



# BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam,

## **ANNUAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS**

I hereby give you Notice that the Annual 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 13<sup>th</sup> MAY 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.

***Prior to the commencement of the Meeting new appointments of the Mayor's Cadets will take place including presentation of badges and certificates***

**DATED THIS 7<sup>th</sup> DAY OF MAY 2019**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Election of Town Mayor for 2019/2020
2. The Town Mayor will make the Statutory Declaration of Acceptance of Office
3. Election of Deputy Town Mayor for 2019/2020
4. The Deputy Town Mayor will make the Non-Statutory Declaration of Acceptance of Office
5. Acceptance speech and welcome by newly elected Town Mayor
6. Report from the Town Clerk on the completion of the Declaration of Acceptance by Members, elected on 2<sup>nd</sup> May 2019 or to decide when any

Declarations of Acceptance of Office which have not been received as provided by law shall be received

7. Apologies for Absence

8. 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

9. To resolve that Bognor Regis Town Council meets the conditions laid down in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and at this, the annual relevant meeting, reaffirms its adoption of the General Power of Competence - (Min. 95 Council Meeting 5<sup>th</sup> September 2016 refers)

10. To note that no further consideration is required regarding recommended sanctions against Cllr. Enticott - (Min. 223 Council Meeting 11<sup>th</sup> March 2019 refers)

11. To review the Council's Terms of Reference, including Mayoralty Selection Committee, and any delegation arrangement to Committees and Sub-Committees

12. To appoint Members (and Chairmen/Vice-Chairmen) to serve on the following Committees. (The Town Mayor and Deputy Town Mayor, ex officio, shall be members of P&R)

Policy and Resources Committee

Community Engagement and Environment Committee

Planning and Licensing Committee

Events, Promotion and Leisure Committee

Mayoralty Selection Committee

NOTE: In accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Full Council {SO. 20.1(iii)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members) ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101. (2)

13. To appoint representatives to other 'outside' bodies (list attached to Agenda)
14. To confirm Bank Signatories
15. To note the Calendar of Meetings for 2019/2020 (attached) including amendment to the date of the Community Engagement and Environment Committee Meeting in September 2019
16. To APPROVE the Minutes of the Town Council Meeting held on Monday 11<sup>th</sup> March 2019
17. Written Questions from Councillors
18. Adjournment for public question time and statements including report from Bognor Regis Neighbourhood Policing Team (if available)
19. To consider any written dispensation requests received from Town Councillors
20. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
- 20.1 **Policy and Resources Committee Meeting of 8<sup>th</sup> April 2019** with resolutions, recommendations and reports including: -
  - Recommendation that the use of ".gov.uk" email addresses together with a Members Area of the Town Council website be implemented – Min. 158 refers
- 20.2 **Community Engagement and Environment Committee Meeting of 25<sup>th</sup> March 2019** with resolutions, recommendations and reports including: -
  - Recommendation that the information collated by the Community Space Audit Task and Finish Group be published on the Town Council website and made available to the public as a downloadable PDF - Min. 116 refers
  - Recommendation that hard copies of the information collated be available on collection from the office and any written request to be accompanied by a stamped addressed envelope - Min. 116 refers
  - Recommendation that Neighbouring Parish Councils be invited to share the information on their websites - Min. 116 refers
  - Recommendation that the information be checked and updated bi-annually but any new venues to be added immediately - Min. 116 refers
  - Recommendation that a nominal budget, to a maximum of £30.00, be identified to cover any printing costs - Min. 116 refers
- 20.3 **Planning and Licensing Committee Meetings of 12<sup>th</sup> March, 2<sup>nd</sup> and 23<sup>rd</sup> April 2019** with resolutions, recommendations and reports
- 20.4 **Events, Promotion and Leisure Committee Meeting of 15<sup>th</sup> April 2019** with resolutions, recommendations and reports
- 20.5 **Mayoralty Selection Committee Meeting of 15<sup>th</sup> October 2018** with resolutions, recommendations and reports including: -
  - Recommendation that Cllr. S. Goodheart be appointed as the Deputy Town Mayor for the 2019/20 term - Min. 4 refers
  - Recommendation that the Deputy Mayor elect attends SSALC Chairmanship Training within their year of office - Min. 4 refers

21. To formally adopt the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
22. To note the List of Payments and Transfers made in February and March and to note the balances, bank reconciliations and financial reports previously copied to Councillors (April 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 the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
23. Arun District Association of Local Councils: to consider the Notes of the meeting held on 27<sup>th</sup> March 2019
24. To note training session for all Councillors on Tuesday 21<sup>st</sup> May 2019
25. To note outgoing Town Mayor's Report and duties undertaken
26. Town Crier's Report and duties undertaken
27. Reports from Representatives to other organisations (if available)
28. To receive Correspondence
29. Picturedrome Site update - Director's Report, any urgent actions taken for ratification including: -
  - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema
  - To note receipt of the £11,250 Management Fee from The Bognor Pier Company Ltd. (first quarter)
30. Redevelopment of the Picturedrome Cinema - Risk Report
31. To receive an update regarding potential property purchase and to agree any further actions required (subject to further information being available)
32. Notification of Business Transfer from Local Community Solutions Ltd. to EQH Ltd. trading as Local Community Solutions

Agenda items **29**, **30** and **31** 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**

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 9 - TO RESOLVE THAT BOGNOR REGIS TOWN COUNCIL MEETS THE CONDITIONS LAID DOWN IN THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012 AND AT THIS, THE ANNUAL RELEVANT MEETING, REAFFIRMS ITS ADOPTION OF THE GENERAL POWER OF COMPETENCE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28<sup>th</sup> March 2012 and gives 'A local authority power to do anything that individuals may generally do'.<sup>1</sup> Examples are: Set up a company to provide a service; run a shop or post office; operate or support a museum; support a local school or invest in local businesses. The power is intended to encourage innovation to meet the needs of local people and work with others to provide cost effective services.

In such instances, the Town Council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post- commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.

If adopted, the general will be the power of first resort for all projects even where there are overlapping powers. Councils are free to act anywhere, not just in the Parish, for the benefit of anyone including individuals and do not need to prove benefit to the Council or community.

A Council can use the powers to raise income by charging for services and can trade through a company or cooperative society. Clearly, Bognor Regis already own the Bognor Pier Company Ltd and took legal advice about the power to do so, however adoption of the General Power will give more flexibility for the future. A Council can invest in a local company and receive share dividend providing the primary purpose is to support the local community. A Council has to act reasonably when using this trading power. Councils can still use specific powers to do things that individuals cannot do such as raise a precept, create byelaws or issue fixed penalty notices.

Statutory duties, such as provision of allotments remain in force. The Council must still comply with financial rules and other legislation such as planning, health and safety etc. Before using the power, Councils must think of risks to maintain local support and reputation such as acting reasonably, competing with local businesses, having sufficient funding.

<sup>1</sup> The Localism Act 2011 Sec 1(1).

## AGENDA ITEM 9

A local Council must meet the eligibility set by the Secretary of State, in the Parish Councils (General Power of Competence) (Prescribed Conditions) regulations 2012.

- The number of Councillors elected at the last ordinary election, or at a subsequent by-election must equal or exceed two thirds of the seats on the Council. (Uncontested elections do count). Co-opted or appointed Councillors do not count.
- The Clerk must be qualified to at least the Certificate in Local Council Administration, including the General Power of Competence module.

As reported at the Full Council Meeting held 5<sup>th</sup> September 2016, the Town Clerk has obtained the Certificate in Local Council Administration, and Members subsequently **RESOLVED** to adopt the General Power of Competence provisions of s1 of the Localism Act 2011 (Min. 95 refers).

Furthermore, Members noted that the Town Council will be required to make a further declaration of its continued eligibility at each subsequent relevant Annual Town Council Meeting and show the resolution to adopt the power clearly in the Minutes (as detailed in S.O. 38.3). If a Council cannot declare at each relevant annual meeting following an all-out election, that it still meets the criteria, it cannot start anything new under the general power, and must go back to using specific powers and Section 137.

Bognor Regis Town Council has 16 seats all comprising of elected Members, so the qualification requirement to have two-thirds of Members elected is met. Consequently, the Council meets the qualifying criteria required to hold the GPC.

### **DECISION**

Members are invited to reaffirm that Bognor Regis Town Council adopt the General Power of Competence and it is recommended that the following resolution be made: -

“Bognor Regis Town Council, being satisfied that it meets the eligibility criteria of the Localism Act 2011 s8, and Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, in that it has more than two thirds of its Councillors elected and has a suitably qualified Parish Clerk appointed, now **RESOLVES** to reaffirm its adoption of the General Power of Competence provisions of s1 of the Localism Act 2011. Furthermore, the Town Council realises that it will be required to make a further declaration of its continued eligibility at each subsequent Annual Town Council Meeting after any all-out election”.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 10 - TO NOTE THAT NO FURTHER CONSIDERATION IS REQUIRED REGARDING RECOMMENDED SANCTIONS AGAINST CLLR. ENTICOTT - (MIN. 223 COUNCIL MEETING 11<sup>th</sup> MARCH 2019 REFERS)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Members will recall that at the Town Council Meeting held on 7<sup>th</sup> 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.

At the Town Council Meeting held on 11<sup>th</sup> March 2019 Members received a second report that provided further information regarding the recommendations of the Assessment Panel with recommendations/actions taken and with Council asked to agree on how to proceed.

At the meeting of 11<sup>th</sup> March, a Member expressed concern that some of the sanctions, recommended for a minimum period of six months, would carry over into the new Administration in May 2019 and could see the Town Council accused of interfering with the democratic process.

It was subsequently proposed that the Assessment Panel's recommendations should be agreed en bloc, on the proviso that the Town Clerk seek advice from SSALC regarding the concerns as a result of the forthcoming local elections, and it was further agreed that the matter be reconsidered the Annual Town Council Meeting in May 2019.

However, Cllr. Enticott has chosen not to stand for re-election as a Member of Bognor Regis Town Council in the new Administration and will cease to be a Town Councillor on Tuesday 7<sup>th</sup> May 2019. As a result of the decision taken by Cllr. Enticott this matter is now closed, with no further consideration required by Members.

**DECISION**

Members are invited to **NOTE** that no further consideration is required regarding recommended sanctions against Cllr. Enticott.

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 11 - TO REVIEW THE COUNCIL'S TERMS OF REFERENCE,  
INCLUDING MAYORALTY SELECTION COMMITTEE, AND ANY  
DELEGATION ARRANGEMENT TO COMMITTEES AND SUB-COMMITTEES**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

As a result of reviewing the Council's governance and owing to the drive by Government for councils to become more transparent, a new layout for the Terms of Reference was proposed in 2015 for Council and each Committee that assists the Town Council in complying with this requirement. This also fits in with the style of the Council's Constitution. The layout gives Members and the public a clear picture of the powers that are available to the Council, some of which are currently used and others which are not.

With regard to the Council Terms of Reference, Members should note that as shown on the attached **APPENDIX 1**, there is one recommended change (shown in blue) related to the definition of quorum which is necessary to ensure compliance with the relevant legislation.

Members are also invited to receive the Terms of Reference for the Mayoralty Selection Committee, for which there are no officer recommendations for amendments, attached as **APPENDIX 2** for approval.

**DECISIONS**

Do Members **RESOLVE** to **ADOPT** the Council's Terms of Reference for the 2019/20 Municipal Year?

Do Members **RESOLVE** to **ADOPT** the Mayoralty Selection Committee Terms of Reference?





**BOGNOR REGIS TOWN COUNCIL**

**COUNCIL**

**TERMS OF REFERENCE**

Adopted by the Council at its Meeting held on **14<sup>th</sup> May 2018**

**BOGNOR REGIS TOWN COUNCIL**  
**TERMS OF REFERENCE: COUNCIL**

**16 Members of the Authority**

**Quorum = 6**

Minimum of one third of the total Council membership but no less than 3

**Introduction to Powers and Duties of Standing Committees**

Subject to the matters to be dealt with solely by Council, set out below and to observance of decisions of Council on matters of principle or policy, the majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. as regards other matters, be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

<b>Function of Council</b> <b>Column 1</b>		<b>Delegation of Functions</b> <b>Column 2</b>
<b>1.</b>	<b>Powers of all Standing Committees</b>	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> <li>• Town Clerk in consultation with Chairman or Vice Chairman</li> </ul>
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> <li>• Town Clerk in consultation with Chairman or Vice Chairman</li> </ul>
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.5	To authorise spending/ issue works orders within budgets delegated to committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
1.6	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> <li>• Committee, subject to terms of reference of sub-committees being approved by Policy &amp; Resources Committee</li> <li>• Council to ratify permanent sub-committees and working groups</li> </ul>
1.7	Appointment of Chairmen of committees, sub-committees and working groups.	<ul style="list-style-type: none"> <li>• Committee chairmen reserved to Council</li> <li>• Council may delegate appointment of Vice Chairman to Committee</li> <li>• Committee may appointment Chairman &amp; Vice Chairman of sub-committee or working group which they establish</li> </ul>
1.8	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them	<p>None for committee, but on advice from committee</p> <ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee for sub-committees</li> </ul>
1.9	In addition to authority under Financial Regulations, any committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

1.10	<p>other than Policy &amp; Resources shall refer proposals which would incur non- budgeted expenditure or would reduce by more than £500 budgeted income to Policy &amp; Resources Committee, which shall make recommendations to Council on the matter</p> <p>A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy &amp; Resources Committee for consideration of any purely financial implications.</p>	<ul style="list-style-type: none"> <li>· Committee</li> </ul>
<p><b>2</b></p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p> <p>2.11</p> <p>2.12</p> <p>2.13</p> <p>2.14</p> <p>2.15</p> <p>2.16</p> <p>2.17</p> <p>2.18</p> <p>2.19</p> <p>2.20</p> <p>2.21</p> <p>2.22</p>	<p><b>General Governance</b></p> <p>Adoption and amendment of the Council's Corporate Strategy</p> <p>Comments on the Strategic Plans or strategies of principal councils</p> <p>Approval and amendment of all policies not delegated to a particular committee</p> <ul style="list-style-type: none"> <li>· Pensions Discretions Policy</li> <li>· Personnel Policies and Employee Handbook</li> </ul> <p>Endorsement of Town Centre Plans etc</p> <p>Approval of Neighbourhood Plan</p> <p>Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations</p> <p>Approving annual budget, Precept, and Medium Term Financial Strategy</p> <p>Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules</p> <p>Election of the Mayor, appointment of Deputy Mayor</p> <p>Appointment of Members or Officers to outside bodies</p> <p>Adopting an allowance scheme for Mayor or other members</p> <p>Changing the name of the Town Council</p> <p>Deciding on honorary titles or awards</p> <p>Making, amending, revoking, re-enacting or adopting Bylaws</p> <p>To represent the view of the local community on matters of significance</p> <p>Power to make payments or provide other benefits in cases of fault or maladministration</p> <p>Appeals against any decision made on behalf of the Authority</p> <p>Co-option of a member of Council</p> <p>Co-option of a non-councillor as a member of a committee</p> <p>To approve the Annual Calendar of Meetings</p> <p>Decisions on issues relating to Data Protection, Access to Information, Freedom of Information &amp; Human Rights</p> <p>To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a</p>	<p>None, but to receive advice from Policy &amp; Resources Committee</p> <p>None, but to receive advice from relevant committee</p> <p>None except</p> <ul style="list-style-type: none"> <li>· Policy &amp; Resources Committee</li> <li>· Policy &amp; Resources Committee</li> </ul> <p>None</p> <p>None</p> <p>None, but on advice of Policy &amp; Resources Committee</p> <p>None, but on advice of Policy &amp; Resources Committee</p> <p>None</p> <p>None, but on advice from Mayoralty Selection Committee</p> <p>None</p> <p>None, but for members to be on the advice of Arun District Council panel</p> <p>None</p> <p>None</p> <p>None</p> <p>None, unless specifically delegated to committee or officer</p> <ul style="list-style-type: none"> <li>· Policy &amp; Resources Committee up to £1000</li> </ul> <ul style="list-style-type: none"> <li>· As set out in Personnel Policies and the Complaints Procedure</li> </ul> <p>None</p> <p>None</p> <p>None</p> <ul style="list-style-type: none"> <li>· Strategic overview to Policy &amp; Resources Committee</li> <li>· Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information</li> </ul> <p>None generally</p>

	notice, and to lodge an appeal against any Court decision	<ul style="list-style-type: none"> <li>In cases of urgency, the Town Clerk in consultation with two of: The Mayor, Deputy Mayor or Policy &amp; Resources Chairman</li> </ul>
2.23	<p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p>	<ul style="list-style-type: none"> <li>The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy &amp; Resources Chairman or Community Engagement &amp; Environment Committee Chairman</li> <li>The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy &amp; Resources Chairman, subject to reporting justification to the next Council meeting</li> </ul>
2.24	Election issues and filling of vacancies	None
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>
2.28	Attendance at conference	None
2.29	To adopt general power of competence, Local Government Act 2011	None
<b>3.</b>	<b>Personnel Issues</b>	
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> <li>Interviewing for, subject to confirmation by Council is delegated to Policy &amp; Resources Committee &amp; Mayor</li> </ul>
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> <li>As set out in Terms of Reference for Policy and Resources Committee</li> </ul>
3.6	Health & Safety Policy- General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> <li>Arrangements to Policy &amp; Resources Committee</li> </ul>
<b>4.</b>	<b>Quality &amp; Integrated Management</b>	
4.1	Matters relating to Quality and Integrated Management and Local Council Award Scheme	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
4.2	Administration of the Complaints Procedure	<ul style="list-style-type: none"> <li>As set out in Complaints Procedure</li> </ul>
<b>5.</b>	<b>Finance</b>	
5.1	Authorisation of Payment of accounts.	<ul style="list-style-type: none"> <li>Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.2	Approval of Annual Return & Statement of Accounts	None
5.3	Approval of Banking Arrangements	None

