



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in the Council Chamber at the Town Hall, Bognor Regis at **6.30pm on MONDAY 1st JULY 2019.**

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Council during an adjournment shortly after the meeting has commenced (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions/statements in advance, in writing. Priority will be given to such written questions/statements. These should be restricted to the functions of the Town Council.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

TOWN CLERK

DATED THIS 24th DAY OF JUNE 2019

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
 4. To APPROVE the Minutes of the Annual Town Council Meeting held on 13th May 2019 and Special Council Meeting held on 3rd June 2019
 5. Reports from WSCC County and ADC District Councillors
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Meeting of 3rd June 2019** with resolutions, recommendations and reports including: -
 - Adoption of Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Bognor Regis Heritage Partnership Board; Community Engagement and Environment Committee; Bognor Regis in Bloom Working Group; Youth Worker Steering Group; Beach Access Topic Team; and Planning and Licensing Committee - Min. 8 refers
 - Recommendation to continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023 - Min. 13.1 refers
 - Recommendation of an increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel noting that this will result in a budget overspend until the budget can be amended in 2020/21 - Min. 13.2 refers
 - Recommendation to continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the Town with all such approved duties being agreed at the appropriate Committee - Min. 13.3 refers
 - 9.2 **Community Engagement and Environment Committee Meeting of 20th May 2019** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and a representative from Arun District Council - Min. 4.1 refers
 - 9.3 **Planning and Licensing Committee Meetings of 14th May, 4th June and 25th June 2019** with resolutions, recommendations and reports
 - 9.4 **Events, Promotion and Leisure Committee Meeting of 10th June 2019** with resolutions, recommendations and reports including: -
 - Recommendation to appoint the following Co-opted members to the Allotments Sub-Committee: Mr. G. Delurey, Mr. J. Yeomans, Mrs. L.

Russell and Ms. S. Trodd (Allotment Tenant Representatives) - Min. 7 refers

10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in April and May and to note the balances, bank reconciliations and financial reports (June not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. To further consider appointments to;
 - Planning and Licensing Committee (two Liberal Democrat vacancies) – Min. 13 refers
 - Representatives to other "outside" bodies - Min. 14 refers
13. Notice of Motion (S.O. 9.0) proposed by Cllr. W. Smith
"To consider a presentation from the Sir Richard Hotham Project, regarding regeneration in Bognor Regis at a future Town Council meeting."
14. Notice of Motion (S.O. 9.0) proposed by Cllr. A. Cunard
"To consider a formal request to Arun District Council for the transfer of community assets, at a nominal fee of £1, including Bognor Regis Town Hall (including old Fire Station annex and associated parking), Hotham Park and the Sir Richard Hotham portrait currently housed in the Town Hall, together with transfer of services including Concessions and Parking and furthermore, request that in view of the scheduled ADC/BRTC Liaison Meeting on 9th July 2019, the Motion be considered as urgent by the Town Mayor and discussed immediately."
15. Notice of Motion (S.O. 9.0) proposed by Cllr. A. Cunard
"To request that ADC restore the graffiti partnership agreement."
16. Notice of Motion (S.O. 9.0) proposed by Cllr. A. Cunard
"To request that Bognor Regis Town Council has a seat at ADC's Bognor Regis Regeneration Sub-Committee, separate to any seat taken by a dual hatted councillor."
17. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley
"This Council acknowledges the established tradition of Deputy Mayor transitioning to Town Mayor the following year as laid down in Standing Order 2.6. However this Council believes all Councillors should get the opportunity to speak-on the selection of Deputy Mayor and therefore this Council request that the Mayoralty Selection Committee is dissolved and the selection of the Deputy Mayor takes place in the final Full Council meeting of the municipal year."
18. Notice of Motion (S.O. 9.0) proposed by Cllr. Mrs. S. Daniells
"We approach Arun District Council and request that we might be allowed to purchase a parking permit annually for the Mayor, whosoever they may be, for use in ADC car parks, or even be given one as a gesture of goodwill."
19. Notice of Motion (S.O. 9.0) proposed by Cllr. Mrs. S. Daniells

“That we record attendance at working parties and outside bodies, as well as formal meetings, and present this at the annual electors meeting along with the other attendance records.”

20. Consideration of any resolutions made at the Annual Town Meeting of Electors on 18th March 2019
21. Regeneration including to note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 17th April 2019
22. Town Mayor’s Report and duties undertaken
23. Town Crier’s Report and duties undertaken
24. Reports from Representatives to other organisations
25. To receive Correspondence
26. Picturedrome Site update - Director’s report, any urgent actions taken for ratification
27. Redevelopment of the Picturedrome Cinema procurement update

Agenda items **26** and **27** may contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 13th MAY 2019

PRESENT:

Mr. S. Reynolds (Town Mayor 2018/2019) (part of meeting)
Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 34),
Mrs. S. Daniells, Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones,
Miss. C. Needs, Ms. A. Sharples, W. Smith, Mrs. S. Staniforth, 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)
Approximately 15 members of the public (part of meeting)
3 members of the Press (part of meeting)
2 Mayor's Cadets (part of meeting)

The retiring Town Mayor, Mr. S. Reynolds, presented Ordinary Cadet Callum Birch, from the Bognor Regis Sea Cadets, with a certificate in recognition of his services as the Mayor's Cadet since May 2018. Able Cadet Alice West, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2019/2020 and presented with her badge and certificate as she begins a year of service in the role

The Meeting opened at 6.30pm

1. The retiring Town Mayor, Mr. S. Reynolds, welcomed everyone present and read the Council's opening statement. 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.

