated to Councillors
41. Westminster Insight - Managing Mental Health in the Workplace event 26 March 2019
42. Sussex Police - information from Chief Superintendent following Councillors visit to the Force Contact Command and Control Department - circulated to Councillors
43. Neighbourhood Alert - Tenancy Deposit Scheme Alert
44. NALC - Chief Executive's Bulletin - circulated to Councillors
45. Enquiry from Bognor Community Gardeners regarding sponsored planting charges
46. ADC - List of agendas published for meetings - Week Commencing 18th February 2019 including: - DC Agenda, Cabinet Agenda and Individual Cabinet Member Decisions
47. Copy correspondence from Nick Gibb MP regarding a letter received from a local resident concerning the Town Council's Regeneration questionnaire, including reply sent by the Town Council in response
48. Rialtas - Customer Connection Newsletter, February 2019, Issue 5
49. Bognor Regis Twinning Association - details of next foreign film to be shown at the Picturedrome Cinema. Circulated to Councillors
50. Clerks & Councils Direct magazine - March 2019, Issue 122

51. Local Councils Update - January/February 2019, Issue 225
52. Local Councils Update - March 2019, Issue 226
53. Sussex Police & Crime Commissioner – Newsletter, 22nd February 2019. Circulated to all Councillors
54. E-Mango - The Digital Local Council Newsletter, February 2019 edition
55. SALC Weekly Bulletin - 25th February 2019. Circulated to Councillors
56. VAAC - Weekly E-Bulletin Update, 28th February 2019. Circulated to Councillors
57. Neighbourhood Alert - Update on significant planned roadworks on the M23 and the Brighton Main Line Improvement Project. Circulated to Councillors and shared on social media
58. WSCC - Joint Eastern Arun Area Committee Agenda for meeting to be held 5th March 2019
59. Letter of complaint from member of the public regarding homelessness and anti-social behaviour in Bognor Regis, with response from Town Council
60. St Wilfrid's Church – email correspondence thanking the Town Council for the contribution collected during the Civic Service held at the church on 24th February 2019, with comment made on "...a truly beautiful service, enjoyed by all and the compliments were many."
61. Neighbourhood Alert - HMRC warns of landline scams. Circulated to Councillors and shared on social media
62. ADC - List of agendas published for meetings - Week Commencing 25th February 2019 including: - Full Council; Overview Select Committee; Planning Policy Sub-Committee; and Individual Cabinet Member Decisions
63. Numerous complaints from members of the public regarding homelessness in Bognor Regis and associated anti-social behaviour. Concerns about the negative impact the current situation is having on the Town
64. Sussex Police & Crime Commissioner – Mental Health & Wellbeing. Circulated to Councillors
65. Neighbourhood Alert - Update on M23 Roadworks. Shared on social media
66. ADC - Letter to Councillors regarding guidelines and restrictions on decision making and publicity during the pre-election period
67. NALC - Chief Executive's Bulletin, 4th March 2019. Emailed to Councillors
68. SALC - Weekly Bulletin, 4th March 2019. Emailed to Councillors
69. Neighbourhood Alert - Looking for a new job. Shared on social media
70. WSCC - Pension Fund: Employer Update & Transitional Workshops
71. VAAC - Funding Focus, March 2019. Emailed to Councillors
72. WSCC – E-Newsletter, March 2019. Circulated to Councillors

AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL MEETING 11th MARCH 2019

AGENDA ITEM 20 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. VAAC - Funding Sources for capital projects. Emailed to Councillors
2. SALC - Meeting with Chief Constable of Sussex Police - 24 May 2019
3. WSCC - Mobile Library Timetables from 1 April 2019
4. SSALC - Elections Frequently asked questions
5. WSCC - IPEH Stakeholder and Partner Newsletter 5/03/19 - circulated to Councillors
6. WSCC - Joint Eastern Arun Area Committee 5 March 2019 -Supplementary Agenda
7. WSCC - Invoice 8001362413
8. Twinning Association - Flyer for Gunpowder Plot talk 22.3.19
9. HCLG Information and Press Release - New Inquiry: Local Government Finance and the 2019 Spending Review
10. Neighbourhood Alert - Weekly Bulletin - Arun District 6.3.19 - circulated to Councillors and on Social Media
11. NALC - Newsletter - circulated to Councillors
12. Town and Parish Council Survey: How useful are maps?
13. SALC – West Sussex Civilian and Military Partnership Board Respect and Remember letter – TL – March 2019
14. Arun District Council – Group Head of Policy – Clarification on nomination forms for local elections
15. Westminster Briefing - Third Sector Commissioning Conference 22 May 2019
16. Letters to Alderman Mrs C Morrish and Alderman Mrs P Stinchcombe advising of the passing of Alderman Mrs S Olliver
17. WPS Insurance - Advice on Driving in EU post Brexit
18. Westminster Insight - Customer Insight - New Public Sector Case Studies Announced
19. The Regis School Newsletter - circulated to Councillors
20. Sussex Police & Crime Commissioner - Celebrating International Women's Day and new recruits - circulated to Councillors
21. Bognor Regis Twinning Association - Minutes of meeting held on 4th March and Agenda for meeting 10th April 2019
22. NALC - Chief Executive's Bulletin - circulated to Councillors
23. Neighbourhood Alert - recruitment PCSOs - circulated to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

AGENDA ITEM 21 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **A.G.M. OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2018 AND TO NOTE THE DIRECTOR'S REPORT**
- **TO NOTE RECEIPT OF THE £18K MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Picture House Magazine No. 43, for 2018 has been received which is available for Members to view if required.