5.4	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> <li>· Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.5	Audit arrangements	<ul style="list-style-type: none"> <li>· Town Clerk/ RFO to manage in accordance with Financial Regulations</li> <li>· Council to approve annual external audit report</li> <li>· Policy &amp; Resources Committee to consider interim audit report, internal audit report and agree internal audit brief</li> </ul>
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
<b>6.</b>	<b>Land</b>	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Community Engagement & Environment Committee for maintenance & management
<b>7.</b>	<b>Delegated Services</b>	
7.1	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
<b>8.</b>	<b>Ethical Framework</b>	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> <li>· Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer</li> <li>· Mayor may obtain declarations of office in the absence of the Proper Officer</li> </ul>
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting the justification to the next Council meeting



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **MAYORALTY SELECTION COMMITTEE**

Adopted by the Council at its Meeting held on **2<sup>nd</sup> July 2018**

# BOGNOR REGIS TOWN COUNCIL

## TERMS OF REFERENCE: MAYORALTY SELECTION COMMITTEE

**Membership: Group Leaders of each political party**

**Quorum = 2**

<b>Function of Committee Column 1</b>	<b>Delegation of Functions Column 2</b>
<p><b>General Governance</b></p> <p>1 To recommend to the Annual Council meeting if possible, in accordance with Standing Orders, the election of the current Deputy Mayor as Mayor for the forthcoming Year.</p> <p>2 Where it is not possible to recommend the Deputy Mayor in accordance with Standing Orders, to recommend another Councillor to be elected as Mayor for the forthcoming year.</p> <p>3 To recommend to the Annual Council meeting, in accordance with Standing Orders, the election of a Councillor as Deputy Mayor for the forthcoming Year.</p>	<p>To make a recommendation.</p> <p>To make a recommendation.</p> <p>To make a recommendation.</p>

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 12 - TO APPOINT MEMBERS (AND CHAIRMEN/VICE-CHAIRMEN) TO SERVE ON THE FOLLOWING COMMITTEES. (THE TOWN MAYOR AND DEPUTY TOWN MAYOR, EX OFFICIO, SHALL BE MEMBERS OF P&R)**

- **POLICY AND RESOURCES COMMITTEE**
- **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**
- **PLANNING AND LICENSING COMMITTEE**
- **EVENTS, PROMOTION AND LEISURE COMMITTEE**
- **MAYORALTY SELECTION COMMITTEE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 20.1(iii)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101. (2)

It is understood that Cllrs. Brooks, Cunard, Daniells and Goodheart wish to form an Independent Group and the allocations have been prepared on this understanding. However, should the remaining Independent Member, Cllr. Woodall, request and be accepted into this Group, it would not change the allocation of the number of places available.

<b>Group</b>	<b>Names</b>	<b>Total</b>
Liberal Democrats	John Barrett Kenton Batley Inna Erskine John Erskine Henry Jones Claire Needs Wayne Smith Samantha Staniforth Matt Stanley Jeanette Warr	10
Independent Group	Jim Brooks Adam Cunard Sandra Daniells Steve Goodheart	4
A.N. Others	Alison Sharples (Labour) Phil Woodall (Independent)	2



**Committee Proportionality**

Liberal Democrats	6 Members per Committee
Independent Group	2 Member per Committee
A.N. Others	1 Member per Committee
<b>Total</b>	<b>9 Members per Committee</b>

Once the Committee membership has been agreed, it should be noted that the appointment of the Chairmen and Vice-Chairmen of the Committees will also be considered at the meeting.

Following liaison with the two Group Leaders, a summary of the allocated memberships is attached as **Appendix 1**.

The proposals have been prepared on the assumption that the recommendations for Mayor and Deputy Mayor of Cllr. Woodall and Cllr. Goodheart respectively are carried (S.O. 2.6 refers).

Furthermore, as per S.O. 20.2, the Mayor and Deputy Mayor ex officio shall be members of the Policy and Resources Committee.

Should the appointment of the Mayor and Deputy Mayor not be in accordance with the Standing Orders, the proposals will need to be revisited and amended accordingly.

**DECISION**

To **AGREE** the membership of the Committees.

To **AGREE** the Chairman and Vice-Chairman of the Committees.

## **TOWN COUNCIL COMMITTEES**

### **POLICY AND RESOURCES COMMITTEE**

Mayor	Phil Woodall (ANO)
Deputy Mayor	Steve Goodheart (Ind Grp)
	John Barrett (LD)
	Adam Cunard (Ind Grp)
	John Erskine (LD)
	Henry Jones (LD)
	Samantha Staniforth (LD)
	Matt Stanley (LD)
	Jeanette Warr (LD)

### **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

	John Barrett (LD)
	Jim Brooks (Ind Grp)
	Adam Cunard (Ind Grp)
	Inna Erskine (LD)
	Henry Jones (LD)
	Claire Needs (LD)
	Alison Sharples (ANO)
	Wayne Smith (LD)
	Samantha Staniforth (LD)

### **PLANNING AND LICENSING COMMITTEE**

	John Barrett (LD)
	Sandra Daniells (Ind Grp)
	John Erskine (LD)
	Steve Goodheart (Ind Grp)
	Alison Sharples (ANO)
	Wayne Smith (LD)
	Jeanette Warr (LD)
Vacancy (LD)	
Vacancy (LD)	

### **EVENTS, PROMOTION AND LEISURE COMMITTEE**

	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Sandra Daniells (Ind Grp)
	Inna Erskine (LD)
(using an A.N. Other place)	Steve Goodheart (Ind Grp)
	Claire Needs (LD)
	Wayne Smith (LD)
	Samantha Staniforth (LD)
	Matt Stanley (LD)

## **MAYORALTY SELECTION COMMITTEE**

Liberal Democrat - Group Leader	Cllr. Matt Stanley
Independent Group - Group Leader	Cllr. Adam Cunard

## **Sub-Committees and Working Parties**

### **BOGNOR REGIS IN BLOOM WORKING GROUP**

#### **ALLOTMENTS SUB-COMMITTEE**

Current Membership: All current Events, Promotion and Leisure Committee Members

Please note the following extract from Standing Order 20.0:

*20.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:*

*(iii) shall ensure that the political composition of, and the total number of places on, committees fairly and as accurately as possible reflects the political composition of the Full Council.*

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 13 - TO APPOINT REPRESENTATIVES TO OTHER  
'OUTSIDE' BODIES (LIST ATTACHED TO AGENDA)**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

The listing of Town Council Representatives to 'Outside' Bodies is attached as **APPENDIX 1**.

Members are invited to make the necessary appointments and therefore determine the Councillor Representatives for the 2019/20 municipal year.

Members will note that this includes those appointed to attend the BRTC/ADC Liaison Meetings. Membership of this consists of the positions as noted on the attached summary and substitutions will not apply.

**DECISION**

To **AGREE** the appointed Councillor Representatives to the 'Outside' Bodies for the 2019/20 municipal year.

**TOWN COUNCIL REPRESENTATIVES TO EXISTING  
'OUTSIDE BODIES' MAY 2019**

Arun Partnership Advisory Board IPEH	Representative	
Armed Forces Day Committee	Representative Officer	
Arun Arts Limited	Representative	
Arun District Association Local Councils (ADALC)	Representative Representative	
Arun Housing/Homeless Forum (Contact by email only)	Representative	
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	
Bognor Regis BID Board	Officer	
Bognor Regis Concert Band	Mayor as President	Town Mayor
Bognor Regis Heritage Partnership	Representative Representative Representative Representative Reserve Reserve Reserve Reserve	
Bognor Regis Old Town	Ward Rep	
Bognor Regis Regeneration Board	Representative Reserve Officer	
Bognor Regis Seafront Lights	Representative	
Bognor Regis Twinning Association	Representative	
BRTC/ADC Liaison Meetings	Representative Representative Representatives Representative Representative	Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L
Chamber of Commerce	Representative Reserve	
Grant Aid Recipients with conditions: -		
- International Bognor Birdman	Representative	
- Southdowns Folk Festival	Representative	
- ROX Music & Arts	Representative	
- The Base Skate Park	Representative	

## AGENDA ITEM 13 - APPENDIX 1

Joint Action Group	Officer	
Joint Western Arun Area Committee (JWAAC)	Representative Reserve	
(JWAAC) Highways & Transport Sub Group	Representative Reserve	
Parish Liaison Meetings	Representative Reserve Representative Reserve	
Rural Transport Partnership for Arun District	Representative	
Stonepillow (Christian Care Association)	Patron	Town Mayor
VAAC Executive Board	Representative	
West Sussex ALC Ltd	Representative Reserve	

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 14 - TO CONFIRM BANK SIGNATORIES**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

It was once again agreed at the Annual Town Council meeting last year that all Town Councillors would be bank signatories, unless individual written notice had been given to the Clerk to the contrary. For administration purposes, Members need to reaffirm this decision for the coming year.

**TOWN MAYOR'S CHARITY ACCOUNT**

It is normal practice that the signatories on the Town Mayor's Charity Account are the Town Mayor, Deputy Town Mayor (subject to their agreement) and Town Clerk, with any two of the three signatories being able to sign cheques.

Following the election of the new Town Mayor and Deputy Mayor at the meeting, amendments will need to be made to the signatories for this account.

For administration purposes, the Council will need to confirm that the signatories on this account will be amended to reflect the newly elected Town Mayor and Deputy Town Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLUTIONS**

Members also need to approve that the Resolutions as detailed below will continue to apply for all Town Council accounts:

- The Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Council being empowered by and acting within its constitution in giving this instruction
- The Bank shall be authorised to accept instructions from us in connection with the account(s) and the service, provided that the instructions are given and signed in accordance with the signing authority listed in the forms All New Account Signatories Section 2 Part C and Declaration Section 3 and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts

## AGENDA ITEM 14

to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3

- The Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the forms All New Account Signatories Section 2 Part C and Declaration Section 3
- The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- The Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- The Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- The Bank shall be notified in writing of any change of Authorised User
- The Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C and Section 3
- The Bank shall be notified in writing of any overall change of control in the Council
- All signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

### **DECISIONS**

**RESOLVE** that all Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk.

**RESOLVE** that the signatories for the Town Mayor's Charity Account will be amended to reflect the newly elected Town Mayor and Deputy Town Mayor as signatories for their year in office (subject to their agreement at being signatories).

**RESOLVE** that the Resolutions as detailed will continue to apply for all Town Council accounts.



**Bognor Regis Town Council CALENDAR OF MEETINGS 2019/2020**  
**(All meetings begin at 6.30pm unless otherwise stated)**

**May 2019**

Monday	13 <sup>th</sup>	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	14 <sup>th</sup>	May	Planning and Licensing C'ttee
Monday	20 <sup>th</sup>	May	Community Engagement and Environment C'ttee

**June 2019**

Monday	3 <sup>rd</sup>	June	Policy and Resources C'ttee
Monday	3 <sup>rd</sup>	June	SPECIAL COUNCIL MEETING
Tuesday	4 <sup>th</sup>	June	Planning and Licensing C'ttee
Monday	10 <sup>th</sup>	June	Events, Promotion and Leisure C'ttee
Tuesday	11 <sup>th</sup>	June	Allotments Sub-C'ttee
Tuesday	25 <sup>th</sup>	June	Planning and Licensing C'ttee

**July 2019**

Monday	1 <sup>st</sup>	July	COUNCIL MEETING
Monday	15 <sup>th</sup>	July	Community Engagement and Environment C'ttee
Tuesday	16 <sup>th</sup>	July	Planning and Licensing C'ttee
Monday	29 <sup>th</sup>	July	Policy and Resources C'ttee

**August 2019**

Monday	5 <sup>th</sup>	August	Events, Promotion and Leisure C'ttee
Tuesday	6 <sup>th</sup>	August	Planning and Licensing C'ttee
Tuesday	27 <sup>th</sup>	August	Planning and Licensing C'ttee

**September 2019**

Monday	2 <sup>nd</sup>	September	COUNCIL MEETING
Tuesday	17 <sup>th</sup>	September	Planning and Licensing C'ttee
Monday	23 <sup>rd</sup>	September	Community Engagement and Environment C'ttee
Monday	30 <sup>th</sup>	September	Policy and Resources C'ttee

**October 2019**

Monday	7 <sup>th</sup>	October	Events, Promotion and Leisure C'ttee
Tuesday	8 <sup>th</sup>	October	Planning and Licensing C'ttee
Tuesday	29 <sup>th</sup>	October	Planning and Licensing C'ttee

**November 2019**

Monday	4 <sup>th</sup>	November	COUNCIL MEETING
Tuesday	12 <sup>th</sup>	November	Allotments Sub-C'ttee
Monday	18 <sup>th</sup>	November	Community Engagement and Environment C'ttee
Tuesday	19 <sup>th</sup>	November	Planning and Licensing C'ttee
Monday	25 <sup>th</sup>	November	Policy and Resources C'ttee

**December 2019**

Monday	2 <sup>nd</sup>	December	Policy and Resources C'ttee (Budget)
Tuesday	3 <sup>rd</sup>	December	Planning and Licensing C'ttee
Monday	9 <sup>th</sup>	December	Events, Promotion and Leisure C'ttee
Tuesday	17 <sup>th</sup>	December	Planning and Licensing C'ttee

## January 2020

Monday	6 <sup>th</sup>	January	COUNCIL MEETING (Precept)
Tuesday	7 <sup>th</sup>	January	Planning and Licensing C'ttee
Monday	20 <sup>th</sup>	January	Community Engagement and Environment C'ttee
Tuesday	28 <sup>th</sup>	January	Planning and Licensing C'ttee

## February 2020

Monday	3 <sup>rd</sup>	February	Policy and Resources C'ttee
Monday	10 <sup>th</sup>	February	Events, Promotion and Leisure C'ttee
Tuesday	18 <sup>th</sup>	February	Planning and Licensing C'ttee

## March 2020

Monday	9 <sup>th</sup>	March	COUNCIL MEETING
Tuesday	10 <sup>th</sup>	March	Planning and Licensing C'ttee
Monday	16 <sup>th</sup>	March	ANNUAL TOWN MEETING OF ELECTORS
Monday	23 <sup>rd</sup>	March	Community Engagement and Environment C'ttee
Monday	30 <sup>th</sup>	March	Policy and Resources C'ttee
Tuesday	31 <sup>st</sup>	March	Planning and Licensing C'ttee

## April 2020

Monday	6 <sup>th</sup>	April	Events, Promotion and Leisure C'ttee
Tuesday	21 <sup>st</sup>	April	Planning and Licensing C'ttee

## May 2020

Monday	11 <sup>th</sup>	May	ANNUAL TOWN COUNCIL MEETING
Tuesday	12 <sup>th</sup>	May	Planning and Licensing C'ttee
Monday	18 <sup>th</sup>	May	Community Engagement and Environment C'ttee

## June 2020

Monday	1 <sup>st</sup>	June	Policy and Resources C'ttee
Monday	1 <sup>st</sup>	June	SPECIAL COUNCIL MEETING
Tuesday	2 <sup>nd</sup>	June	Planning and Licensing C'ttee
Monday	8 <sup>th</sup>	June	Events, Promotion and Leisure C'ttee
Tuesday	16 <sup>th</sup>	June	Allotments Sub-C'ttee
Tuesday	23 <sup>rd</sup>	June	Planning and Licensing C'ttee

## July 2020

Monday	6 <sup>th</sup>	July	COUNCIL MEETING
Monday	13 <sup>th</sup>	July	Community Engagement and Environment C'ttee
Tuesday	14 <sup>th</sup>	July	Planning and Licensing C'ttee
Monday	27 <sup>th</sup>	July	Policy and Resources C'ttee

## August 2020

Monday	3 <sup>rd</sup>	August	Events, Promotion and Leisure C'ttee
Tuesday	4 <sup>th</sup>	August	Planning and Licensing C'ttee
Tuesday	25 <sup>th</sup>	August	Planning and Licensing C'ttee

## September 2020

Monday	7 <sup>th</sup>	September	COUNCIL MEETING
Monday	14 <sup>th</sup>	September	Community Engagement and Environment C'ttee
Tuesday	15 <sup>th</sup>	September	Planning and Licensing C'ttee
Monday	28 <sup>th</sup>	September	Policy and Resources C'ttee

**October 2020**

Monday	5 <sup>th</sup>	October	Events, Promotion and Leisure C'ttee
Tuesday	6 <sup>th</sup>	October	Planning and Licensing C'ttee
Tuesday	27 <sup>th</sup>	October	Planning and Licensing C'ttee

**November 2020**

Monday	2 <sup>nd</sup>	November	COUNCIL MEETING
Monday	16 <sup>th</sup>	November	Community Engagement and Environment C'ttee
Monday	23 <sup>rd</sup>	November	Policy and Resources C'ttee
Tuesday	17 <sup>th</sup>	November	Planning and Licensing C'ttee
Tuesday	24 <sup>th</sup>	November	Allotments Sub-C'ttee
Monday	30 <sup>th</sup>	November	Policy and Resources C'ttee (Budget)

**December 2020**

Monday	7 <sup>th</sup>	December	Events, Promotion and Leisure C'ttee
Tuesday	8 <sup>th</sup>	December	Planning and Licensing C'ttee
Tuesday	22 <sup>nd</sup>	December	Planning and Licensing C'ttee



# **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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL**

### **HELD ON MONDAY 11<sup>th</sup> MARCH 2019**

#### **PRESENT:**

Town Mayor: Cllr. S. Reynolds; Cllrs: K. Batley, J. Brooks, A. Cunard, Mrs. S. Daniells, P. Dillon, T. Gardiner (during Min. 206), S. Goodheart (during Min. 206), M. Stanley, Mrs. J. Warr and P. Woodall

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Cllr. P. Wells (ADC Councillor) (part of meeting)  
Chief Inspector Kris Ottery (Arun and Chichester District Commander) (part of meeting)  
AC Jack Golding (Mayor's Cadet) (part of meeting)  
4 members of the public (part of meeting)  
1 member of the Press (part of meeting)

***Prior to the Meeting, a minute's silence was held in memory of Alderman Mrs Sylvia Olliver, who had recently passed away, with tributes paid by several Members of the Council***

***The Meeting opened at 6.32pm***

#### **206. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE**

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

Apologies for absence had been received from Cllr. Cosgrove, who was unwell, and Cllr. Lineham who was away. No apologies for absence were received from Cllrs. Enticott, Smith and Toovey.