Mr. Reynolds thanked Members for his time on the Town Council and was presented with a gift, by Cllr. Cunard, on behalf of fellow Councillors and was thanked for his hard work during his year in office.

Mr. Reynolds presented a small gift to the Town Clerk, thanked her for the support given to him during his time in office, and he then presented a cheque for £631.00 to his chosen charity Arun Angels.

2. **ELECTION OF TOWN MAYOR FOR 2019/2020**

The retiring Town Mayor called for nominations for the position of Town Mayor for 2019/2020. It was proposed and seconded that Cllr. Woodall be elected Town Mayor, in accordance with S.O. 2.6 and as recommended by the Mayoralty Selection Committee.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Woodall be elected Town Mayor for 2019/2020.

A presentation on behalf of the Council was made by the Mayor to the retiring Mayor Mr. S. Reynolds and he was thanked for his hard work during his mayoral year.

Mr. Reynolds left the Meeting

3. **STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Woodall made the Statutory Declaration of Acceptance of Office and took the Chair.

4. **ELECTION OF DEPUTY TOWN MAYOR FOR 2019/2020**

The Town Mayor called for nominations for the position of Deputy Town Mayor for 2019/2020. It was proposed and seconded that Cllr. Goodheart be elected Deputy Town Mayor, as recommended by the Mayoralty Selection Committee (S.O. 2.6 refers).

It was unanimously **RESOLVED** that Cllr. Goodheart be elected Deputy Town Mayor for 2019/2020.

5. **NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Goodheart made the customary, non-statutory, Declaration of Acceptance of Office.

6. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED TOWN MAYOR**

The Town Mayor made the customary speech of acceptance and thanked Members for electing him as Town Mayor for 2019/2020. His chosen charity for his Civic Year would be SERV Sussex, the Mayor's Chaplain would be Cpt. M. Butler from the Salvation Army, and his main consort for the year would be Mr. S. Hearn.

7. REPORT FROM THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE BY MEMBERS, ELECTED ON 2nd MAY 2019 OR TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED

The Town Clerk reported that all the Declarations of Acceptance were complete. This was **NOTED** by Members.

8. APOLOGIES FOR ABSENCE

There were none.

9. 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, 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 29 & 30, as the Tenant of the Picturedrome Cinema, and stated that he would leave the Meeting when these Agenda items were discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 29 & 30, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these Agenda items were discussed

10. **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 5th SEPTEMBER 2016 REFERS)**

The Town Clerk's report was noted.

Members **RESOLVED** that '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'.

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

The Town Clerk's report was noted.

Members **NOTED** that no further consideration is required regarding recommended sanctions against Cllr. Enticott as he had not been re-elected to the Town Council.

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

The Town Clerk's report was noted including the recommendation that, in the Council's Terms of Reference, the definition of quorum be amended to more accurately reflect legislation.

Members **RESOLVED** to **ADOPT** both the Council's Terms of Reference, including the recommended change, and the Mayoralty Selection Committee Terms of Reference for the 2019/2020 Municipal Year.

13. **APPOINTMENT TO COMMITTEES**

The Town Clerk's report was noted including the proposed Committee Membership. It was noted that 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 accurately 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 three Members. ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Town Mayor and Deputy Town Mayor would be Ex-officio to the Policy and Resources Committee only.

The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1**.

Cllr. Stanley was proposed and seconded as Chairman of the Policy and Resources Committee. Cllr. Cunard was also proposed as Chairman, but he declined to be considered. Following a vote, it was **RESOLVED** to appoint Cllr. Stanley as Chairman of the Policy and Resources Committee.

Cllr. Erskine was proposed and seconded as Vice-Chairman of the Policy and Resources Committee and following a vote it was **RESOLVED** to appoint Cllr. Erskine.

Cllr. Smith was proposed and seconded as Chairman of the Community Engagement and Environment Committee and following a vote it was **RESOLVED** to appoint Cllr. Smith.

Cllr. Barrett was proposed and seconded as Vice-Chairman of the Community Engagement and Environment Committee and following a vote it was **RESOLVED** to appoint Cllr. Barrett.

Cllr. Goodheart was proposed and seconded as Chairman of the Planning and Licensing Committee. Cllr. Mrs. Daniells was also proposed as Chairman, but she declined to be considered. Following a vote, it was **RESOLVED** to appoint Cllr. Goodheart as Chairman of the Planning and Licensing Committee.

Cllr. Mrs. Warr was proposed and seconded as Vice-Chairman of the Planning and Licensing Committee and following a vote it was **RESOLVED** to appoint Cllr. Mrs. Warr.

Nominations for Cllr. Brooks and Cllr. Batley were proposed and seconded as Chairman of the Events, Promotion and Leisure Committee. Following a vote, it was **RESOLVED** to appoint Cllr. Batley as Chairman of the Events, Promotion and Leisure Committee.

Nominations for Cllr. Brooks and Cllr. Mrs. Erskine were proposed and seconded as Vice-Chairman of the Events, Promotion and Leisure Committee. Following a vote, it was **RESOLVED** to appoint Cllr. Mrs. Erskine as Vice-Chairman of the Events, Promotion and Leisure Committee.