Drains - it was reported at the last meeting that problems had arisen with blocked drains over the Christmas period and this has reoccurred in the last few weeks. The report from the contractor who cleared the blockage for the tenant identified that heavy debris build up was present, which it is believed may be due to vermin digging out and restricting the flow and this was identified as the cause of the blockage. The contractor undertaking the job apparently removed as much debris as possible to restore the flow and recommend a full CCTV survey be carried out of the drains. Arrangements are being made with the tenant for easy access to the two internal inspection chambers, as he has advised that both would need to be exposed and the manholes lifted to enable the full survey of this line to be carried out.

Arrangements have now been made for a full CCTV drain survey to be undertaken at a cost of £180 plus VAT, which will be paid by BPCL. The survey will enable a report to be drawn up with recommendations along with estimates for any remedial works required.

Annual Fire Risk Assessment - it was previously reported that following a visit by West Sussex Fire and Rescue Service late last year to carry out an inspection of the building, two recommendations were put forward for further improvements that could be made. One was to assess the compartmentation of the basement and the other to add fire detection on the escape stairs and landing for screens 3 and 4. Members were advised that both recommendations would be addressed by the tenant in early January. Confirmation has now been received that all fire detectors have been installed and fully tested in the cinema, and the fire boarding and compartmentation has also been completed in the basement in line with the recommendations put forward.

Regarding the issue of the additional detector in the void (tower) in screen 3, this is still pending awaiting a decision by the tenant on future use of a light in the tower, which is also subject to Listed Building Consent being granted.

AGENDA ITEM 21

Leak in Screen 3 of the Cinema - tenders for the repair to the tower windows and possible additional works such as repainting have now been received by the surveyor who is currently doing a tender analysis. This should be received shortly with his recommendations. Having spoken with the Accountant it has been identified that the Schedule of Works budget for the building is underspent so this therefore will be used to fund these works.

Promotion - it was suggested at the last meeting that consideration should be given to ways in which opportunities to promote the Town Council's involvement with, and investment in the cinema could happen. This had resulted from conversations with the Group Manager that had been had by two Members at the site visit that had taken place before Christmas. If this is agreed as a way forward, consideration now needs to be given to establish what exactly Members envisage being done to achieve this and an approach then being made to the tenant to seek his views.

Members do need to be mindful, that as Landlords we are not at liberty to impose our wishes on the tenant. Therefore, any decision relating to this such as promotional trailers on the screen or an additional plaque which were two ideas previously suggested, will be subject to liaison and agreement with the tenant before it could proceed. Any additional plaque would of course also be subject to the usual Planning Authority consents as well. **Members are asked to advise how they wish to proceed?**

Further correspondence received from the MP with queries in relation to the fourth screen raised with him by a local resident - Members were advised at the last meeting that correspondence had been received just prior to Christmas 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. A response had been submitted in the New Year, which has resulted in further extensive queries from the resident being raised. A further response is now being sent to the resident copied to the MP for his information.

Proposed Monthly Budget for year ending December 2019 - further information in relation to this matter will be given at the meeting. However, as this deals with individual annual rental payments, which are not a matter of public record, this item will therefore be dealt with under confidential business.

A.G.M. OF BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31ST DECEMBER 2018 AND TO NOTE THE DIRECTOR'S REPORT

Members are invited to **ADOPT** the accounts, previously copied to Councillors under separate cover and to note the Director's Report.

DECISION

Members are invited to **ADOPT** the accounts for year ending 31st December 2018 and to **NOTE** the Director's Report.

TO NOTE RECEIPT OF THE £18K MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD.

Members are advised that £18k Management Fee has been received from The Bognor Pier Company Ltd. and paid into the Town Council's account.

As Members will already be aware, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan. Members are asked to note that there will be a further quarters fee that will be due at the 31st March 2019, which is budgeted at £11,250 making any estimated £29,250 for the year.

DECISION

Members are asked to **NOTE** receipt of the £18k Management Fee received from The Bognor Pier Company Ltd.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 11th MARCH 2019**

**AGENDA ITEM 22 - REDEVELOPMENT OF THE PICTUREDROME
CINEMA PROCUREMENT UPDATE**

REPORT BY THE TOWN CLERK

FOR DECISION

INTRODUCTION

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

In particular this report relates to information shared with Council at the meeting in January under the heading of outstanding snagging issues. Members were advised that there was a problem for the tenant in respect 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. It was advised that the cost for this work will be reported to Council for their consideration.

**REQUEST FOR RELOCATION OF INTERNAL RAIN WATER PIPE AT
THE PICTUREDROME CINEMA**

During the construction of the 4th cinema screen auditorium the contractors positioned a rain water down pipe within the auditorium which they felt was necessary to avoid structural steel. The R.W.P. is encased, and sound insulated to avoid any sound from running water. However, the position is such that the tenant confirms that the R.W.P. takes up a valuable seat space and should be relocated.

Costs have been obtained from Cheesmur the contractor for this work and the estimate for rerouting the pipe totals £4,020 plus VAT.

Members are therefore requested to consider whether to fund this work from the Picturedrome Schedule of Works budget, as these works would be outside of the original contract.

DECISION REQUIRED BY MEMBERS

Members are asked to agree or otherwise the expenditure of £4,020 plus VAT in consideration of rerouting an internal rain water pipe at the Picturedrome cinema to allow the reinstatement of a valuable seat within the screen 4 auditorium.