**207.** Members **RESOLVED** to vary the order of business and take the Additional item under Agenda item 16.

**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 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 21 and 22 (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 21 and 22 (Picturedrome), as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when the Agenda items were discussed***

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

**209. TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING (IF AVAILABLE)**

***Meeting adjourned at 6.36pm***

The Town Mayor welcomed Chief Inspector Kris Ottery, Arun and Chichester District Commander, to the meeting.

CI Ottery provided a report on local policing and an update was given following a knife crime incident that had taken place in the Town the previous evening. An arrest was made by Sussex Police within minutes of the incident, and CI Ottery stated that the victim and suspect were known to one another. The victim was reported as being in a stable condition.

The District Commander went on to inform those present at the meeting that issues such as tackling drugs, focusing on the exploitation of vulnerable people through county lines and cuckooing, continues to be a huge priority for the Police.

Following questions from Members, CI Ottery gave an overview as to how resources are deployed in the district including an insight into the handling of calls to the #101 number, and shared details regarding the next phase of recruitment within Sussex Police.

***The Town Mayor thanked Chief Inspector Ottery for attending the Meeting***

***Meeting reconvened at 6.53pm***

**210. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7<sup>th</sup> JANUARY 2019**

The Minutes of the Town Council Meeting held on the 7<sup>th</sup> January 2019 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

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

Cllr. Wells stated that he had nothing to report and invited questions from Members, but none were forthcoming.

**212. WRITTEN QUESTIONS FROM COUNCILLORS**

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

*QUESTION ONE - Can you confirm that you have concerns on the developing problem that's occurring in and around Bognor Regis Town Centre every day. The problem being the rough sleepers and the baggage which comes with them.*

- *The negative effects this is having on the Town Centre for the businesses, residents and tourists has become a problem that needs to be resolved.*
- *I ask you on behalf of the Town's voters to use the office of the Mayor to invite all the agencies within ADC and WSCC to work towards clearing the streets and doorways.*
- *The government has its Cobra for major problems, which brings together all agencies, could you not propose something like this to resolve this problem which many towns around West Sussex suffer from?*
- *Could you give your views on setting up a dedicated location, within the Town Centre for the homeless to deposit their possessions and setting up a location for accommodation units to give the homeless a place of their own?*
- *Please give your views on the use of containers which have been converted, this method is being used in many towns around the country.*
- *Do you agree that a district authority public car park could be used?*

The Town Mayor replied that he, like many people, had been saddened to see the increase in the number of homeless people in and around the Town Centre and agreed that the current situation was not favourable to the Town both for the residents all year round but also for visitors whose spending supports so many of our local businesses. The Mayor went on to say that he believed that work was already underway, through a group comprising of all three tiers of local government, the BID as well as charitable and community organisations, to try and tackle the issues before them. With regard to the suggestion regarding storage for belongings the Mayor confirmed that he would support anything that could improve the situation he hoped that both District and County Councils could work together to bring about a positive outcome for the Town.

*QUESTION TWO - Does the Mayor agree that the problem with street beggars needs to be removed from Bognor Regis? A beggar in the Town Centre was exposing himself and wasn't arrested! If you agree could you use your office to find out why the police are not using the Vagrancy Act, to remove them from the streets of Bognor Regis?*

The Town Mayor stated that he had been advised by the Town Clerk that the Sussex Association of Local Councils will be having its biannual meeting with the Chief Constable of Sussex Police in May and that he would ask that this specific issue is raised at that time. In the meantime, the Mayor confirmed that he would ask that the subject is raised at the meeting to be held involving all levels of local government as referred to in his response to question one.

*QUESTION THREE - Does the Mayor agree that citizens should be encouraged to carry out citizen's arrest and then report it to the police, who then have to respond to the call, unlike situations that are being reported now with no response from the police? The outcome of this would be the individual would then be arrested and would be given a sentence by the court. If the court order was broken the individual, if found begging again, would be re-arrested and given another sentence. It would include an opportunity to have treatment for addictions, so giving a change of lifestyle. If still homeless they could be given support by homeless agencies, who accept people who don't abuse the no drugs and drinking alcohol! Removing the need to be on the streets.*

The Town Mayor replied that, whilst he fully appreciated the frustration around current police response times, he would not wish to urge any action to be taken that could result in a member of the public becoming injured. In the current times of high knife crime, members of the public must always make their own safety their highest priority. The Town Mayor concluded by saying that carrying out a citizen's arrest may also have legal implications for the person carrying out the arrest.

## **213. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

### ***Meeting adjourned at 7.02pm***

A member of the public extended an invitation to attend an event to be held at The Regis Centre at 7.15pm on Wednesday 20<sup>th</sup> March at which major new regeneration plans for the Town would be announced. Members of the public are encouraged to attend with organisers welcoming any feedback.

Another member of the public present in the public gallery asked that the Town Council write a letter to ADC and ask that any future planning application for the corner of Waterloo Square, Bognor Regis, must be in keeping with the area and should emulate the style of buildings that were once there. It was noted that the Planning and Licensing Committee were already addressing this matter.

A Councillor, in light of the minute's silence held prior to the start of the meeting for Alderman Mrs Sylvia Olliver, asked whether a Committee might consider ways in which a permanent memorial to Alderman Mrs Olliver could be arranged. The Town Clerk informed Members that upon liaising with Alderman Mrs Olliver's family, their wishes would be taken into consideration before determining how the Town Council might proceed. It was **AGREED** that a donation would be made by the Town Council to an appropriate charitable organisation of the family's choosing.

### ***Meeting reconvened at 7.10pm***



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

There were none.

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

**216. Policy and Resources Committee Meeting of 4<sup>th</sup> February 2019**

The Chairman of Committee, Cllr. Cunard, reported.

**216.1 Min. 137.1 - To note recommendation of approval to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2019/2020**

Members **RESOLVED** to approve the reconfirmation of the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2019/2020.

**216.2 Min. 137.2 - To note recommendation of approval of the Audit Plan for 2019/2020**

Members **RESOLVED** to approve the Audit Plan for 2019/2020.

**216.3 Min. 139 - 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**

Members **RESOLVED** to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019. The Action Plan will now be signed by the Town Mayor, as Chairman of the Council and Town Clerk.

**217. Community Engagement and Environment Committee Meeting of 21<sup>st</sup> January 2019**

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

**217.1 Min. 96 - Recommendation that Arun District Council be asked to initiate an independent inquiry into ADC owned assets**

Members **NOTED** the recommendation from the Community Engagement and Environment Committee that Bognor Regis Town Council should ask Arun District Council to initiate an independent inquiry into this matter.

Following a vote, Members **RESOLVED** to **AGREE** that a letter be sent to Arun District Council asking them to initiate an independent inquiry into ADC owned properties.

**218. Planning and Licensing Committee Meetings of 8<sup>th</sup> and 29<sup>th</sup> January, Extraordinary Meeting of 4<sup>th</sup> February, Meeting of 19<sup>th</sup> February, and Extraordinary Meeting of 25<sup>th</sup> February 2019**

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

**218.1 Min. 200 - 19<sup>th</sup> February 2019 - Review of Premises Licence 6513: The Unicorn, 76 High Street, Bognor Regis, PO21 1RZ**

A Member noted that whilst the escalation in anti-social behaviour had been widespread, and that business owners must be responsible, it was also the duty of the Council and Police to support these businesses with improvements to street lighting and the use of CCTV in the area of The Unicorn.

**218.2 Min. 210 - 25<sup>th</sup> February 2019 - Recommendation that Full Council support the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25<sup>th</sup> February 2019**

Members **NOTED** the recommendation from the Planning and Licensing Committee that Bognor Regis Town Council should support the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25<sup>th</sup> February 2019.

Following a vote, Members **RESOLVED** to **AGREE** to **SUPPORT** the actions of the Planning and Licensing Committee, as agreed at the Extraordinary Committee Meeting held on 25<sup>th</sup> February 2019.

**219. Events, Promotion and Leisure Committee Extraordinary Meeting of 30<sup>th</sup> January, and Meeting of 11<sup>th</sup> February 2019**

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

**219.1 Min. 88 - 11<sup>th</sup> February 2019 - 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**

Members **NOTED** the recommendation from the Events, Promotion and Leisure Committee 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.

Following a vote, Members **RESOLVED** unanimously to **AGREE** that this proposal should be included within the review of the Corporate Strategy when undertaken by the new Administration.

**220. 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'.

**221. 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)**

The report detailing the reasons that the income and expenditure, and financial reports, for November and December 2018 had been combined was noted.

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

**222. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

The Civic & Office Manager's report was noted.

Members **RESOLVED** that the Town Council's internal control procedures and practices are adequate and operating effectively.

**223. 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 17<sup>th</sup> OCTOBER 2018 - MIN. 196 REFERS**

The Town Clerk's report was noted.

A Member expressed concern that some of the sanctions, recommended for a minimum period of six months, would carry over into the new Administration in May 2019 and could see the Town Council accused of interfering with the democratic process.

Whilst some Members agreed with these concerns it was also felt that, considering the complaints made against Cllr. Enticott, the Town Council must be seen to act in this matter or else it would send out the wrong message.

It was proposed that the Assessment Panel's recommendations should be agreed en bloc on the proviso that the Town Clerk seek advice from SSALC regarding the concerns as a result of the forthcoming local elections.

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

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTENTION</b>
Cllr. Batley		
Cllr. Brooks		
Cllr. Cunard		
Cllr. Mrs. Daniells		
Cllr. Dillon		
Cllr. Gardiner		
Cllr. Goodheart		
Cllr. Reynolds		
Cllr. Stanley		
Cllr. Mrs. Warr		
Cllr. Woodall		

Members therefore **RESOLVED** to **AGREE** the following, subject to the Town Clerk seeking advice from SSALC on the concerns raised: -

Members **RESOLVED** that Cllr. Enticott should be publicly reprimanded for his failure to abide by the Code of Conduct.

Members **RESOLVED** 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.

Members **RESOLVED** 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.

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

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

Members **RESOLVED** 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 **NOTED** 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.

**224. 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**

The Town Clerk's report was noted. The Group Leader for the Independents, Cllr. Brooks, informed Members that Cllr. Lineham had not indicated that he wished to occupy one of the Independent seats on any of the Committees.

**224.1** It was **RESOLVED** that Cllrs. Cosgrove and Goodheart would retain their appointed Independent seats to the Policy and Resources Committee for the remainder of this Administration.

**224.2** It was **RESOLVED** that Cllrs. Cosgrove and Goodheart would retain their appointed Independent seats to the Community Engagement and Environment Committee for the remainder of this Administration.

There were no nominations to fill the Conservative vacancy or the Liberal Democrats vacancy on the Community Engagement and Environment Committee.

**224.3** It was **RESOLVED** that Cllrs. Cosgrove and Goodheart would retain their appointed Independent seats to the Planning and Licensing Committee for the remainder of this Administration.

There were no nominations to fill the Liberal Democrats vacancy on the Planning and Licensing Committee.

**224.4** It was **RESOLVED** that Cllrs. Brooks and Goodheart would retain their appointed Independent seats to the Events, Promotion and Leisure Committee for the remainder of this Administration.

**225. 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**

The Deputy Clerk's report was noted.

The Town Clerk informed Members that a total of 255 responses to the Town Council's Regeneration questionnaire had been received which was representative of approximately 1% of Bognor Regis residents. The majority of these responses expressed dissatisfaction with ADC's consultation process on the (Linear Park) Pavilion Park.

Members considered the questionnaire to have been a good exercise with the responses providing really important, valid information on the public's views regarding regeneration in Bognor Regis.

Following discussion, Members **RATIFIED** the decision taken at the previous meeting (Min. 194 refers) that the results from the regeneration questionnaire would be forwarded to ADC in readiness for their Full Council Meeting to be held 13<sup>th</sup> March 2019.

It was proposed, and seconded, that a letter be written to the Design Consultants employed by ADC for their (Linear Park) Pavilion Park proposal, to include the results of the questionnaire and a request that they hold a public meeting to exhibit their planned designs and allow for members of the public to be properly consulted.

Members **RESOLVED** to **AGREE** that a letter be sent to ADC's Design Consultants, with the results of the questionnaire and a request for future public consultation as outlined.

Members, having received a copy of the Town Clerk's letter to the Chief Executive of Arun District Council requesting a proper public consultation regarding the Linear Park, noted the response received.

**226. REGENERATION INCLUDING TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 30<sup>th</sup> JANUARY 2019**

The Briefing Notes of the Regeneration Board Meeting held on 30<sup>th</sup> January 2019 were noted.

**227. CONSIDERATION OF LETTER OF SUPPORT FOR FUTURE HIGH STREETS FUND: BOGNOR REGIS APPLICATION**

The Deputy Clerk's report was noted.

Members were delighted to learn that ADC had chosen Bognor Regis as the focus for their one permitted bid for Future High Streets funding. It was hoped that ADC would consult the Town Council and allow them to be involved in how the project takes shape.

Following discussion, Members **RESOLVED** unanimously to **AGREE** that a letter should be sent to ADC in support of their application to The Future High Streets Fund.

**228. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

The list was noted.

**229. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

The list was noted.

## **230. 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: -

- 230.1 Cllr. Mrs. Daniells** - Bognor Regis Twinning Association; Bognor Birdman.
- 230.2 Cllr. Gardiner** - Arun District Association Local Councils; Bognor & Bersted United Charities; VAAC Executive Board; West Sussex ALC Ltd.
- 230.3 Cllr. Woodall** - Arun Arts Ltd.  
Verbal Reports:
- 230.4 Cllr. Dillon** - Bognor Regis Seafront Lights.

## **231. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists. Cllr. Goodheart requested a copy of the correspondence as detailed from Nick Gibb MP.

***Cllr. Cunard redeclared his Disclosable Pecuniary Interest in Agenda items 21 and 22, as tenant of the Picturedrome Cinema, and left the Meeting***

***Cllrs. Mrs. Daniells and Reynolds redeclared their Disclosable Pecuniary Interests in Agenda items 21 and 22, as employees of the Picturedrome Cinema, and left the Meeting***

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

***Chief Inspector Kris Ottery left the Meeting***

## **232. 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. It was noted that a relating matter would need to be reported under confidential business.

Members discussed ideas for ways in which the Town Council's involvement with, and investment in, the Picturedrome cinema could be promoted.

***Cllr. Dillon left the Meeting***

It was proposed, and seconded, that the Town Clerk contact the tenant of the Picturedrome about the possibility of a promotional trailer, crediting the Town Council's involvement with the building, being screened at the cinema.

Members **RESOLVED** to **AGREE** that the Town Clerk should liaise with the tenant with a report back to Members at a future Council Meeting.

***Cllr. Dillon returned to the Meeting***

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

**232.2 A.G.M. of The Bognor Pier Company Ltd.- to adopt the accounts year ended 31<sup>st</sup> December 2018 and to note the Director's Report**

Members **RESOLVED** to **ADOPT** the accounts year ended 31<sup>st</sup> December 2018, of The Bognor Pier Company Ltd, as circulated to Members and noted the Director's Report.

**232.3 To note receipt of the £18k Management Fee from The Bognor Pier Company Ltd**

Members **NOTED** receipt of the £18k Management Fee from The Bognor Pier Company Ltd.