Membership of the Allotments Sub-Committee would comprise all Events, Promotion and Leisure Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

Cllr. Smith left the Meeting

14. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES

The Town Clerk's report was noted.

A Member questioned the need for a representative to be appointed for Arun Arts Ltd. as they were no longer in receipt of any funding from the Town Council. It was **AGREED** that Arun Arts Ltd. would be removed from the list of 'Outside' Bodies.

Cllr. Smith returned to the Meeting

Nominations for Cllr. Brooks and Cllr. Erskine were proposed and seconded as representative to the Bognor Regis Regeneration Board. Following a vote, it was **RESOLVED** that Cllr. Erskine be appointed as the representative and Cllr. Brooks appointed as the reserve.

Nominations for Cllr. Mrs. Erskine and Cllr. Miss. Needs were proposed and seconded as representative to Bognor Regis Seafront Lights. Following a vote, it was **RESOLVED** that Cllr. Mrs. Erskine be appointed as the representative to Bognor Regis Seafront Lights.

Cllr. Brooks declared a Disclosable Pecuniary Interest as a supplier to Armed Forces Day and the Southdowns Folk Festival. Cllr. Brooks also declared an Ordinary Interest as a Board Member for International Bognor Birdman

Cllr. Cunard declared an Ordinary Interest as Chairman of the Chamber of Commerce, and an Ordinary Interest as a sponsor of the International Bognor Birdman

Cllr. Smith declared a Disclosable Pecuniary Interest as a supplier to Armed Forces Day

The Council **RESOLVED** to appoint representatives as detailed in attached **Appendix 2**. Cllrs. Brooks and Smith abstained from voting for the representative to the Armed Forces Day Committee as suppliers to the event. Cllr. Brooks abstained from voting for the representative to International Bognor Birdman as a Board Member. Cllr. Cunard abstained from voting for the representative to the Chamber of Commerce as Chairman of the Chamber.

It was **RESOLVED** that representatives to the Bognor & Bersted United Charities, the Parish Liaison Meetings and the Rural Transport Partnership for Arun District would be appointed at the July Council Meeting to allow for further information to be sought.

Furthermore, Members **RESOLVED** to appoint the remaining vacancies for reserves to the Bognor Regis Heritage Partnership at the Council Meeting in July.

No appointment for representative to the Bognor Regis Old Town was made as this group is not currently in existence, but it was **AGREED** that the matter may be revisited if the group is reformed in the future.

15. TO CONFIRM BANK SIGNATORIES

The Town Clerk's report was noted and Members were verbally updated that two Councillors had provided written notice expressing a wish not to be a signatory.

Members **RESOLVED** 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;

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);

That the Resolutions as detailed in the report will continue to apply for all Town Council accounts.

16. TO NOTE THE CALENDAR OF MEETINGS 2019/2020 INCLUDING AMENDMENT TO THE DATE OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING IN SEPTEMBER 2019

This was noted and **APPROVED** as detailed in the report.

17. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 11th MARCH 2019

The Minutes of the Meetings held on the 11th March 2019 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

18. WRITTEN QUESTIONS FROM COUNCILLORS

None were received.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS INCLUDING REPORT FROM BOGNOR REGIS NEIGHBOURHOOD POLICING TEAM (IF AVAILABLE)

Meeting adjourned at 7.18pm

There was no representative from the Bognor Regis Neighbourhood Policing Team available to provide a report.

A member of the public congratulated all those that had been elected to the position of Town Councillor. The Town Mayor was asked to ensure that the Town Council formally observe Holocaust Memorial Day on 27th January 2020. It was also suggested by the member of the public that Members might like to consider donating their Councillor Allowances into Ward Allocation budgets.

In the event that the new Administration at Arun District Council reconsider the plans for the Linear (Pavilion) Park, the member of the public asked that the Town Council arrange a meeting with the Sir Richard Hotham Project to talk about their proposals for the site.

Finally, the member of the public spoke about the parish boundaries for the six Town/Parish Councils in the local urban area and the idea of a single Town Council

Meeting reconvened at 7.26pm

Following the suggestion from the member of the public, it was **AGREED** that the issue of changes to parish boundaries should be referred to the Policy and Resources Committee as an Agenda item at a future meeting.

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

The Town Clerk reported that written dispensation forms had been received from all Councillors who may be in receipt of the Basic Parish Allowance.

Members **RESOLVED** to **GRANT APPROVAL** of the written dispensation requests received by the Town Clerk for Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard, Mrs. S. Daniells, Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, W. Smith, Mrs. S. Staniforth, M. Stanley, Mrs. J. Warr and P. Woodall, as without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business. Members noted that the dispensations are to take effect immediately and cover the Councillors current term of office, which will cease in May 2023.

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

22. Policy and Resources Committee Meeting of 8th April 2019

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

22.1 Min. 158 - Recommendation that the use of “.gov.uk” email addresses together with a Members Area of the Town Council website be implemented

Members **RESOLVED** to **APPROVE** the recommendation that the use of “.gov.uk” email addresses together with a Members Area of the Town Council website be implemented.

Cllr. Cunard left the Meeting

23. Community Engagement and Environment Committee Meeting of 25th March 2019

The former Vice-Chairman of the Committee, Cllr. Goodheart, reported.