**233. 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.

Following a vote, Members **RESOLVED** to **AGREE** the expenditure of £4,020 plus VAT for the rerouting of an internal rain water pipe at the Picturedrome cinema to allow the reinstatement of a valuable seat within the screen 4 auditorium. It was noted this would be funded from the original Schedule of Works budget.

**234.** 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 21, 22 and 23 (contractual).

***Cllr. Dillon gave his apologies and left the Meeting***

**235. PICTUREDROME SITE UPDATE**

Members received and **NOTED** the confidential Director's report and actions taken as detailed were ratified. The proposed monthly budget for 2019, as circulated to those present, was also noted.

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

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

***Cllrs. Cunard, Mrs. Daniells and Reynolds returned to the Meeting***

***Cllr. Reynolds retook the chair***



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

**238. TO RECEIVE AN UPDATE REGARDING POTENTIAL PROPERTY PURCHASE AND TO AGREE ANY FURTHER ACTIONS REQUIRED**

Members received and noted the confidential, verbal report from the Town Clerk. The actions taken by the Town Clerk, in line with the authority previously delegated to her, were noted.

***The Meeting closed at 8.55pm***



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 8<sup>th</sup> APRIL 2019**

### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove (from Min. 149 until Min. 160), S. Goodheart (from Min. 149), S. Reynolds and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk) - until Min. 174  
2 members of the public (part of the meeting)  
1 Councillor in the public gallery: Cllr. J. Brooks

### ***The Meeting opened at 6.31pm***

**148.** As the Vice-Chairman, Cllr. Stanley was not in attendance Members **AGREED** that Cllr. Woodall should take this position for this Meeting.

### **149. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present, referred to the Council's opening statement and made particular reference to procedures in the event of a fire.

***The Chairman adjourned the Meeting at 6.32pm as Cllrs. Cosgrove and Goodheart, who had notified in advance that they may be late, joined the Meeting***

### ***The Meeting was reconvened at 6.34pm***

Apologies for absence were received from Cllr. Mrs. Warr who was on annual leave, Cllr. Smith who had a prior engagement and Cllr. Stanley who was working.

The Town Clerk read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

150. Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 15.

151. **DECLARATIONS OF INTEREST**

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

Members and Officers should 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 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item***

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

152. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> FEBRUARY 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4<sup>th</sup> February 2019 and these were signed by the Chairman.

**153. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

*Meeting adjourned at 6.36pm*

A member of the public commented on the arrival of the temporary toilets on the seafront.

*Meeting reconvened at 6.38pm*

**154. CLERK'S REPORT FROM PREVIOUS MINUTES**

**154.1 4<sup>th</sup> February 2019 - Min. 123 - Signposting for the Town Centre**

The Projects Officer had raised this issue verbally with the BID Chairman and a response is awaited.

**154.2 4<sup>th</sup> February 2019 - Min. 127 - Old Town Area**

Members were asked to note that an update on the BID Board's aspirations for the Old Town Area will be included within the report from the Projects Officer under Agenda Item 13.

**154.3 4<sup>th</sup> February 2019 - Min. 146 - Olby's Clock**

The draft agreement between the Town Council and the building owner is now with their mortgage provider and it is hoped that this matter will be finalised shortly.

**155. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report was **NOTED** including the notification of the repairs to the seafront beacon, expenditure for which would be ratified later in the meeting.

A Member asked if there was any opportunity to change the plans for the beacon but Members were advised that due to the Health & Safety risks, lengthy lead time for the works to be carried out and to ensure that the location was not left empty for any length of time, the works had already been instructed under the Clerk's delegated authority. However, as detailed in the circulated report, the issue of the method of lighting the beacon i.e. wood or gas burner, would be an issue for consideration by the Events, Promotion and Leisure Committee at a future meeting.

Members went on to discuss the changes to the Street Scene Partnership (SSP) with West Sussex County Council (WSSC) and specifically the future arrangements for graffiti removal. Members expressed their disappointment at the cessation of the "clear all" approach which results in the new SSP only funding the removal of graffiti and flyposting from WSSC owned assets.

Following a full debate, Members **REJECTED** the proposal that the Town Council fund removal of graffiti from commercial, domestic and statutory undertakers' assets within the BRTC area. Members **AGREED** that, where

possible, contact should be made with the asset's owner and a graffiti removal chargeable service offered. It was also suggested that the Town Council's website include details of the graffiti removal service that Town Force can offer including details of charges and, for ease and convenience, consideration given to potential payment methods. Furthermore, Members **AGREED** that the Bognor Regis BID should be approached to ascertain if there is any appetite for a contract with the Town Council for the removal of all graffiti and flyposting, within the BID area, that is not covered by the SSP, on an annual fee basis. Members noted that regular updates would be provided on this issue through the Town Force Manager's regular report.

Finally, Members **AGREED** that the Town Council would fund the continuation of regular checks on graffiti hotspots within the BRTC area.

**156. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 5<sup>th</sup> MARCH 2019**

The Projects Officer's report, including the circulated notes of the HPB Meeting held 5<sup>th</sup> March 2019, were **NOTED**.

**157. TO RATIFY RELEASE OF 2019-2020 CCTV PARTNERSHIP FUNDING**

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

Members **RESOLVED** to **RATIFY** the release of the 2019-2020 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

**158. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 103 REFERS**

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

Following discussion, Members **AGREED** to **RECOMMEND** to Council the the use of ".gov.uk" email addresses together with a Members Area of the Town Council website and furthermore, **AGREED** to **RATIFY** expenditure of £75 plus VAT for the designing of the Members Area on the Town Council website.

**159. TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11<sup>th</sup> FEBRUARY 2019 (MIN. 91 REFERS) REGARDING THE IDENTIFICATION OF A NEW PROMOTIONS BUDGET FOR THE 2019/20 FINANCIAL YEAR TO FUND THE PURCHASE, INSTALLATION AND MAINTENANCE OF POSTER BOARDS ON THE SEAFRONT SHELTERS AND TO ALSO UPDATE THE GATEWAY BANNERS AND SIGNS**

Members received the report including the recommendation from the Events, Promotion and Leisure Committee Meeting held 11<sup>th</sup> February 2019

(Min. 91 refers) that a Promotions Budget of £8,000 be identified to fund the specific works as detailed.

The Town Clerk informed Members that if the Committee was minded to approve the recommendation, following a review of the Earmarked Reserves (EMR), it had been possible to identify a sum of £5,849 that was no longer required as EMRs, which could be returned to General Reserves and then reallocated to the new budget. This would result in the balance of £2,151 having to be funded from General Reserves.

The recommendation was discussed at length with some Members expressing their opinion of the need for a budget to reboot the promotional aspects of the Town Council and to publicise events and activities in the Town. However, concern was also expressed about the lack of detail of the costs involved and the need to demonstrate the tangible benefits of undertaking this exercise. It was suggested that more detailed proposals on the costs and the benefits should be prepared prior to any approval of a new budget.

***With the agreement of Members, the Meeting was adjourned at 7.12pm to allow a Councillor in the public gallery to speak on this matter***

The Councillor reported that the necessary permissions had been obtained from ADC, who own the seafront shelters, and expressed his reasoning for supporting the need for this new budget.

***Meeting reconvened at 7.15pm***

Following further debate, it was proposed to take the vote in two parts as follows:

Part 1: It was proposed and seconded that the identified EMRs of £5,849 be returned to General Reserves and reallocated as a Promotions Budget for the specific purposes as identified within the original recommendation;

Part 2: It was proposed and seconded that the balance required of £2,151 be funded from General Reserves.

It was subsequently **RESOLVED** to **REJECT** the proposal of Part 1 and therefore a vote on Part 2 was not required.

It was subsequently **AGREED** that this issue will be referred back to the Events, Promotion and Leisure Committee for more detailed analysis of the costs and benefits of the proposed activities, with a revised recommendation to be submitted to this Committee at a future meeting for further consideration.

***Cllr. Cosgrove gave his apologies and left the Meeting***

**160. TO NOTE THE RESPONSE FROM ADC REGARDING STEYNE GARDENS AND AGREE ANY FURTHER ACTION - MIN. 129 REFERS**

The Deputy Clerk's report was **NOTED** including the response received from the Director of Services at ADC as previously circulated.

Following discussion it was **AGREED** that the matter should be referred to the Bognor Regis In Bloom Sub-Committee for consideration and liaison with ADC's Parks & Cemeteries Manager.

**161. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES, BACS PAYMENTS AND OTHER RECURRING PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS**

The Deputy Clerk's report was **NOTED** and Members **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

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

The Projects Officer's report was **NOTED** including the statement from the BID Chairman confirming that the Old Town Working Party would not currently be reinstated and giving details of their plans for that specific area of the Town.

A Member asked if any BID Board members were compensated for their time and effort for the BID or whether their input was solely voluntary, and this will be investigated.

Finally, a Member asked if there was any update regarding the funds that the Town Council had agreed to pass to the BID for an event. The Deputy Clerk informed Members that the cheque had only recently been sent to them and no further details were known at this time. Discussion then took place regarding the final agreement for this financial contribution and it was **AGREED** that Members would be emailed with further details of the Events, Promotion and Leisure Committee decision.

**163. TO RECEIVE THE ACTION PLANS ARISING FROM THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM INCLUDING THE POLICY STATEMENT TO BE SIGNED BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE**

The Deputy Clerk's report, including the Health & Safety Action Plans, were **NOTED**.

A Member asked for an update regarding the identified High-Risk item at the Town Force Lock Up. The Deputy Clerk informed Members that she is

awaiting a response to her recent email highlighting the breaches of legislation that had been identified and will continue to chase, with a report back to this Committee in due course.

Members also received and **NOTED** the Health & Safety Policy Statement, to be signed by the Chairman of the Policy and Resources Committee.

**164. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3)**

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2019/20 Bognor Regis Seafront Lights Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year, being the second year of this 3-year agreement.

**165. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR THE BUSINESS WARDEN SCHEME AS AGREED AT THE COUNCIL MEETING HELD 5<sup>th</sup> NOVEMBER 2018 (MIN. 134.3 REFERS)**

Members **RESOLVED** to **RATIFY** the release of the 2019/20 Business Warden Scheme Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year.

**166. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE REPLACEMENT OF THE BEACON POST AND BASE PLATE TOGETHER WITH REFURBISHMENT OF THE BASKET AT A COST OF £4,220.41 PLUS VAT**

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** expenditure from the Rolling Capital Programme for the replacement of the beacon post and base plate together with refurbishment of the basket at a cost of £4,220.41 plus VAT.

**167. TO AGREE RESPONSES TO JWAAC CLC HIGHWAYS & TRANSPORT SUB GROUP SURVEY FOR RETURN BEFORE 15<sup>th</sup> APRIL 2019**

The Deputy Clerk's report, including the survey from WSCC to review the effectiveness of the Highways & Transport Sub Group, was **NOTED**. Some Members expressed their desire to see the Highways & Transport Sub Group, remerged with the overarching JWAAC.

Following discussion, the responses were **AGREED** as detailed on the copy of the questionnaire that is appended to the File Minutes.



**168. TO RATIFY DONATION TO CHARITY IN MEMORY OF THE LATE ALDERMAN MRS. SYLVIA OLLIVER AS AGREED AT THE COUNCIL MEETING HELD 11<sup>th</sup> MARCH 2019 (MIN. 213 REFERS)**

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** the donation of £100 to St Wilfrid's Hospice in memory of the late Alderman Mrs. Sylvia Olliver, a past Member of Bognor Regis Town Council.

**169. FINANCIAL REPORTS INCLUDING: -**

**169.1 To note Committee I&E Reports for the month of February 2019 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of February 2019.

**169.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations**

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

**170. CORRESPONDENCE**

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

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

*Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting*

*In the absence of the Chairman Cllr. Cunard, the Vice-Chairman Cllr. Woodall took the Chair*

*Members noted that the Meeting was now non-quorate and therefore no decisions could be made*

The previously circulated Director's report and actions taken were **NOTED**.

A Member asked if there was any update about the situation regarding one of the tenants but was informed by the Town Clerk that this matter was contractual and could not be discussed in the open meeting.

*Cllrs. Cunard and Reynolds rejoined the Meeting*

*Cllr. Cunard retook the Chair*

**172. 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 23 and 24 (contractual).

**173. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

**174. JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 21<sup>st</sup> MARCH 2019**

The Town Clerk's confidential reports with recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 21<sup>st</sup> March 2019, circulated to those present for consideration were noted.

Following discussion, Members **RESOLVED** to **RATIFY** the recommendations from the Joint Consultative Sub-Committee (Staffing), Agenda item 9 and **AGREED** that these be effective from 1<sup>st</sup> April 2019.

It was further **RESOLVED** to **RATIFY** the Annual Pay Increments for 2019 incorporating the National Salary awards to be implemented from 1st April 2019 including the annual review of any salaries not covered in this way.

***The Meeting closed at 8.30pm***



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 25<sup>th</sup> MARCH 2019**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
2 Councillors in the public gallery: Cllrs: J. Brooks  
and P. Woodall  
1 member of the press  
2 members of the public

*The Meeting opened at 6.32pm*

### **104. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman, the Vice-Chairman, Cllr. Goodheart took the Chair.

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Smith who was working. No apologies had been received from Cllrs. Cosgrove and Dillon.

The Projects Officer read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

### **105. 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*

**106. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21<sup>st</sup> JANUARY 2019**

The Minutes of the Meeting held on the 21<sup>st</sup> January 2019 were approved by the Committee as a correct record and were signed by the Chairman.

**107. TO RECEIVE A PRESENTATION FROM THE WEST SUSSEX COUNTY COUNCIL'S COMMUNITY PARTNERSHIP AND COMMUNITIES TEAM OFFICER ON THE SPACEHIVE CROWDFUNDING INITIATIVE AND HOW IT WORKS**

The Chairman welcomed the West Sussex County Council Communities Team Officer and invited her to address the Committee regarding the Spacehive Crowdfunding initiative.

*The Chairman adjourned the Meeting at 6.36pm*

*The Chairman reconvened the Meeting at 7.01pm*

The Chairman thanked the Officer for a very interesting and informative presentation, and it was noted that Members would discuss the issue further, later in the meeting, under Agenda item 8.

**108. 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 7.02pm*

The following items were raised:

A member of the public spoke about the recent Beach Access Topic Team Meeting, which he had attended. He had been encouraged by what had gone on in the meeting and hoped that this Committee would support the idea of having a ramp.

A member of the public spoke about the public toilets on the promenade and the fact that the summer season will soon be starting and there does not appear to be any urgency from Arun District Council to get the toilets re-opened. Is there anything the Town Council or the people can do to get the issue resolved as soon as possible?

Members discussed the issues raised and urged the District Councillors present to take this up directly with ADC. They also requested that the concerns over the toilets be an Agenda item for the next meeting.

*The Chairman reconvened the Meeting at 7.16pm*

**109. CLERK'S REPORT FROM PREVIOUS MINUTES**

**109.1 Min. 96 - 21<sup>st</sup> January 2019 - Consideration of the Motion proposed by Cllr. Cosgrove, referred from the Council Meeting on the 7<sup>th</sup> January 2019 regarding ADC owned properties, also CE&E Min. 79 refers:**

Members instructed the Projects Officer to write to ADC requesting they initiate an independent inquiry to ascertain the current condition of their properties, to ensure that in future, buildings are no longer allowed to fall into such level of disrepair that the only solution is demolition. Members **NOTED** that a response had been received from the ADC Director of Place confirming that the Council will not be initiating any inquiry into the matters listed.

**110. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 21<sup>st</sup> JANUARY 2019 - MIN. 85 REFERS**

The Projects Officer's report was **NOTED** including the Notes from the public question and statements time of the meeting on the 21<sup>st</sup> January, as circulated to Members previously. There were no recommendations for future Agenda items.

**111. CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL'S SPACEHIVE CROWDFUNDING INITIATIVE AND HOW MEMBERS WOULD LIKE TO SUPPORT THIS**

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

Members discussed the earlier presentation on the Spacehive initiative, which they found to be very helpful and informative. Members noted that it gave them a very good overview of how the initiative works and the advantages of the scheme.

Members **AGREED** to write a letter of thanks to the West Sussex County Council Officer for her professional presentation and will watch with interest how the initiative progresses.

**112. TO RATIFY THE £25.00 VOUCHER FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE**

The Projects Officer's report was **NOTED**, and Members **AGREED** to **RATIFY** the £25.00 voucher for the Mayor's Citizen Award for Young People.

**113. REPORT ON COUNCILLOR SURGERIES AND OPEN FORUMS INCLUDING UPDATE ON DROP-IN SURGERY HELD 21<sup>st</sup> FEBRUARY 2019**

Members **NOTED** the Projects Officer's report.

Following discussion, Members felt that the feedback received from the Drop-In Surgery only represented a very small minority of the community. However, from the snapshot taken, social issues were the main areas of concern of those who engaged.

Members therefore **AGREED** that the report should be made available to the new Administration when considering the Corporate Strategy for the next four years.

**114. YOUTH SERVICES PROVISION REVIEW AND TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 6<sup>th</sup> MARCH 2019 AND REPORT ON THE IPEH TASK AND FINISH GROUP MEETING HELD ON 15<sup>th</sup> MARCH 2019**

Members **NOTED** the Projects Officer's report including the Notes from the Youth Worker Steering Group Meeting on the 6<sup>th</sup> March and the report on the IPEH Task and Finish Groups Meeting on the 15<sup>th</sup> March 2019, as circulated to Members previously.

The Projects Officer informed Members that an error had appeared on the Agenda and the correct date of the Youth Worker Steering Group Meeting was 6<sup>th</sup> March 2019 as shown on the Notes circulated.

Members **NOTED** the recommendation from the Youth Worker Steering Group and **AGREED** to write a letter to West Sussex County Council in support of the proposal from Sussex Clubs for Young People to take on the day to day management of the Phoenix Centre.

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

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

Members were concerned that some of the applications put forward did not really meet the original purpose of the Flexible Community Fund (FCF). It was noted that the current FCF application form closely mirrors the Grant Aid application form, which may cause confusion. Members were of the opinion that the FCF should be for small sums of money that are required urgently and in situations when it would not be feasible to wait for the Grant Aid process to begin.

Having reviewed the applications Members **AGREED** to **APPROVE** the application from Grandads Front Room for £800.00.

Members further **AGREED** to **APPROVE** the application from The 39 Club for £2,000.00.

Following online research by a Member at the meeting and further debate, Members **REFUSED** the application from the Capital Project Trust for £1,000.00.

Members **AGREED** for the remaining balance of £1,190.00 from the 2018/19 FCF Budget to be returned to General Reserves at the end of the current financial year.

Members also **AGREED** to **RECOMMEND** that a review of the application form and criteria of the Flexible Community Fund be undertaken by the new Administration so that the application process, criteria and purpose of the fund is easier to understand and apply for.

**116. UPDATE ON MEETING OF THE COMMUNITY SPACE AUDIT TASK AND FINISH GROUP (MIN 86.1 REFERS) AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 26<sup>th</sup> FEBRUARY 2019**

The Projects Officer's report was **NOTED** including the Notes of the Community Space Audit Task and Finish Group Meeting held on the 26<sup>th</sup> February 2019 as previously circulated.

Following consideration, Members **AGREED** to **RECOMMEND** the following to Full Council:

- That the collated information be published on the Town Council website and made available to the public as a downloadable PDF;
- For hard copies to be available on collection from the office and any written request to be accompanied by a stamped addressed envelope;
- To invite Neighbouring Parish Councils to share the information on their websites;
- For the information to be checked and updated bi-annually but any new venues to be added immediately;
- That a nominal budget, to a maximum of £30.00, be identified to cover any printing costs.

Members further **AGREED** to disband the Community Engagement and Environment Community Space Audit Task and Finish Group.

**117. UPDATE ON THE PROPOSAL FROM A MEMBER OF THE PUBLIC TO PRODUCE A HOMELESS STREET SHEET FOR THE BOGNOR REGIS AREA - MIN. 87 REFERS**

The Projects Officer's report was **NOTED** and following on from Members' decision to award £800.00 to Grandads Front Room to produce a Homeless Street Sheet for Bognor Regis (Min. 115 refers), a draft design of the Street Sheet will now be commissioned and work on production commenced.

Furthermore, Members **AGREED** for Officers to support Grandads Front Room in the final delivery of the project.

**118. FURTHER CONSIDERATION OF THE PROPOSAL TO TACKLE BEACH LITTER INCLUDING PRODUCTION OF POSTERS FUNDED FROM THE MARINE NORTH WARD 2018/19 WARD ALLOCATION - MIN. 93 REFERS**

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

An updated version of the original poster was circulated to Members that included some additional wording and a slight amendment to the layout which Members **APPROVED**.

After considering the quotations which had been previously circulated Members **AGREED** to purchase the following:



Company A - 3 x A1 posters @ £17.00 each	£51.00
Company C1 - 1 x box of 20, A4 posters	£26.00
<b>Total</b>	<b>£77.00</b>

Members **AGREED** to fund the production of the posters from the Marine North Ward 2018/19 Ward Allocation Budget of £125.00 and further **AGREED** to earmark the remaining £48.00 for additional/replacement posters as and when required.

Following a brief discussion, Members **AGREED** to utilise the following sites to display the posters, subject to receipt of any relevant permissions:

Seafront Shelters  
 Poster site on Pier  
 Seafront Kiosk and Shops  
 Regis Centre  
 Town Council Noticeboards

Members also asked for some printed copies of the poster to be displayed at the Mayor's Civic Reception.

**119. TO RECEIVE AN UPDATE ON BEACH ACCESS TOPIC TEAM AND TO RECEIVE THE NOTES OF THE MEETING HELD ON 21<sup>st</sup> MARCH 2019**

The Projects Officer's report was **NOTED**, including the Notes of the Beach Access Topic Team Meeting held on 21<sup>st</sup> March 2019 as previously circulated. Cllr. Mrs. J. Warr, thanked Officers for the quick turnaround in getting these Notes completed and distributed to the group the day following the meeting.

Following discussion, Members **AGREED** to initiate a feasibility study into the possibility of installing a ramp with any expenditure funded from the 2019/20 Beach Access Topic Team Budget.

With regard to the historic S106 funding, Members received the spreadsheet as previously circulated and after due consideration, **AGREED** that due to the time elapsed and the small amount of funding that had remained, no further investigation should take place.

**120. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON ANY EXPENDITURE AND REMAINING BUDGET FOR 2018/19 AND TO NOTE AN OVERSPEND OF £131.00 FROM MARINE WARD**

The Projects Officer's report was **NOTED** including the overspend of £131.00 from Marine Ward.

Members also acknowledged that the Victoria Road Car Park project was now complete and furthermore, **NOTED** that all the Ward Allocation funds for 2018/19 and any previous earmarked funds had now been utilised

except for the balance of £48.00 from Marine North Ward as noted under Min. 118 above.

**121. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> MARCH 2019**

The Projects Officer's report was **NOTED** including the Notes of the Bognor Regis in Bloom Working Group Meeting held on 12<sup>th</sup> March 2019 as previously circulated. Members subsequently **AGREED** to **APPROVE** the following Recommendations:

- To earmark the remaining £145.27 of the Competition Expenses budget for a new competition for 2019;
- To earmark any remaining balances from the Environmental Projects budget 2018/2019 to pay for four new trees, to replace those that had gone missing at various locations around the Town, with remaining monies to fund plans for further improvements at the Health Centre and Railway Station;
- To earmark the remaining balance of £128.62 from the Fundraising budget for use by the Working Group, as this was money that had been raised themselves at various In Bloom events throughout the year.

Members further **AGREED** to **APPROVE** the Recommendation to appoint a Tree Warden for Bognor Regis, with a possible 'trial' period, noting that this would be a voluntary position and although the post would be awarded by the Town Council, via the Bognor Regis in Bloom Working Group, West Sussex County Council would provide advice, training and support.

**122. CONSIDERATION OF THE REFERRAL FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING ON THE 29<sup>th</sup> JANUARY 2019 - MIN. 189 REFERS, ON THE VIABILITY OF REFORMING THE OLD TOWN WORKING GROUP AND TO NOTE THE COMMENTS FROM THE BID COMPANY IN RELATION TO THIS**

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

Following discussion Members made the decision not to reform the Old Town Working Group at this time but to be minded that should an appropriate future project be forthcoming that they wished the Town Council to support, then this Committee would relook at reforming the Group then.

**123. REPORT ON MEETING HELD 18<sup>th</sup> MARCH 2019 REGARDING THE CURRENT SITUATION RELATING TO ROUGH SLEEPERS IN THE TOWN CENTRE**

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

Members were encouraged that a multi-agency action group had been appointed and would look forward to receiving information and guidance for tackling the homeless situation and to assist members of the public with the reporting of anti-social behaviour.

**124. CONSIDERATION OF LOCALITY MEMBERSHIP RENEWAL FOR 2019/20**

Members **AGREED** to renew the annual membership for Locality at a cost of £416.67+ VAT.

**125. REPORTS:**

- a. To note financial reports, previously circulated

The reports were **NOTED**.

- b. Any further reports

There were no further reports.

**126. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence list, previously circulated.

Item 2 on the correspondence list, relating to the public toilets on the promenade, was highlighted to Members and it was noted that the Deputy Clerk was seeking an update on the situation from the ADC Facilities Manager.

*Meeting closed at 8.30pm*



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 12<sup>th</sup> MARCH 2019**

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

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

*Prior to the Meeting, a pre-meeting briefing was held with the Deputy Vice-Chancellor (Sustainability and Enterprise), Professor Seamus Higson, and Director of Estate Management, Mr John Kingdon, from the University of Chichester to discuss planning applications on the Bognor Regis Campus*

*The Meeting opened at 6.37pm*

### **211. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. The Civic & Office Manager gave apologies for Cllr. Cosgrove, who was unwell, Cllr. Dillon for family commitments, and Cllr. Stanley who was working, and read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

### **212. DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

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

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

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

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

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

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

**213. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19<sup>th</sup> FEBRUARY 2019 AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 25<sup>th</sup> FEBRUARY 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> February 2019 and the Minutes of the Extraordinary Meeting held on 25<sup>th</sup> February 2019 as an accurate record of the proceedings and the Chairman signed them.

**214. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no members of the public present.

## **215. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **215.1 19<sup>th</sup> February 2019 - Min. 200 - To consider premises licence applications including any variations and any other licence applications**

At the Planning and Licensing Committee Meeting held on 19<sup>th</sup> February 2019, other than a Review of a Premises Licence, there were no further applications to consider at that time. However, in the 21<sup>st</sup> February edition of the Bognor Observer newspaper the following adverts for Premises Licence applications appeared;

Reel Fruits, 6-8 Waterloo Square, Bognor Regis, PO21 1SU: Family Entertainment Centre Premises Licence

Mr P's Classic Amusements, 6-8 Waterloo Square, Bognor Regis, PO21 1SU: Adult Gaming Centre Premises Licence

With the deadline for representations to be submitted given as 26<sup>th</sup> February, details were circulated via email to the Town Council's Planning and Licensing Committee, and Members asked to respond to the Civic & Office Manager before the deadline for submission of comments.

Following consultation, Members **RESOLVED** to **AGREE** to submit the following comments in regard to both Premises Licence applications:

*"Members of the Town Council's Planning and Licensing Committee, having considered this application, have no objection to the licence being granted subject to the satisfaction of the Licensing Authorities."*

### **215.2 19<sup>th</sup> February 2019 - Min. 201.3 - Planning Application BR/35/19/HH (Culver Cottage, 37 Aldwick Road, Bognor Regis, PO21 2LN)**

At the Planning and Licensing Committee Meeting held 19<sup>th</sup> February 2019, Members submitted an objection to Planning Application BR/35/19/HH. Following a formal written request from the District Ward Councillor, confirmation was received from the Chairman of ADC's Development Control Committee (DCC) that the Planning Application would be determined by DCC should the Arun Planning Officer's recommendation for this application be to approve and, therefore, at variance with the Town Council comments.

### **215.3 19<sup>th</sup> February 2019 - Min. 203 - Notification of any applications to be considered at the next ADC Development Control Committee Meeting**

Following the Planning and Licensing Committee Meeting held on 19<sup>th</sup> February 2019, notification was received that Planning Application BR/263/18/PL (St Josephs, Albert Road, Bognor Regis), to which the Town Council objected, was to be determined by ADC's Development Control

Committee at the meeting held 6<sup>th</sup> March 2019. Members were advised of this by email and the application was subsequently permitted.

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

There were no Premises Licence applications to be considered.

**217. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

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

**217.2** The Committee noted that representations had been received from the public in relation to Planning Application BR/57/19/HH. The Committee noted that no representations had been received from neighbouring parishes, in respect of these applications.

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

**218. 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 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

There were no significant planning applications, outside the Wards of Bognor Regis, to be considered.

**219. TO CONSIDER COMMENTING ON PLANNING APPLICATION WSCC/024/19: NYEWOOD C OF E JUNIOR SCHOOL, BRENT ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 5NW - ERECTION OF NEW HALL AND TEMPORARY MAIN RECEPTION**

Having considered Planning Application WSCC/024/19, Members **RESOLVED** to **AGREE** that no comment be submitted in respect of the application.

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

There were none.

**221. TO RECEIVE A VERBAL REPORT FOLLOWING MEETING REGARDING FACILITIES AT BOGNOR REGIS RAILWAY STATION BY EITHER THE CHAIRMAN OF COMMITTEE OR CLLR. GOODHEART - MIN. 199.3 REFERS**

Cllr. Goodheart gave a short verbal report to Members, following a meeting that he had attended with Cllr. Mrs. Warr, regarding facilities at Bognor Regis Railway Station.

Assurances were given at the meeting, with the Station Manager and a Network Rail Community Officer, that issues such as CCTV, lighting and roof repairs were on a list of scheduled works.

Members **AGREED** that a summary of the meeting and actions outstanding, regarding facilities at Bognor Regis Railway Station, should be drafted and agreed with Network Rail, and considered by the Planning and Licensing Committee at a future meeting for any further action to be taken.

**222. TO NOTE THE LIST OF PATHS ON THE WSCC RIGHTS OF WAY SERVICES SUMMER SURFACE VEGETATION CLEARANCE PROGRAMME FOR BOGNOR REGIS**

The list of paths was **NOTED**.

**223. TO CONSIDER COMMENTING ON PRE-CONSULTATION FOR TELECOMMUNICATIONS SITE UPGRADE AT FITZLEET HOUSE, BOGNOR REGIS**

Having considered the proposed telecommunications site upgrade at Fitzleet House, Bognor Regis, Members **RESOLVED** to **AGREE** that no comment be submitted in response to pre-application discussion.

**224. CORRESPONDENCE**

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

Additional correspondence included: -

- 224.1** WSCC - A29 Realignment Scheme. Members were advised that this matter will be an Agenda item at the Planning and Licensing Committee Meeting to be held 2<sup>nd</sup> April 2019.

***The Meeting closed at 7.29pm***



**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12<sup>th</sup> MARCH 2019**  
**REPRESENTATIONS ON LISTS DATED 15<sup>th</sup> AND 22<sup>nd</sup> FEBRUARY, AND 1<sup>st</sup> MARCH 2019**

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

<p><b>BR/239/18/PL</b>            9 London Road            Bognor Regis            PO21 1PQ</p>	<p>Part change of use from retail (A1 Shop) to flats (C3 Dwellinghouses) to include rear extension &amp; conversion of first floor to create 2 No.1 bedroom flats &amp; conversion of second floor flat to create 1 No. 1 bedroom flat. This application may affect the setting of a listed building</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/37/19/A</b>            60 High Street            Bognor Regis            PO21 1FB</p>	<p>Installation of 1 1500mm high (non-illuminated) acrylic sign to the front elevation to cover 1 no redundant atm</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/39/19/PL</b>            Butlin's            Upper Bognor Road            Bognor Regis            PO21 1JJ</p>	<p>Application for Variation of Conditions following the grant of Planning Permission BR/240/16/PL relating to Condition 2 &amp; Planning Permission BR/331/17/PL relating to condition 1 - approved plans</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/42/19/PL</b>            Unit 3            Dickinson Place            South Bersted Business Park            Bognor Regis            PO22 9QU</p>	<p>Single storey front extension</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/50/19/PL</b> The Hatters Inn 2-8 Queensway Bognor Regis PO21 1QT</p>	<p>Amendment to previously approved scheme (BR/266/17/PL) for 24 flats. This application may affect the setting of a listed building &amp; may affect the character &amp; appearance of The Steyne, Bognor Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/47/19/CLE</b> 150 Aldwick Road Bognor Regis PO21 2PA</p>	<p>Lawful development certificate for the existing use of building as 6 self-contained flats</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/57/19/HH</b> 9 Ellasdale Road Bognor Regis PO21 2SG</p>	<p>Dismantle existing front boundary brick wall and erect a new 180 cm brick front wall</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/61/19/HH</b> 34 Ivydale Road Bognor Regis PO21 5LY</p>	<p>Ramp access to existing front door</p>	<p><b>NO OBJECTION</b></p>



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 2<sup>nd</sup> APRIL 2019**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: Mrs. S. Daniells,  
S. Goodheart (until Min. 232) and P. Woodall

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

*The Meeting opened at 6.34pm*

### **225. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. The Civic & Office Manager gave apologies for Cllr. Cosgrove who was unwell, Cllr. Dillon who had a prior engagement, and Cllr. Stanley who was working.

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

The following statement was then read:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

### **226. DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

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

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

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

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

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

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

**227. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 12<sup>th</sup> MARCH 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 12<sup>th</sup> March 2019 as an accurate record of the proceedings and the Chairman signed them.