23.1 Min. 116 - 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

Members **RESOLVED** to **APPROVE** the 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.

23.2 Min. 116 - 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

Members **RESOLVED** to **APPROVE** the 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.

Cllr. Cunard returned to the Meeting

23.3 Min. 116 - Recommendation that Neighbouring Parish Councils be invited to share the information on their websites

Members **RESOLVED** to **APPROVE** the recommendation that Neighbouring Parish Councils be invited to share the information on their websites.

23.4 Min. 116 - Recommendation that the information be checked and updated bi-annually but any new venues to be added immediately

Members **RESOLVED** to **APPROVE** the recommendation that the information be checked and updated bi-annually but any new venues to be added immediately.

23.5 Min. 116 - Recommendation that a nominal budget, to a maximum of £30.00, be identified to cover any printing costs

Members **RESOLVED** to **APPROVE** the recommendation that a nominal budget, to a maximum of £30.00, be identified to cover any printing costs.

NOTE: This will need to be funded from General Reserves in this current year and a specific budget created for 2020/21.

23.6 Min. 118 - Proposal to tackle beach litter including production of posters

A Member expressed disappointment regarding the small size and the roadside positioning of the posters and asked that the Committee look into the matter.

24. Planning and Licensing Committee Meetings of 12th March, 2nd and 23rd April 2019

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

A Member spoke of their understanding that paper plans were no longer being provided by Arun District Council for the benefit of the Town Council's Planning and Licensing Committee when considering planning applications. The Committee Clerk explained the administrative changes regarding paper plans for applications and that only certain types of plans would not have paper copies provided. However, in these circumstances

the Officers would give consideration as to whether it would be necessary to print copies for the meetings.

25. Events, Promotion and Leisure Committee Meeting of 15th April 2019

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

26. Mayoralty Selection Committee Meeting of 15th October 2018

26.1 Min. 4 - Recommendation that Cllr. S. Goodheart be appointed as the Deputy Town Mayor for the 2019/20 term

The recommendation for Deputy Town Mayor was noted having been already dealt with at the commencement of business.

26.2 Min. 4 - Recommendation that the Deputy Mayor elect attends SSALC Chairmanship Training within their year of office

Members **RESOLVED** to **APPROVE** the recommendation that the Deputy Mayor elect attends SSALC Chairmanship Training within their year of office.

27. 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

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

28. 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)

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

29. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 27th MARCH 2019

The Town Clerk's report was noted, which included the Notes of the meeting held on 27th March 2019.

30. TO NOTE TRAINING SESSION FOR ALL COUNCILLORS ON TUESDAY 21st MAY 2019

The Town Clerk's report was noted.

The Town Clerk urged all Members to attend the training session and asked that any absences be made known to her.

Cllr. Batley gave his apologies for the training session owing to his work commitments.

31. TO NOTE OUTGOING TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

32. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

33. 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:

33.1 Ex-Cllr. Cosgrove - Bognor Regis Heritage Partnership; Parish Liaison Meetings; West Sussex ALC Ltd; IPEH Arun Hub - Partnership Advisory Board

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

33.3 Cllr. Woodall - Arun Arts Ltd.

Verbal Reports:

There were none.

34. CORRESPONDENCE

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

The Deputy Clerk was asked to recirculate the Lords report, regarding Seaside Towns, to Members.

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interests and left the Meeting

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

The previously circulated Director's Report was noted, and actions taken as detailed were ratified. It was noted that an element of the report would need to be discussed under Confidential Business.

In relation to repairs to the tower windows, a Member queried the type of equipment that would be used to work at height. The Town Clerk confirmed that scaffolding would be erected to the outside of the building to allow for the repair work to be carried out.

35.1 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

Members **CONFIRMED** 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.

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

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

36. The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 29, 30 and 31 (contractual).

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

Members received and noted the confidential, verbal report from the Town Clerk in relation to 1b Linden Road.

38. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT

Members received and noted the confidential report from the Town Clerk as circulated at the meeting.

For the benefit of newly elected Town Councillors, the Town Clerk gave a brief, verbal report on the background relating to the item.

Cllr. Erskine left the Meeting

Cllr. Smith left the Meeting

A Member raised several issues relating to the site.

Cllr. Erskine returned to the Meeting

It was, however, noted that this was not the appropriate time to discuss these issues and the Member was requested to liaise directly with the Town Clerk to address the matters raised.

Cllr. Smith returned to the Meeting

Another Member suggested that all Councillors be copied into these queries, and the Member raising these matters agreed to do so whilst noting that no correspondence on this matter should be sent to any Councillors having a Disclosable Pecuniary Interest.

Discussion then turned to disabled access to the Picturedrome cinema and the challenges faced by wheelchair users, in particular, and whether an extra-long, portable ramp could be provided by the tenant. The Town Clerk informed Members that this will be raised with the tenant and the response relayed in due course.

Cllr. Mrs. Daniells returned to the Meeting

39. TO RECEIVE AN UPDATE REGARDING POTENTIAL PROPERTY PURCHASE AND TO AGREE ANY FURTHER ACTIONS REQUIRED (SUBJECT TO FURTHER INFORMATION BEING AVAILABLE)

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

40. The Council **RESOLVED that having concluded the confidential business, the public and press be invited to return to the meeting.**

41. NOTIFICATION OF BUSINESS TRANSFER FROM LOCAL COMMUNITY SOLUTIONS LTD. TO EQH LTD. TRADING AS LOCAL COMMUNITY SOLUTIONS

The Town Clerk's report, including details in the company arrangements for Local Community Solutions Ltd., was noted and Members **AGREED** to a continuing working relationship with EQH Ltd. trading as Local Community Solutions.