**228. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***Meeting adjourned at 6.39pm***

Numerous members of the public spoke about Planning Application BR/49/19/OUT (26 Burnham Avenue, Bognor Regis) and their objections to it. These included: - the complete lack of parking provision in the plans which would only exacerbate the parking problems that already exist in, and around, Burnham Avenue such as access and highway safety; loss of ecological habitat with residents of Burnham Avenue having seen Bats,

Smooth Snakes, Slow-worms, Hedgehogs, Goldfinches and Redwings, for example; serious drainage issues being ignored and eyewitness accounts given of standing water often seen in Burnham Avenue and of drains being inaccessible for clearing due to parked vehicles obstructing access; concerns from a next-door neighbour whose children's bedrooms would be in the direct line of sight of some of the proposed flats, and balconies overlooking the next-door neighbours garden causing loss of privacy and having a negative impact on wellbeing; the proposed style of the development is not considered in keeping with the character and appearance of neighbouring properties and would ruin the ambience of Burnham Avenue; claims that an Anderson Air Raid Shelter is located in the rear garden of 26 Burnham Avenue; complaints that the Planning Authority had, so far, failed to publicise the planning application by means of a site notice on or near the application site.

***Meeting reconvened at 6.55pm***

**229. CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

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

There were no Premises Licence applications to consider.

**231. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> MARCH 2019**

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

**231.2** The Committee noted that multiple representations had been received from the public regarding Planning Application BR/49/19/OUT. There had been no representations received from neighbouring parishes, in respect of these applications.

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

***Cllr. Goodheart gave his apologies and left the Meeting***

**232. 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 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> MARCH 2019**

There were no significant Planning Applications outside the Wards of Bognor Regis to consider.

**233. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING NOTIFICATION OF CHANGES TO PLANNING APPLICATION BR/270/18/PL (MIN. 134.3 OF 20<sup>th</sup> NOVEMBER 2018 REFERS)**

Members **RESOLVED** to suspend Standing Orders.

After due consideration, Members **AGREED** that the previous decision taken at the meeting held 20<sup>th</sup> November 2018 should not be reconsidered and therefore Standing Orders were reinstated.

**234. TO RECEIVE DETAILS OF A CHANGE TO PLANNING APPLICATION BR/270/18/PL: PART CONVERSION AND EXTENSION OF EXISTING BUILDING TO PROVIDE 6 NO. ADDITIONAL STOREYS OVER EXISTING ROOFTOP TO PROVIDE UP TO 104 NO. STUDENT RESIDENTIAL UNITS WITH ACCESS FROM BEDFORD STREET, ASSOCIATED SERVICING & ANCILLARY ACCOMMODATION, ENTRANCE AND NEW INTERNAL STAIRS TO EXISTING BUILDING TO PROVIDE ACCESS FROM BEDFORD STREET. THIS APPLICATION MAY AFFECT THE SETTING OF LISTED BUILDINGS AND THE CHARACTER AND APPEARANCE OF NEARBY CONSERVATION AREAS - 18-20 LONDON ROAD, BOGNOR REGIS, PO21 1PY (MIN. 134.3 OF 20<sup>th</sup> NOVEMBER 2018 REFERS), AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION OR MAKING FURTHER COMMENT**

In light of the decision taken under the previous item, the meeting moved to the next agenda item without further discussion.

**235. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING A PRE-MEETING BRIEFING WITH THE APPLICANT REGARDING PLANNING APPLICATION BR/311/18/PL (MIN. 156.3 OF 18<sup>th</sup> DECEMBER 2018 REFERS)**

Members **RESOLVED** to suspend Standing Orders.

After due consideration, Members **AGREED** that the previous decision taken at the meeting held 18<sup>th</sup> December 2018 should not be reconsidered and therefore Standing Orders were reinstated.

236. **TO FURTHER CONSIDER PLANNING APPLICATION BR/311/18/PL: ERECTION OF 176- BEDROOM STUDENT ACCOMMODATION BUILDING WITH ASSOCIATED HARD AND SOFT LANDSCAPING. THIS APPLICATION MAY AFFECT THE SETTING OF LISTED BUILDINGS, MAY AFFECT THE CHARACTER AND APPEARANCE OF THE UPPER BOGNOR ROAD, MEAD LANE CONSERVATION AREA AND IS A DEPARTURE FROM THE DEVELOPMENT PLAN - LAND TO THE EAST OF UNIVERSITY OF CHICHESTER, UPPER BOGNOR ROAD, BOGNOR REGIS, PO21 1HR (MIN. 156.3 OF 18<sup>th</sup> DECEMBER 2018 REFERS), AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION OR MAKING FURTHER COMMENT**

In light of the decision taken under the previous item, the meeting moved to the next agenda item without further discussion.

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

ADC Development Control Meeting - 10<sup>th</sup> April 2019.

**BR/273/18/PL - Change of use from Hotel (C1 Hotels) to 4 No. Flats (C3 Dwelling House) including enlarged dormer & additional door on SE elevation**

**The Gables Hotel, 28 Crescent Road, Bognor Regis, PO21 1QG**

It was noted that the Committee had raised an **OBJECTION** at their meeting on 18<sup>th</sup> December 2018. Members **RESOLVED** that Cllr. Mrs. Daniells would make representation at the ADC Development Control Committee meeting, to be held 10<sup>th</sup> April 2019, and asked the Civic & Office Manager to register Cllr. Mrs. Daniells to speak.

238. **TO RECEIVE ADC'S PROPOSED LOCAL VALIDATION REQUIREMENTS LIST, FOLLOWING A REVIEW, AND TO CONSIDER COMMENTING BY 22<sup>nd</sup> APRIL 2019**

The Civic & Office Manager's report was noted.

Members discussed the proposed changes, following a review of the Local Validation Requirements List, and commented that the suggested alterations were positive and would be of benefit to both applicants and planning consultees. Members **AGREED** that these comments would be submitted to Arun District Council.

239. **TO CONSIDER COMMENTING ON WSCC'S A29 REALIGNMENT SCHEME PUBLIC CONSULTATION BY 26<sup>th</sup> APRIL 2019**

Having considered the information regarding the A29 Realignment Scheme, provided in the A4 booklet published by West Sussex County Council, Members found that it was difficult to provide a collective

response and **AGREED** that the Committee would not submit comments in response to the public consultation as these could be done individually.

**240. TO RECEIVE ADC'S COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE AND TO CONSIDER COMMENTING BY 2<sup>nd</sup> MAY 2019**

The Civic & Office Manager's report, and the Community Infrastructure Levy (CIL) Draft Charging Schedule, published by Arun District Council, were **NOTED** by Members.

Following a brief discussion about the Draft Charging Schedule, Members **AGREED** to submit no comments in response to Arun District Council.

**241. CORRESPONDENCE**

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

Additional correspondence included: -

- 241.1** WSCC - Latest Planned Roadworks report 27<sup>th</sup> March - 26<sup>th</sup> April 2019. Circulated to Committee and shared on social media
- 241.2** Housing, Communities and Local Government Committee (HCLG) - Press Release: HCLG Committee take evidence from finance industry and housing strategy bodies in modern Methods of Construction inquiry
- 241.3** WSCC - Public Notice: Temporary Traffic Regulation - the use of (and parking on) William Street, Bognor Regis from junction with London Road to junction with Glamis Street is temporarily prohibited from 18/04/19 at 08:00 until 18/04/19 at 18:00

***The Meeting closed at 7.54pm***



**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2<sup>nd</sup> APRIL 2019**  
**REPRESENTATIONS ON LISTS DATED 8<sup>th</sup>, 15<sup>th</sup> AND 22<sup>nd</sup> MARCH 2019**

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

<b>BR/43/19/PL</b> 5 Richmond Avenue Bognor Regis PO21 2YE	1 No. 1 bed flat over 3 bay carport (resubmission following BR/202/16/PL)	<b>NO OBJECTION</b>
<b>BR/64/19/HH</b> 29 Madeira Avenue Bognor Regis PO22 8DF	Remove conservatory unit and build up existing wall to create extension to existing bungalow	<b>NO OBJECTION</b>
<b>BR/69/19/HH</b> 14 Madeira Avenue Bognor Regis PO22 8BY	The demolition of a conservatory and the construction of a single storey infill rear extension with a tiled pitch roof	<b>NO OBJECTION</b>
<b>BR/72/19/PL</b> 63 Queensway Bognor Regis PO21 1QL	Change of use from photography shop (A1 Shops) to podiatry clinic (D1 Non- residential Institutions)	<b>NO OBJECTION</b>
<b>BR/49/19/OUT</b> 26 Burnham Avenue Bognor Regis PO21 2JU	Outline application with all matters reserved for 22 No. new dwellings consisting of 2 No. 1 bed dwellings, 18 No. 2 bed dwellings & 2 No. 3 bed dwellings	<b>OBJECTION</b> Members unanimously <b>AGREED</b> to <b>OBJECT</b> to Planning Application BR/49/19/OUT on the following grounds: -  Members felt that the application does not comply with Arun Local Plan 2011-2031 Policy ENV DM5 and puts the protection of existing habitats on site at risk, which also goes against the principles set out in Para 175 of the NPPF (March 2012) (updated

**BR/49/19/OUT**  
 26 Burnham Avenue  
 Bognor Regis  
 PO21 2JU

February 2019). Residents living around the site claim that protected species, such as Bats, Slow Worms, Smooth Snakes and Birds, are in evidence. It is recommended that a detailed presence/absence survey of the subject species be carried out, with consideration given of any impacts that will affect the species directly or indirectly as a result of the proposals.

Policy D SP1 of the Arun Local Plan 2011-2031 stipulates that the design should reflect the characteristics of the site and local area. Members were of the opinion that these proposals do not meet this criteria and show a lack of sensitive understanding of the site/context and does not respond to locally distinctive patterns of development. The scale of the proposed development detracts from the local and wider area's character and is not within the general confines of the overall character. The proposed dwellings would, by virtue of its layout, siting and size, result in an overdevelopment of the site and have an overbearing impact on the neighbouring properties.

The proposal of 22 dwellings identifies this application as a major development and with no parking provision, Members are concerned that it will have a significant impact on the road network. The plans fail to demonstrate that this development will

<p><b>BR/49/19/OUT</b>  26 Burnham Avenue  Bognor Regis  PO21 2JU</p>		<p>not impact on existing capacity of public highways to accommodate parking and is, therefore, contrary to Policy 8b of the Bognor Regis Neighbourhood Development Plan 2015-2030. Furthermore, the Drainage &amp; Coastal Engineer's report states that the "plans provided leave little space for surface water drainage features", and Members were mindful that this will only exacerbate the flooding issues already in existence on Burnham Avenue.</p>
<p><b>BR/46/19/PL</b>  Chandos  Elm Grove  Bognor Regis  PO21 2SW</p>	<p>Demolition of outbuildings &amp; extension &amp; construction of 1 No. 2-bed dwelling &amp; associated works</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/70/19/PL</b>  The Maples  45 Victoria Drive  Bognor Regis  PO21 2TQ</p>	<p>Replacement of timber fascia's &amp; soffits in PVCu, &amp; replacement of rainwater goods in new PVCu</p>	<p><b>NO OBJECTION</b></p>



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING**

**HELD ON TUESDAY 23<sup>rd</sup> APRIL 2019**

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

**IN ATTENDANCE:** Mrs. J. Davis (Civic & Office Manager)  
9 members of the public  
2 members of the press

*The Meeting opened at 6.30pm*

### **242. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. The Civic & Office Manager gave apologies for Cllr. Cosgrove, due to family commitments. No apologies for absence had been received from Cllr. Stanley. The following statement was then read:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

### **243. 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***

***Cllr. Dillon also declared an Ordinary Interest in Agenda item 8, having himself submitted an objection to the planning application as a resident of Paghham. Cllr. Dillon confirmed stated that he would abstain from any vote regarding this matter***

**244. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 2<sup>nd</sup> APRIL 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 2<sup>nd</sup> April 2019 as an accurate record of the proceedings and the Chairman signed them.

**245. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***Meeting adjourned at 6.35pm***

A number of members of the public spoke of their concerns regarding planning application BR/89/19/PL and the potential risks to health, resulting from the effects caused by 5G masts. Mention was made of the many comments recently made on social media about this planning

application and the controversy surrounding 5G technology and possible damage to health. It was acknowledged by those members of the public addressing the Committee that the possible effects on health of 5G had not been proven, but neither had they been disproven and, therefore, more research needed to be conducted before 5G was rolled-out.

A member of the public handed a scientific '5G safety' report to the Chairman and it was agreed that the Town Council would pass this on to the Chairman of Arun District Council's Development Control Committee for reference.

The submission of planning application P/30/19/OUT was called into question, by a member of the public, given that the applicant has an identical planning application currently under judicial review.

***Meeting reconvened at 6.42pm***

**246. CLERK'S REPORT FROM PREVIOUS MINUTES**

There was nothing to report.

**247. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 111899: BOGNOR REGIS BOWLS CLUB, PAVILION/CLUBHOUSE, WATERLOO SQUARE, BOGNOR REGIS, PO21 1TE**

**Licensing Act 2003**

**Premises: Bognor Regis Bowls Club, Pavilion/Clubhouse, Waterloo Square, Bognor Regis, PO21 1TE**

**Licence Number: 111899**

The Committee noted the Licence application received for a Club Premises Certificate for the supply of alcohol between the hours of 10:00 and 19:00 Monday to Friday, and until 23:00 hours Saturday and Sundays. Four times a year, until 23:00 hours on weekdays. Christmas and New Years Eve, until midnight. Recorded Music on Christmas and New Years Eve, 23:00 until midnight.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**248. It was **RESOLVED** to vary the order of business to take the additional agenda item next.**

**249. TO CONSIDER PREMISES LICENCE APPLICATION 111997: ALDWICK CRICKET CLUB, BROOKS LANE, BOGNOR REGIS, PO22 8PG**

**Licensing Act 2003**

**Premises: Aldwick Cricket Club, Brooks Lane, Bognor Regis, PO22 8PG**

**Licence Number: 111997**

The Committee noted the Licence application received for a Club Premises Certificate for the supply of alcohol.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

**250. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 29<sup>th</sup> MARCH, 5<sup>th</sup> and 12<sup>th</sup> APRIL 2019**

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

**250.2** The Committee noted that representations had been received from the public in respect of planning applications BR/89/19/PL, BR/75/19/CLE, BR/76/19/PL, BR/63/19/PL, BR/85/19/HH and BR/302/18/PL. No representations had been received from neighbouring parishes, in respect of these applications.

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

**250.4** When considering planning application BR/87/19/PL, Cllr. Mrs. Warr abstained from voting. Members, having agreed to raise no objection to the planning application, instructed that a letter be sent to ADC requesting that the Town Council be involved with the consultation process for any proposed outlets on the various sites along Bognor Regis Promenade.

**251. 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 29<sup>th</sup> MARCH, 5<sup>th</sup> AND 12<sup>th</sup> APRIL 2019. ALSO:**

**P/30/19/OUT: Land north of Hook Lane, Pagham - Outline application with some matters reserved for the construction of up to 300 No. new homes, a care home of up to 80 beds, D1 uses of up to 4,000 sqm including a 2 form entry primary school, the formation of new means of access onto Hook Lane & Pagham Road, new pedestrian & cycle links, laying out of open space, new strategic landscaping, habitat creation, drainage features &**

**associated ground works & infrastructure. This application may affect the setting of a listed building (resubmission following P/6/17/OUT)**

The Civic & Office Manager's report was noted.

Following a lengthy debate Members **RESOLVED** to **OBJECT** to Planning Application P/30/19/OUT on the grounds that it will impact significantly on the infrastructure of Bognor Regis and exacerbate problems regarding the weight of traffic. Furthermore, with similar planning applications for Pagham sites having recently been approved totalling 745 dwellings, Members felt that to approve a further 300 dwellings would be over-development of the area. Cllr. Dillon abstained from voting.

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

There were none.

**253. CONSIDERATION OF DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAYS AT 224 LONDON ROAD, BOGNOR REGIS, PO21 1AU**

The Civic & Office Manager's report was noted.

***Cllr. Goodheart declared an Ordinary Interest as a resident of London Road and a member of Bognor Community Gardeners***

Having looked at the site plan, there was some dispute about the fourth area to the north-west of the boundary line where it would appear that the highway to be stopped up encroaches onto the southern end of the grassed area. It is believed that the grassed area, once a neglected greenspace, has been cultivated by members of the community for more than 20 years. Community groups tending to this land have also received support from the Town and District Council with trees, for example, being donated and planted during National Tree Week as recently as November 2017.

Members **RESOLVED** to **OBJECT** to the proposed stopping up of highway at 224 London Road, Bognor Regis, and instructed that a letter be sent to the Secretary of State explaining the reason for the objection with evidence of community cultivation included with the correspondence.

**254. TO NOTE THE RESPONSE FROM THE RT HON JAMES BROKENSHERE MP REGARDING 2-4 WATERLOO SQUARE, BOGNOR REGIS, AND AGREE ANY FURTHER ACTION - MIN. 210 REFERS**

The Civic & Office Manager's report was noted.



Having considered the advice given in the response received, Members **RESOLVED** to **AGREE** to begin the process of submitting a formal complaint to Arun District Council into the handling of planning application BR/191/18/PL regarding 2-4 Waterloo Square, Bognor Regis. Cllrs. Mrs. Daniells and Dillon abstained from voting.

**255. CORRESPONDENCE**

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

Additional correspondence included: -

- 255.1** WSCC - Notification that planning permission has been granted in respect of application number WSCC/024/19: Nyewood C of E Junior School, Brent Road, Bognor Regis, PO21 5NW
- 255.2** WSCC - Latest Planned Roadworks Report, 17<sup>th</sup> April-6<sup>th</sup> May 2019. Circulated to Councillors and shared on social media

***The Meeting closed at 8.33pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23<sup>rd</sup> APRIL 2019**  
**REPRESENTATIONS ON LISTS DATED 29<sup>th</sup> MARCH, 5<sup>th</sup> AND 12<sup>th</sup> APRIL 2019**

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

<p><b>BR/89/19/PL</b>  Fitzleet House  Telecommunications Cabin  Queensway  Bognor Regis  PO21 1QS</p>	<p>Replacement of 6 No. antennas on building roof-top with 1 No. 10m high stub-tower supporting radio apparatus &amp; ancillary works. This application may affect the character &amp; appearance of The Steyne, Bognor Regis Conservation Area</p>	<p><b>OBJECTION</b> Members unanimously agreed to object to planning application BR/89/19/PL on the grounds of the visual impact that would affect the character and appearance of The Steyne, Bognor Regis Conservation Area, and being in opposition to Policy HER DM3(f) of the Arun Local Plan.</p> <p>Furthermore, Members objected on the grounds of noise, nuisance and disturbance from the scheme including concerns for structural safety during high winds.</p> <p>Members were also mindful of concerns for public health resulting from possible effects of 5G.</p>
<p><b>BR/76/19/PL</b>  Alloways  33 Shelley Road  Bognor Regis  PO21 2SN</p>	<p>Conversion of existing house into 2 No. 3 bed semi-detached properties</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/63/19/PL</b>  15-17 Kew Gardens  Bognor Regis  PO21 5RD</p>	<p>Demolition of existing building and erection of 6 No. three bedroom dwellings with associated accesses and car parking</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/85/19/HH</b> 31 Devonshire Road Bognor Regis PO21 2SY</p>	<p>New 1st floor extension over rear projection</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/302/18/PL</b> 71 Hawthorn Road Bognor Regis PO21 2BS</p>	<p>1 x 2 bedroom flat and 2 x 1 bedroom flat to the east elevation</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/87/19/PL</b> Various sites along Bognor Regis Promenade BN17 5LF</p>	<p>Change of use of parts of seafront for temporary food &amp; drink outlets &amp; other seaside uses together with associated temporary/portable structures &amp; equipment for use by businesses associated with those outlets</p>	<p><b>NO OBJECTION</b> Members agreed to make no objection to planning application BR/87/19/PL provided that all proposals comply with Policy 7 of the Bognor Regis Neighbourhood Plan.</p> <p>In particular, promenade cafés, eateries, retail and information outlets should be relevant to the beach and seafront experience, visitor's needs, and be focused around the five specific Beach Service Points/Hubs as indicated on the key priorities map within the Neighbourhood Plan.</p> <p>Any development proposal on the seafront at these service points will be expected to maintain the visual integrity of the key views and vista defined in the Bognor Characterisation Study 2014 from the town out to the sea and along the seafront.</p> <p>Any alterations and additions to the seafront will need to assess potential impact on the Bognor Reef SSSI and take any measures necessary to remove any adverse effects on the reef.</p>

<p><b>BR/77/19/PL</b>  Durban Road Business Centre  Unit 8  Durban Road  Bognor Regis  PO22 9FE</p>	<p>Change the use from an industrial unit (B1 Business) to a fitness gym (D2 Assembly or Leisure)</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/81/19/A</b>  31 London Road  Bognor Regis  PO21 1PQ</p>	<p>1No. internally illuminated fascia sign &amp; 1no. illuminated projecting sign</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/98/19/HH</b>  8 Waverley Road  Bognor Regis  PO21 5NB</p>	<p>Erection of flat roof dormer to the east elevation of chalet bungalow</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/94/19/T</b>  Mead Lane Car Park  University of Chichester  Bognor Regis</p>	<p>Remove lowest south easterly limb to 1 No. Holm Oak tree</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><b>BR/97/19/TC</b>  The Shrubbery  Flat 1  41 Upper Bognor Road  Bognor Regis  PO21 1HJ</p>	<p>Fell 1 No. Lime tree and re pollard to previous pollard points by 5-7 metres 2 No. Lime trees within Bognor Road and Mead Lane Conservation area</p>	<p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p><b>BR/66/19/HH</b>  25 Mons Avenue  Bognor Regis  PO21 5JN</p>	<p>Two storey side extension and conversion of existing conservatory into pitch roof extension including installation of vehicular crossover to front</p>	<p><b>NO OBJECTION</b></p>

<p><b>BR/75/19/CLE</b> Berkeley Court Flat 48 The Esplanade Bognor Regis PO21 1LX</p>	<p>Lawful development certificate for the existing change of kitchen to bedroom with kitchen area relocated into existing lounge</p>	<p><b>NO COMMENT</b> Members agreed that it was for the planning authority to determine whether this specific matter was lawful.</p>
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# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 15<sup>th</sup> APRIL 2019**

**PRESENT:** Cllr. Mrs. S. Daniells (Chairman); Cllrs: J. Brooks, P. Dillon,  
S. Goodheart (from Min. 100) and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
1 member of the public

*The Meeting opened at 6.30pm*

### **94. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Cunard who was unwell and Cllr. Smith who was working. No apologies had been received from Cllr. Batley.

The Projects Officer read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

In the absence of the Vice-Chairman, Cllr. Enticott, Members **AGREED** that Cllr. Mrs. J. Warr would act as Vice-Chairman for the Meeting.

The Chairman noted that this was the final Events, Promotion and Leisure Committee Meeting of the current Administration and asked Members to join her in thanking the Events and Projects Officers for their work over the last four years.

### **95. 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.

*Cllrs. Brooks declared a Disclosable Pecuniary Interest in Agenda item 12 as he was a supplier to the Armed Forces Day event and would leave the room if required*

*Cllr. Dillon declared an Ordinary Interest in Agenda item 12 due to his involvement with the Armed Forces Day Committee*

**96. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> FEBRUARY 2019**

It was **RESOLVED** that the Minutes of the Meeting held on 11<sup>th</sup> February 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

**97. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

*The Chairman adjourned the Meeting at 6.33pm*

A member of the public asked Members if there was going to be a funfair on the Promenade over the Easter weekend. A Member confirmed that this was the case.

*The Chairman reconvened the Meeting at 6.36pm*

**98. CLERK'S REPORT FROM PREVIOUS MINUTES****11<sup>th</sup> February 2019 - Min. 91 - Consideration of a request to the Policy and Resources Committee for the identification of any budget for promotion for this Committee's use**

At the February meeting of the Events, Promotion and Leisure Committee, Members agreed to recommend to the Policy and Resources Committee that a Promotions Budget of £8,000 be identified for the 2019/20 financial year for specifically identified use by this Committee. At the Policy and Resources Committee Meeting on the 8<sup>th</sup> April 2019, Members rejected this proposal. However, the Committee did agree that the issue be referred back to this Committee for a more detailed analysis to be prepared of the costs and benefits of the proposed specified activities. Therefore, this will be an agenda item for the June meeting.

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

The Events Officer's report, including the request for consideration of increased budgets for 2020/21, was **NOTED**.

The Chairman asked for an update on the sourcing of suitable accommodation for the Twinning Bands when they visit for the Proms Event in September, and the Projects Officer confirmed that information had been sent to them.

*Cllr. Goodheart joined the Meeting*

**100. CONSIDERATION OF A PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE**

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

Members were advised that outside event organisers have reported that the current ADC event booking system does not allow for provisional bookings more than 12 months in advance, which can make it difficult for organisers when seeking sponsorship and funding opportunities. Following discussion, Members **AGREED** for a letter to be sent to ADC requesting that the facility to provisionally book event space up to three years in advance, be incorporated within ADC's new event strategy.

**101. CONSIDERATION OF RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE MEETING 29<sup>th</sup> JANUARY 2019 (MIN. 189 REFERS) TO PROMOTE THE OLD TOWN AREA**

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

Following discussion, Members **AGREED** that the Community Engagement and Environment Committee should maintain their watching brief on this matter and continue to receive and record regular updates on any activities



regarding the Old Town area. Members further **RECOMMENDED** that a Councillor Drop-in Surgery be held in the Old Town vicinity.

**102. TO NOTE THE 2019 EVENTS LEAFLET**

Members received a copy of the 2019 Events leaflet and were pleased with the design. It was noted that the distribution of these to the previously identified locations would begin shortly.

**103. UPDATE ON POSITION REGARDING OUTSTANDING ISSUES WITH THE FORMER CHRISTMAS LIGHTING CONTRACTOR**

The Projects Officer's report was **NOTED**, including the update on the situation with the decorative lighting in the Old Town.

The Projects Officer confirmed that she is continuing to chase SSE for a reply and is doing everything possible to rectify the situation and to get the lights working once again.

**104. CONSIDERATION OF OFFER FROM THE NEW CHRISTMAS LIGHTING CONTRACTOR FOR A YOUTUBE PRESENTATION OF THE LIGHTS FOR BOGNOR REGIS 2019**

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

Following discussion, Members **AGREED** to accept the offer from the new contractor to create a YouTube presentation of the 2019 Bognor Regis Christmas Lights display.

**105. TO RATIFY THE RELEASE OF THE £1,000 CONTRIBUTION TO THE ARMED FORCES DAY EVENT - MIN. 50.1 REFERS**

*Whilst Cllrs. Brooks and Dillon had declared Interests in this item, as the matter before them was ratification of a previous Council decision, it was **AGREED** that they need not leave the room*

Members **RATIFIED** the £1,000 contribution to the Armed Forces Day Event, previously agreed by Council as part of the 2019/20 Budget.

**106. UPDATE ON RESPONSE FROM THE ADC CHIEF EXECUTIVE REGARDING INCLUSION OF AN INDOOR FACILITY WITHIN THE REGENERATION PLANS FOR THE REGIS SITE AND FOR THE TOWN COUNCIL TO BE INCLUDED IN THE DESIGN PROCESS - MIN. 89 REFERS**

The Projects Officer's report, including the previously circulated reply from the ADC Chief Executive in response to the Committee's letter of 25<sup>th</sup> February 2019, was **NOTED**.

Following discussion, Members felt that the response did not satisfactorily address all their questions and asked for another letter to be sent to seek

further details about the form the large useable area to which he referred in his letter would take. Furthermore, the letter should seek confirmation of assurances that the Town Council will be involved in the design process.

Members asked for Officers to draw up the letter and circulate before sending.

**107. TO NOTE CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence list, previously circulated.

**108. DATE OF NEXT MEETING**

Monday 10<sup>th</sup> June 2019.

*The Meeting closed at 7.20pm*



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MAYORALTY SELECTION COMMITTEE MEETING**

**HELD ON MONDAY 15<sup>th</sup> OCTOBER 2018**

**PRESENT:** Cllrs: J. Brooks, P. Dillon and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager)

*The Meeting opened at 10.30am*

### **1. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

It was **RESOLVED** to appoint Cllr. P. Dillon as Chairman for this meeting, who went on to welcome everyone and thanked them for attending. There were no apologies for absence.

### **2. 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 at this time***

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>th</sup> MARCH 2018**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28<sup>th</sup> March 2018 as an accurate record of the proceedings and the presiding Chairman signed them.

**4. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2019/20 AND MAKE RECOMMENDATION TO ANNUAL COUNCIL MEETING 2019 WHILST NOTING IMPLICATIONS OF ELECTIONS TO BE HELD MAY 2019**

Before moving to discuss potential nominees for the position of Deputy Mayor, the Deputy Clerk reported to Members this was the first time that the Committee were being asked to make recommendations for a new Administration, as the formation of the Mayoralty Selection Committee, with its remit of agreeing the nominee for the position of Deputy Mayor, was only introduced after the last election. Therefore, whilst Members were free to make any such recommendations, the appointments would be dependent on the election results in May 2019. Members were therefore informed that they may, if they wish, decide to defer any decision, leaving the appointment until the Annual Town Council Meeting in May 2019, when the results of the election will be known.

Members noted that Cllr. J. Cosgrove had written to the Town Clerk via email on 8<sup>th</sup> October 2018 requesting that the Mayoralty Selection Committee consider him for the position of Deputy Mayor in 2019/20.

It was noted that the Independent Group nominated Cllr. S. Goodheart for Deputy Mayor in 2019/20.

Members discussed at length all nominations and noted the implications of Elections to be held in May 2019 and **AGREED** that they did wish to make a recommendation for appointment but with the knowledge that should the individual not be elected, then the matter would need to be revisited at the Annual Town Council Meeting in 2019.

Members **RESOLVED** to **RECOMMEND** that, in accordance with S.O. 2.6 (which states that it is a convention of the Council that the Deputy Mayor in any year shall, unless he/she resigns, becomes disqualified or is not re-

elected as a Councillor, be put forward by the Mayoralty Selection Committee as Mayor for the following year) Cllr. S. Goodheart should then be put forward by this Committee as Deputy Mayor for the 2019/20 term.

Furthermore, Members **RESOLVED** to **RECOMMEND** that the Deputy Mayor elect attends SSALC Chairmanship Training within their year of office.

***The Meeting closed at 10.45am***

**AGENDA ITEM 23**

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 23 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 27<sup>th</sup> MARCH 2019**

**REPORT BY THE TOWN CLERK**

**FOR INFORMATION**

The Notes of the meeting of the Arun District Association of Local Councils held on 27<sup>th</sup> March 2019 are attached as **Appendix 1**.

**Arun District Association of Local Councils**  
**Notes of the meeting of Wednesday 27<sup>th</sup> March**  
**Bognor Regis Town Hall**

**Present**

Aldingbourne Parish Council	Michael Warden (MW)
Aldwick Parish Council	Lilian Richardson, Alan Smith (LR, AS)
Bognor Regis Town Council	Tony Gardiner (TG)
East Preston Parish Council	Steve Toney (ST)
Ford Parish Council	Trevor Ford, Dawn Smith (TF, DS)
Kingston Parish Council	Geraldine Walker, Roger Wetherell (GW, RW)

**1. Introduction and Welcome by the Acting Chairman**

The Acting Chairman welcomed those present and stated his intention **not** to take part in item 6 on the agenda as he is leaving the district after the May elections.

**2. Appointment of Minute-taker for the meeting**

LR agreed to take notes of the meeting.

**3. Apologies for Absence**

Lyminster and Crossbush Parish Council.  
Rustington Parish Council.

**4. Minutes of the Meeting held 19<sup>th</sup> December 2018 and Matters Arising**

These were agreed as correct and there were no matters arising save those already on the Agenda.

**5. Treasurer's Report**

Held over to next meeting.

It was suggested that an honorarium be given to Joanne Davis for previous helpful work on circulation of the minutes and agenda and for arrangements for use of the Town Hall. It was also suggested that future work should have an agreed honorarium - £13 per hour recommended. **To be discussed with the Treasurer when the accounts are presented and TG to follow up.**

**6. ADALC - Recommendations from the Task and Finish Group (Appendix 2)**

The Task and Finish Group talked through the notes attached and the following points were made during discussion: -

- This meeting is to maintain the existence of ADALC until after the elections when a meeting should be held at the end of May/beginning of June to prepare for the Arun District Council Conference.
- The Arun District Council Conference would seem to be the focal point of the ADALC year and ADALC meetings should be to prepare for this and to take any necessary action following the meeting.
- Parishes/towns should be encouraged to put forward questions/issues to be taken to the Conference and efforts should be made to keep this input at a strategic level.
- Should there be only two representatives of each parish at the ADC Conference?
- The issue of non-attendance/lack of interest in ADALC as compared with other district associations was raised and seen to be due to a recent lack of evidence of achievement and lack of focus on specific topics. A question was also raised as to whether parishes elected representatives to ADALC at their AGM. A letter to parish clerks from Trevor Lego concerning this might be useful. **MW to contact Trevor Lego**
- The May/June meeting of ADALC should be preceded by the AGM to finalise financial details and appointments. Members should come to the meeting briefed regarding decisions on the role of Chairman and Secretary as outlined in the Task and Finish Group paper.
- LR and MW still willing to act as proposed should they be re-elected but also aware that others should be encouraged to step forward.

## **7. Election of Chairman**

To be revisited after the election at the AGM.

## **8. Election of Vice Chairman**

As above.

## **9. ADALC/ADC Conference**

Agreed that it is important for parish and town councils to raise issues and to bring them back to the next ADALC meeting or to send to LR/MW at their respective parishes to enable them to be tabled on the night and shaped for input to the conference. This is a matter of credibility as well as courtesy with items of common interest and strategic importance heading the agenda and carrying more weight than those affecting individual parishes/towns.

## **10. WSALC - Report of Last Meeting**

TG reported back on this meeting which took place on 17<sup>th</sup> January and included presentations on:

Health and Wellbeing

The work of National Parks re. infrastructure/highways



Community Policing.

**11. Members' Questions and Comments**

There were none.