The Meeting closed at 8.14pm

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

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

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

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

PLANNING AND LICENSING COMMITTEE

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

EVENTS, PROMOTION AND LEISURE COMMITTEE

Chairman	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Sandra Daniells (Ind Grp)
Vice Chairman	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)

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

Arun Partnership Advisory Board IPEH	Representative	Cllr. S. Goodheart
Armed Forces Day Committee	Representative Officer	Cllr. P. Woodall
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart
Arun Housing/Homeless Forum (Contact by email only)	Representative	Cllr. W. Smith
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	tbc
Bognor Regis BID Board	Officer	
Bognor Regis Concert Band	Mayor as President	Town Mayor
Bognor Regis Heritage Partnership	Representative Representative Representative Representative	Cllr. Mrs. S. Daniells Cllr. Goodheart Cllr. Stanley Cllr. Smith
	Reserve Reserve Reserve Reserve	Cllr. Cunard Vacant Vacant Vacant
Bognor Regis Regeneration Board	Representative Reserve Officer	Cllr. J. Erksine Cllr. J. Brooks
Bognor Regis Seafront Lights	Representative	Cllr. Mrs. I. Erskine
Bognor Regis Twinning Association	Representative	Cllr. Mrs. S. Daniells
BRTC/ADC Liaison Meetings	Representative Representative Representative Representative Representative	Cllr. P. Woodall Cllr. M. Stanley Cllr. A. Cunard Chairman of E,P&L Chairman of P&R Chairman of CE&E
Chamber of Commerce	Representative Reserve	Cllr. Mrs. Daniells Cllr. J. Brooks

Grant Aid Recipients with conditions: -		
- International Bognor Birdman	Representative	Cllr. Mrs. S. Daniells
- Southdowns Folk Festival	Representative	Cllr. S. Goodheart
- ROX Music & Arts	Representative	Cllr. A. Cunard
- The Base Skate Park	Representative	Cllr. W. Smith
Joint Action Group	Officer	
Joint Western Arun Area Committee (JWAAC)	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
(JWAAC) Highways & Transport Sub-Group	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
Parish Liaison Meetings	Representative Representative Reserve Reserve	tbc tbc tbc tbc
Rural Transport Partnership for Arun District	Representative	tbc
Stonepillow (Christian Care Association)	Patron	Town Mayor
VAAC Executive Board	Representative	Cllr. Mrs. S. Daniells
West Sussex ALC Ltd	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
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MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd JUNE 2019

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, A. Cunard (until Min. 46), Mrs. S. Daniells (until Min. 46), J. Erskine, S. Goodheart, H. Jones, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 8.40pm

42. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and read the Council's opening statement. Apologies for absence were received from Cllrs. Batley and Mrs. Erskine due to work commitments and Cllr. Mrs. Staniforth due to family issues. Cllrs. Miss. Needs and Ms. Sharples had also advised that they would not be in attendance.

43. 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, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 4, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 4, as an employee of the Picturedrome Cinema and advised that she would leave the room for this item

44. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2019 INCLUDING:

- 44.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR)**

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2018/2019 prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd. was also formally noted.

- 44.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2018/2019. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk**

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2018/2019, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2018/2019 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 44.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2019 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk**

Having regard to the recommendation of the Policy and Resources Committee, Members **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2019 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

- 44.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2018/2019. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and **RESOLVED** to **APPROVE** the Accounting Statements for 2018/2019.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2018/2019 were previously signed by the RFO prior to presentation for approval.

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

Having previously declared their Disclosable Pecuniary Interests in the following item, Cllrs. Cunard and Mrs. Daniells left the Meeting

46. **REDEVELOPMENT OF THE PICTUREDROME CINEMA - PROJECT RISK AND ISSUES REPORT FOR CONSIDERATION AND DECISION**

Having considered the Town Clerk's confidential report, Members **RESOLVED** to **AGREE** to the course of action as identified within the report.

The Meeting closed at 9.01pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd JUNE 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (from Min. 14), H. Jones, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd, Town Council Accountant (until Min. 12)
2 members of the public (part of the meeting)
3 Councillors in the public gallery: Cllrs. Brooks, Mrs. Daniells (part of meeting) and Smith

The Meeting opened at 6.34 pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 13th MAY 2019

It was noted that Cllr. M. Stanley was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council meeting held on 13th May 2019.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Mrs. Staniforth due to a family issue.

Members also noted that Cllr. Goodheart had advised the Town Clerk that he would be late arriving to the meeting.

3. 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 22, as the owner of the Post Newspaper and advised that he would leave the room for this item

Cllrs. Jones, Stanley and Mrs. Warr declared an Ordinary Interest in Agenda item 21 as Members of Arun District Council

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th APRIL 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 8th April 2019 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.40pm

A member of the public spoke in favour of the re-parishing of the wider Bognor Regis area to be discussed under Agenda item 21 and also the acquisition by the Town Council of Hotham Park by gift from Arun District Council.