**12. Date and place of next meeting - TBA**

## **AGENDA ITEM 24**

### **BOGNOR REGIS TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

#### **AGENDA ITEM 24 - TO NOTE TRAINING SESSION FOR ALL COUNCILLORS ON TUESDAY 21<sup>st</sup> MAY 2019**

##### **REPORT BY THE TOWN CLERK**

##### **FOR INFORMATION**

As Members will recall from the letter provided to them at the Election Count, a training session for all Councillors has been arranged for Tuesday 21<sup>st</sup> May 2019, which all Members are expected to attend.

The session will be facilitated by Anne Bott, Deputy Chief Executive of the Sussex and Surrey Association of Local Councils (SSALC) and will commence at 6pm in the Council Chamber at Bognor Regis Town Hall.

The session will provide all Members, both new and those returning to the Council, training on procedural matters and legal guidance and will also cover the roles and responsibilities of the Council and Councillors as well as subjects such as the Code of Conduct and declarations of Interests.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 25 – CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR  
CLLR STEPHEN REYNOLDS FROM 11<sup>th</sup> MARCH 2019 – 13<sup>th</sup> MAY 2019**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Wednesday 13.03.19	:	<i>Deputy Mayor attended: Rotary Arun Youth Community Awards Evening, Windmill Theatre, Littlehampton</i>
Thursday 14.03.19	:	The Regis School's 'Big Sing 2019', The Regis School, Westloats Lane, BR
Thursday 28.03.19	:	Mayor of Bognor Regis' Civic Reception, Butlins, BR
Thursday 28.03.19	:	<i>Deputy Mayor attended: Bersted Chairman's Reception, Bersted Jubilee Hall, Chalcroft Lane, North Bersted</i>
Sunday 31.03.19	:	<i>Deputy Mayor attended: Annual Gala Concert For Chichester Festival of Music Dance &amp; Speech 2019, Westbourne House School, Chichester</i>
Friday 05.04.19	:	BR in Bloom Beach Clean as part of 'The Great British Spring Clean 2019', Esplanade, BR
Saturday 06.04.19	:	<i>Deputy Mayor attended: West Sussex Guitar Club Recital, Regis School of Music, Sudley Rd, BR</i>
Friday 12.04.19	:	BR Local History Society Museum Preview Evening 2019, BR Museum, West St, BR
Saturday 13.04.19	:	Opening of Refurbished Nationwide Building Society Branch, High St, BR
Sunday 14.04.19	:	BR Concert Band Easter Concert, St Wilfrid's Church, Victoria Drive, BR
Monday 15.04.19	:	ADC Engagement Forum for new Pavilion Park, Methodist Church Hall, High St, BR
Tuesday 16.04.19	:	Photo op with 2019 'Citizens Award for Young People' recipient for unveiling of beach litter posters, Esplanade, BR

## AGENDA ITEM 25

- Thursday 18.04.19 : *Deputy Mayor attended: Tour of Livability Ashley Place, Kings Parade, BR*
- Thursday 25.04.19 : *Deputy Mayor attended: Felpham Annual Grant Awards Evening, Felpham Community Hall, Felpham*
- Saturday 27.04.19 : 'Rox Spectacular', Hotham Park, BR
- Sunday 28.04.19 : BR District Scouts St George's Day Parade & Service, Seafront Bandstand, BR
- Saturday 04.05.19 : Official Opening of BR Bowls Club Bowling Green for 2019 Season, BR Bowls Club, Waterloo Sq, BR
- Monday 06.05.19 : BR Twinning Association Cream Tea Afternoon in aid of visiting Kant Gymnasium students from Weil am Rhein (twinned town), Regis School of Music, Sudley Rd, BR

### **Events not attended:**

- Wednesday 20.03.19 : RAFA Reception & Buffet to mark 65<sup>th</sup> Anniversary, RAFA Branch Club, BR
- Tuesday 07.05.19 : Sussex Senior Challenge Cup Final, AMEX Stadium, Falmer, Brighton
- Thursday 09.05.19 : Collation & Installation of the Revd. Luke Irvine-Capel, Chichester Cathedral

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 26 - EVENTS ATTENDED BY TOWN CRIER  
MRS JANE SMITH FROM 11<sup>th</sup> MARCH 2019 – 13<sup>th</sup> MAY 2019**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Monday 18.03.19	:	Talk at BR Rotary Club Dinner Evening, BR Golf Club, Downview Rd, Felpham
Thursday 28.03.19	:	Mayor of Bognor Regis' Civic Reception, Butlins, BR
Tuesday 09.04.19	:	Mtg in Office to discuss forthcoming year, BRTC, Town Hall
Sunday 14.04.19	:	Board Mtg at Ancient & Honourable Guild Of Town Criers, Wooten Under Edge
Tuesday 16.04.19	:	Talk at BR WI, The Gordon Centre, BR
Saturday 20.04.19	:	Alcester Town Crier Competition, Malt Mill Lane, Alcester
Saturday 27.04.19	:	'Rox Spectacular' 2019, Hotham Park, BR
Saturday 04.05.19	:	Ely Town Crier Competition, Jubilee Gardens, Ely
Monday 06.05.19	:	Wimborne Minster Town Crier Competition, Wimborne Town Centre
Tuesday 07.05.19	:	Proclamation in Town centre re new Cllrs, High St, BR
Saturday 11.05.19	:	Illminster Town Crier Competition, Market House, Illminster

**BOGNOR REGIS TOWN COUNCIL MEETING  
13<sup>th</sup> MAY 2019**

**AGENDA ITEM 28 - CORRESPONDENCE**

**FOR INFORMATION**

- 1. Seaside Towns must be inspired to reinvent themselves says Lords report**
- 2. WSCC JWAAC Meeting confirmation 28 May**
3. CCLA Investment Management Ltd - Public Sector Deposit Fund Factsheet
4. ADC - Invitation to Pavilion Park Stakeholder Workshop to be held Monday 15<sup>th</sup> April 2019
5. The Regis School - Newsletter Issue 14 - Circulated to Councillors
6. Healthwatch - What Would You Do? - Survey on future of NHS - circulated to Councillors and on Social media/website
7. Arun and Chichester Citizens Advice - Help to Claim Service - circulated to Councillors and on Social Media
8. Alzheimers Society - turn (name of town) blue for Dementia Action Week 2019 - information on the scheme to turn towns blue
9. RBSA RIAL - Rialtas Newsletter and Update - April 2019
10. WSCC - 2019 LGPS Actuarial Valuation
11. NALC - Newsletter
12. Open Minds - Human Kindness for Open Mindness Mental Health Awareness week 13 - ` 19<sup>th</sup> May 2019
13. Neighbourhood Alert - Weekly Bulletin - Arun District 10/04/2019 circulated to Councillors and on Social Media
14. LCPAS - Legal update 8.04.19
15. VAAC - Weekly E-Bulletin - circulated to Councillors and on Social Media
16. AGEUK - Local AgeUK brand partners collaborate to help older people locally
17. Arun District Council - Register of Interests - Info for Clerks
18. Westminster Insight - Domestic Violence - Changing the Response: Supporting Victims and Tackling Perpetrators
19. WSCC - Review of Integrated Prevention and Early Help Services - Update
20. Coastal West Sussex Mind - May events
21. NALC - Chief Executive's bulletin 12 April 2019
22. Neighbourhood Alert - A New Way To Report Crimes And Information Across Sussex - circulated to Councillors and on Social Media
23. Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project - circulated to Councillors and on social media
24. The Office of the Sussex Police & Crime Commissioner - Stalking Steals Lives - circulated to Councillors
25. VAAC - Risk Assessment training for Charities and voluntary Groups - circulated to Councillors
26. Understanding ModernGov - Understanding Forecasting and Trends - Training 21<sup>st</sup> May in central London
27. Sussex ALC Weekly Bulletin 16-2019
28. Westminster Insight - Customer Insight Conference 30<sup>th</sup> April 2019 - Central London

## AGENDA ITEM 28

29. SSALC - LCR Magazine invoicing
30. NALC - Reach for the Stars, the 2019 NALC Star Council Awards - apply now
31. Ordnance Survey/Public Sector Mapping Agreement - PSMA News April 2019
32. ADALC - Notes of the meeting held 27<sup>th</sup> March 2019 - circulated to Councillors
33. Stand Against Violence - talks for schools and Colleges
34. Coastal Towns Hub Workspace - Recent activity in Coastal Towns Hub
35. VAAC - Weekly update 18.04.19 Circulated to Councillors and on Social Media
36. Government Events - Environmental Health 2019: Ensuring Safe and Healthy Environments to Support People and Prosperity
37. NALC - Chief Executive's bulletin 18.04.19
38. Neighbourhood Alert - Weekly Bulletin - Arun District - 9-14.04.19 circulated to Councillors and on Social Media
39. PSMA News - April 2019
40. Twinning Association – Next foreign Film 13<sup>th</sup> May 8.00pm – Picturedrome Cinema
41. Office of Sussex Police and Crime Commissioner - £1m funding for law enforcement surge – circulated to Councillors
42. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project 22/04/2019 – circulated to Councillors and on Social Media
43. Westminster Insight - Domestic Violence - Changing the Response: Supporting Victims & Tackling Perpetrators - Tuesday 21st May 2019 - Central London
44. Public Sector Network Newsletter - April 2019
45. Neighbourhood Alert - Weekly Bulletin - Arun District 24/04/2019 - circulated to Councillors and on Social Media
46. IPEH - message from Head of IPEH regarding her leaving WSCC
47. VAAC - Weekly Update - circulated to Councillors and on Social Media
48. WSCC - Democratic Services Officer - West Sussex Crowd Engagement 2019
49. NHS Coastal West Sussex - letter re Plans for Hothampton Car Park and Sunken Gardens
50. NALC - Reminder to renew LCR magazine subscription
51. NALC - Chief Executives Bulletin
52. ARUN District Council - Date of Councillor Retirement and coming into Office
53. The Office of the Sussex Police and Crime Commissioner - Latest Crime Figures for Sussex - Circulated to Councillors
54. WSCC - Cabinet Member Spring Newsletter 2019 - corrected - circulated to Councillors
55. VAAC - Volunteer's Week Recruitment Event - circulated to Councillors
56. NFP Workshops - Bid Writing Workshops for Charities Schools, Not for Profit and Public Sector Organisations
57. LCR - Official Magazine of NALC - Spring 2019

## **AGENDA ITEM 28**

- 58.** Government Events - Places available at Enhancing Crime Prevention Reporting and Conviction through Multi-Agency Information Sharing, Technology and Public Engagement Conference on 27 June in Central London
- 59.** SALC - Bulletin 18 - 2019
- 60.** E-mango - The Digital Local Council - April 2019
- 61.** Coastal West Sussex MIND - Midhurst event 14<sup>th</sup> May - Mental Health Awareness Week
- 62.** WSCC - IPEH Stakeholder and Partner Newsletter April 2019 circulated to Councillors
- 63.** SALC - Welcome letter for new Councillors
- 64.** WSCC - Town and Parish News April - circulated to Councillors
- 65.** Neighbourhood Alert - Our News - The Neighbourhood Watch E-Newsletter - circulated to Councillors and on Social Media
- 66.** VAAC - Funding Focus May 2019 Edition - fundraising newsletter circulated to Councillors and on Social Media
- 67.** Network Rail - Barnham - Havant Improvement Works
- 68.** VAAC - Weekly Update 2-5-19 - circulated to Councillors and on Social Media
- 69.** Neighbourhood alert - Weekly Bulletin - Arun District 02/05/2019 - circulated to Councillors and on Social Media
- 70.** Westminster Insight - Domestic Violence Conference - Changing the Response: Supporting Victims & Tackling Perpetrators - 21st May



**BOGNOR REGIS TOWN COUNCIL MEETING  
13<sup>th</sup> MAY 2019**

**AGENDA ITEM 28 - ADDITIONAL CORRESPONDENCE - FOR INFORMATION**

1. Local Councils Update Issue 228: May 2019
2. IPEH - Review Communications - Partner Engagement Sessions
3. WSCC - West Sussex Joint Health and Wellbeing Board Strategy Launch 2019-2024
4. WSXX - West Sussex Vision and Strategy for Adult Social Care Launch Events on 6 and 19 June - Invitation
5. SSALC - The West Sussex Civilian Military Partnership Board Briefing
6. Parish Online - News and updates
7. Regis School Newsletter - forwarded to Councillors
8. Sussex Police and Crime Commissioner - Finding out what matters to you
9. Office of Sussex Police and Crime Commissioner - Finding out what matters to you
10. WSCC – IPEH Select Committee and Ofsted Report Preparation
11. NALC – Six weeks to the LGRC/NALC Local Council EXPO 2019
12. Neighbourhood Alert – Contact Handler Recruitment – Circulated to Councillors and on Social Media
13. VAAC Weekly Newsletter – Circulated to Councillors and on Social Media
14. SSALC - Councillor Training Programme
15. Bognor Regis Twinning Association - Minutes of the meeting held on 10<sup>th</sup> April and Agenda for the meeting 9<sup>th</sup> May 2019
16. HCLG Committee - Local Government Finance Inquiry
17. The Office of the Sussex Police and Crime Commissioner - Helping Victims of Domestic Abuse - Circulated to Councillors
18. Modern Gov Turn Data into Interactive and Effective Data Visualisations - Designing Powerful Data Visualisations - Thursday 6<sup>th</sup> June 2019 - Central London - CPD Certified
19. SSALC - Weekly Bulletin 20-2019

**BOGNOR REGIS TOWN COUNCIL  
ANNUAL TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 29 - PICTUREDROME SITE UPDATE**

**DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

**Drains** - it had previously been reported that problems had arisen with the drains at the site due to significant blockages and a full CCTV survey was undertaken to establish the issues. Intense high pressure jetting to clear the blockages, which had been identified as screed was carried out and the drains were reported as clear with no other problems identified. The cost of these additional works was £240 plus VAT, which was paid by BPCL. A request had subsequently been made to the Contractor who built the extension for consideration of reimbursement to BPCL of this cost. The Contractor has now advised that having looked at the photos, in his opinion, the material looks like the levelling screed that a floor layer would use, on that basis, they don't accept liability for the blockage or any future blockages. However, as a gesture of goodwill they are prepared to cover the cost of £240. An invoice has therefore been raised by BPCL for reimbursement of this cost and payment has now been received.

**Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower** - it was reported previously that tenders for the repair to the tower windows, identified as the cause of the leak, had been received from the surveyor along with the tender analysis, which included his recommendations for awarding the contract. Unfortunately, the costs for the extra work of decorating either side of the tower had been omitted from the original specification and these were now being sought from the companies who had originally been invited to tender.

An updated tender analysis and recommendation has now been received from the surveyor for works to decorate the other areas to the front of the cinema following his receipt of these additional costs. The surveyor has now been asked to provide copies of the quotations received and full details of the processes, procedures, methods statements, risk assessments etc as well as Health & Safety data and provide details of what arrangements will be made to comply with the Construction (Design and Management) Regulations 2015 for the company being recommended, prior to a final decision being taken and the contract awarded. As previously reported, following liaison with the Accountant, funding of these works will come from the Schedule of Works budget for the building.

**1b Linden Road** - Members are advised that an item of a contractual nature relating to the site will be reported later in the meeting under confidential business.

**TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**

It is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

**DECISION**

Members are asked to **CONFIRM** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.

**TO NOTE RECEIPT OF THE £11,250 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER)**

Members had been advised previously that £18k Management Fee had been received from The Bognor Pier Company Ltd. and paid into the Town Council's account. This funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan.

Members were also informed that another payment of £11,250 was due at the 31<sup>st</sup> March 2019. These funds have now been received by the Town Council.

**DECISION**

Members are asked to **NOTE** receipt of the £11,250 Management Fee received from The Bognor Pier Company Ltd (first quarter payment).

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 13<sup>th</sup> MAY 2019**

**AGENDA ITEM 32 - NOTIFICATION OF BUSINESS TRANSFER FROM  
LOCAL COMMUNITY SOLUTIONS LTD. TO EQH LTD. TRADING AS LOCAL  
COMMUNITY SOLUTIONS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Local Community Solutions Ltd. have been successfully working with the Town Council since 2011 when they guided the Council's development of its first Corporate Strategy. Since that time, they have supported many projects and initiatives including the redevelopment of the Picturedrome cinema. Providing support and expertise on a wide range of subjects utilising the extensive knowledge and expertise of their Directors. The company has also provided an important mentoring role to the Town Clerk, her staff and Councillors. Earlier in 2019 three of the four Directors of Local Community Solutions decided that they no longer wished to continue in their role and although Glyn Chambers, the lead for Bognor Regis Town Council, wished to continue, it was decided that the best way forward was to terminate LCS Ltd. and for Mr. Chambers to use his existing training and development company EQH Ltd. to take forward the work of LCS. So, by agreement, LCS work will now be continued by EQH Ltd. trading as Local Community Solutions. The principal contact for Bognor Regis Town Council would continue to be Glyn Chambers and two of the remaining Directors Derek Kemp and Peter Cooper have become associates of the company bringing forward their knowledge and expertise as necessary on future projects.

Members are therefore asked to confirm the continued working relationship with EQH Ltd. trading as Local Community Solutions.

**DECISION**

To note the change in the company arrangements For Local Community Solutions Ltd. and to agree a continued working relationship with EQH Ltd. trading as Local Community Solutions.