Cllr. Stanley declared an Ordinary Interest in the next item as a Member of Arun District Council and as the Cabinet Member for Technical Services

A resident raised the issue of the toilet provision on the seafront following the recent news that the Regis Car Park toilets are to be closed for a period of time to allow refurbishment and repair of the facility. It was noted that Arun District Council Members who are also Town Councillors have already taken this matter up with the appropriate people at ADC and will continue to pursue this.

Meeting reconvened at 6.48pm

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 8th April 2019 - Min. 163 - Health & Safety Inspection

With regard to the identified High-Risk item at the Town Force Lock Up, Members should note that the landlord has now installed locking gates to the rear with a key to access which does make the exit to the rear of the building accessible in the event of an emergency.

6.2 8th April 2019 - Min. 167 - JWAAC including Highways & Transport Sub Group

The responses to the survey have been submitted to JWAAC and the Town Council has been advised that the survey results will be included in the agenda dispatch. With regard to the Town Council's suggestion that the Highways & Transport Sub Group be remerged with the overarching JWAAC, the Town Council's representative to JWAAC, Cllr. Goodheart was due to raise this during Item 5 on the agenda at the H&T Sub Group meeting on 28th May but unfortunately as he had not yet arrived, no further update could be provided. It was noted that Cllr. Goodheart will also have to gain full Agreement from the JWAAC Committee at their next meeting on 19th June.

7. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING :-

The Deputy Clerk's report, including the vacancy on the Joint Consultative Sub-Committee (Staffing) to be filled by a Member of the Committee, was **NOTED**.

7.1 Joint Consultative Sub-Committee (Staffing)

Members **RESOLVED** to **APPROVE** the appointments of

- Town Mayor - Cllr. P. Woodall
- Deputy Town Mayor - Cllr. S. Goodheart
- Chairman of Policy and Resources Committee - Vacant as noted in the report with Members **RESOLVING** that Cllr. Erskine be appointed to this Sub-Committee to fill the vacancy
- Group Leader - Independent - Cllr. A. Cunard

- Group Leader - Liberal Democrats - Cllr. M. Stanley
- Town Clerk - Mrs. G. Frost
- Deputy Clerk - Mrs. S. Norman
- Civic & Office Manager - Mrs. J. Davis

8. **TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Heritage Partnership Board**
- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 20th May 2019 (Min. 5 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Worker Steering Group and Beach Access Topic Team**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 14th May 2019 (Min. 7 refers)**

The Deputy Clerk's report, including the minor recommended amendments as referred from the Community Engagement and Environment Committee, was **NOTED**.

The Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Bognor Regis Heritage Partnership Board, the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Worker Steering Group, Beach Access Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

9. **TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (FINAL)**

The Town Clerk's report and Internal Audit Report 2018-2019 (Final) were **NOTED**, and Members acknowledged that, once again, no significant issues had been raised.

10. **TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2018/19**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, invited him to present the Annual Accounts for the year 2018/19 and to also report on the following Agenda item regarding the updated Treasury Management Policy.

Mr. Kemp provided background information regarding the paperwork that was presented to Councillors as part of the Annual Accounts. Members noted that the only statutory requirement is the completion of the relevant

part of the Annual Governance and Accountability Return (AGAR). The External Auditor does not permit any documentation to be submitted with the AGAR other than any additional information specifically requested by them but, to ensure full transparency and accountability, Bognor Regis Town Council continues to prepare full accounting statements. However, Members were informed that as Section 2 of the AGAR is titled Accounting Statements, it was necessary to retitle these full accounts as Financial Statements.

A Member queried how the External Auditor checks the accounts if they are not provided with the full Financial Statements. Mr. Kemp advised that they rely on the checks and reports from the Internal Auditor, who is required to certify on the AGAR that all is in order.

A Member enquired about the financial implications of any future asset acquisition by the Town Council. Mr. Kemp referred Members to Page 9 of the Financial Statements and provided a verbal review of the reserves held by the Town Council explaining that a large proportion of these, whilst already earmarked for specific purposes, could be utilised towards any acquisitions but highlighted that for large projects, further financing by way of borrowing would be required.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2019 INCLUDING:

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

11.1 Members **RESOLVED** to vary the order of business and take agenda item 11.4 at this point in the Meeting.

11.2 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2019 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2019 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

11.3 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2018/19 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

11.4 To consider the Council's response to each Statement on the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

11.5 To Recommend Approval to Council of the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2018/2019 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

11.6 To consider the Accounting Statements for 2018/2019 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2018/2019 as detailed in Section 2 of the AGAR.

11.7 To Recommend Approval to Council of the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2018/2019 and **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further **RESOLVED** to **NOTE** that the Accounting Statements for 2018/2019 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

12. TO NOTE UPDATED TREASURY MANAGEMENT POLICY

The Town Clerk's report, including the updated Treasury Management Policy as previously circulated, was **NOTED**.

Mr. Kemp highlighted some banking issues including the reduction in the number of accounts held with the Co-operative Bank, with Members noting

that further consideration of one of the matters, the closure of the Public Sector Reserve Account, was to be undertaken under Agenda item 23.

Discussion also took place about the interest rates currently available from both the Co-operative Bank and the CCLA; the merits of changing banks; banking charges; and the future use of electronic banking.

Cllr. Stanley declared an Ordinary Interest owing to his employment

Members noted that the Deputy Clerk had previously carried out a review of the provision of banking services, with this Committee deciding to retain the Co-operative Bank for the provision of banking services at the Committee Meeting held 31st July 2017 (Min. 47 refers). Following further discussion, Members **AGREED** that the Deputy Clerk should carry out a further review, focussing on costs primarily but also investigating the potential options for electronic banking, with the appropriate report presented to this Committee in due course.

The Chairman thanked Mr. Kemp for his attendance, who then left the Meeting at 7.25pm

13. COUNCILLORS' ALLOWANCES INCLUDING:- TO CONSIDER ANY TOWN COUNCIL MEMBERS' ALLOWANCE SCHEME FOR THE FOUR-YEAR ADMINISTRATION PERIOD FOLLOWING THE ELECTIONS HELD ON 2nd MAY 2019, TAKING INTO ACCOUNT ADC'S INDEPENDENT REMUNERATION PANEL REVIEW; TO CONSIDER CONTINUATION OF PAYMENT OF A TRAVELLING AND SUBSISTENCE ALLOWANCE TO MEMBERS WHILST ON AGREED TOWN COUNCIL DUTIES OUTSIDE OF THE TOWN

The Town Clerk's report, including the confirmation that Dispensations were granted to all Members at the Annual Town Council Meeting held 13th May 2019 (Min. 20 refers) to enable full participation in the discussion for this item, was **NOTED**.

Following full debate it was **AGREED** to **RECOMMEND** to Council the following:

- 13.1** To continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023;
- 13.2** An increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel **NOTING** that this will result in a budget overspend until the budget can be amended in 2020/21;
- 13.3** To continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the Town. All

such approved duties will be agreed at the appropriate Committee. It was also **NOTED** that travel and subsistence allowance will not be paid for travel within the boundaries of the Town.

All Members present were provided with the necessary form for completion and return as soon as possible to enable the direct payment of the Members Allowance once this recommendation has been agreed by Council and arrangements have been made with the Council's payroll provider.

Cllr. Goodheart arrived at 7.30pm

14. TO RECEIVE THE TOWN FORCE REPORT

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

With regard to the potential planting by the Town Council of WSCC owned planters in Frith Road, Members **AGREED** that, subject to the provision in writing by WSCC of the limitations of the liability to the Town Council being restricted to the planting only, the Town Council should take on the planting of the planters in Frith Road. It was **NOTED** that as no funding is available in the current financial year for this project, expenditure will be funded from General Reserves.

Further discussions took place regarding the potential for sponsorship for the site and the involvement of other organisations.

Cllrs. Goodheart and Stanley declared an Ordinary Interest due to their involvement with the Community Gardeners

Members were advised that the issue of sponsorship had been considered but the location and type of planter did not lend itself to this purpose. With regard to the involvement of other organisations, it was **AGREED** that once the initial visit is undertaken by the Town Force Team, local organisations such as local schools, Bognor Regis in Bloom and the Community Gardeners be asked if they wish to assist with the area.

15. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 17th APRIL 2019 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING

The Projects Officer's report, including the circulated notes of the HPB Meeting held 17th April 2019, were **NOTED**.

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

The Projects Officer's report on the BID Board Meeting held 9th May 2019 was **NOTED**.

17. GRANT AID 2020 INCLUDING: -

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

17.1 To review current guidelines/criteria, application form and amend if required

Members **APPROVED** the current Grant Aid guidelines/criteria and application with no further amendments other than the identified changes to dates.

Discussion took place about the potential future use of electronic Grant Aid submissions, using services such as Google DocuSign. It was **AGREED** that further investigation into potential products be undertaken and considered at a future meeting for possible use in 2021. It was also **AGREED** that Grant Aid 2020 applicants be asked if they would be interested in using an electronic submission process, to gauge feedback to the proposal.

17.2 Consideration of the recommendation by the Community Engagement and Environment Committee Meeting held 12th November 2018 (Min. 78.1 refers) to alter the process of grant consideration

Following debate, Members **REJECTED** the recommendation of the Community Engagement and Environment Committee and **AGREED** not to alter the process of grant consideration.

17.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered (if required)

As the grant consideration process was to remain unchanged, Members **AGREED** that an Extraordinary Policy and Resources Committee Meeting should be held on 18th November 2019. However, it was further **AGREED** that the meeting should be held in the evening and not in the afternoon.

NOTE: It has subsequently been established that a Community Engagement and Environment Committee Meeting is scheduled for the evening of the 18th November 2019 and therefore, the matter will be referred back to this Committee's July meeting for reconsideration.

17.4 Consideration of the recommendation by this Committee on 19th November 2018 (Min. 91 refers) that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20

Members **REJECTED** the recommendation from the Community Engagement and Environment Committee and further **AGREED** that any unspent monies from the 2019/20 Grant Aid budget be returned to General Reserves thereby releasing funds to be offset against the substantial new expenditure in 2019/20.

17.5 Review of the Guidelines for the Flexible Community Fund including recommendations recorded under Min. 11 of the Community Engagement and Environment Committee meeting held 20th May 2019

Members **AGREED** with the revised Flexible Community Fund applications form/guidelines as circulated.

18. ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING - MIN. 17 OF MEETING HELD 6th JUNE 2016 REFERS

The Deputy Clerk's report was **NOTED**, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

19. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2019

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

Members **RESOLVED** to **NOTE** the Earmarked Reserves as at 31st March 2019.

20. TO CONSIDER THE REVIEW OF THE TOWN COUNCIL'S ADOPTED CORPORATE STRATEGY 2018-2020 AND TO AGREE A DATE FOR THE REVIEW MEETING

The Town Clerk's report, including the proposed date for the Review Meeting of 26th June 2019, was **NOTED**.

A Member present informed the Committee that unfortunately they would not be able to attend on the proposed date in June. The importance of the Review Meeting and the Corporate Strategy was highlighted as was the need for all Members to attend and contribute to the process. The Town Clerk advised Members that if the 26th June was not convenient for many Councillors, alternative dates in August could be sought. It was therefore subsequently **AGREED** that all Councillors be emailed asking for their availability for the 26th June together with dates to be identified in August, and for the date with the most attendees to be selected.

It was also **AGREED** that the start time for the Review Meeting should be 6.30pm.

21. TO DISCUSS THE POTENTIAL REPARISHING OF THE WIDER BOGNOR REGIS URBAN AREA AS REFERRED FROM THE ANNUAL TOWN COUNCIL MEETING HELD 13th MAY 2019 (MIN. 19 REFERS)

The Town Clerk's report, together with the response from the Department for Communities and Local Government or DCLG (now the Ministry of Housing, Communities and Local Government) to the Town Council's letter requesting local government reorganisation within West Sussex to be considered in relation to the creation of a Unitary Authority, was **NOTED**.

Members debated at length the merits and concerns of pursuing this issue further. Whilst some Members highlighted the inequality in Parish precepts per household between the Town and Parish Councils, when the entire wider area has access to the facilities/services/grants etc funded by the Town Council, other Members expressed concern about imposing the Town Council's will on neighbouring Parishes. It was noted that this issue had been considered by the Town Council in the past, but the opinion was expressed that the recent changes in political make up at Arun District Council suggested that this was an ideal time to revisit the matter.

Following a lengthy discussion, it was **AGREED** that a letter should be sent to Arun District Council requesting them to consider the re-parishing of the wider Bognor Regis area.

Cllr. Cunard, having previously declared a Disclosable Pecuniary Interest in the following item, left the room

Cllr. Mrs. Daniells, seated in the public gallery, declared a Disclosable Pecuniary Interest as an employee of the Post Newspapers and left the room

22. TO NOTE THE INTENTION OF POST NEWSPAPER TO UNDERTAKE A REGULAR LIVE FEED OF TOWN COUNCIL MEETINGS AND TO NOTE THEIR OFFER OF AN OFFICIAL, EXCLUSIVE PARTNERSHIP

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

Members discussed the issue at length and whilst supportive of the transparency and accessibility to the public being offered by the live streaming of Council Meetings, it was **NOTED** that legislatively no exclusivity could be offered as any person may film or record a meeting. Following debate, Members **AGREED** that The Post, together with any other media outlet should be assisted and encouraged to report either in writing or audio/visually on all Council Meetings but **REJECTED** the offer from the Post Newspaper for an official partnership with the Town Council.

Finally, Members suggested that consideration should be given to the Town Council's own recording of meetings and it was **AGREED** that this should be investigated further, with a report back to this Committee in due course.

Cllrs. Cunard and Mrs. Daniells returned to the room

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

24. FINANCIAL REPORTS INCLUDING:-

24.1 To note Committee I&E Reports for the month of April 2019 - previously copied to Councillors

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

24.2 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 March and April 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**.

24.3 To note the closure of the Bognor Regis Town Council Public Sector Reserve (P.S.R.) account which is now surplus to requirements

The Town Clerk's report, detailing the background as to why this had happened, was received.

The closure of the Public Sector Reserve (P.S.R.) account was **NOTED**.

25. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the lists.

26. 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 item 26 (contractual).

27. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 8.32pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20th MAY 2019

- PRESENT:** Cllr. W. Smith (Chairman);
Cllrs. J. Barrett, J. Brooks, Mrs. I. Erskine,
Miss. C. Needs and Mrs. A. Sharples
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
5 members of the public
2 Councillors in the public gallery: Cllrs. Mrs. S.
Daniells and S. Goodheart

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 13th MAY 2019

The Committee **NOTED** that Cllr. W. Smith had been elected Chairman and Cllr. J. Barrett elected Vice-Chairman of this Committee at the Annual Town Council Meeting on 13th May 2019.

2. CHAIRMAN'S ANNOUNCEMENT 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 away on business, Cllr. Jones who was sitting an exam and Cllr. Mrs. Staniforth who was unwell.

3. 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, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations of Interest

4. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

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

4.1 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

Members **RESOLVED** to appoint the Bognor Regis in Bloom Working Group for the 2019/20 municipal year.

Members **AGREED** to appoint Cllrs. S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.

Members further **AGREED to RECOMMEND** to **COUNCIL** the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and a representative from Arun District Council.

Consideration of the appointment of a Chairman for this Working Group will be undertaken at the first meeting.

4.2 BEACH ACCESS TOPIC TEAM

Members **AGREED** that Cllrs. J. Brooks, Mrs. I. Erskine and Ms. A. Sharples be appointed to sit on the Beach Access Topic Team.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first meeting.

4.3 YOUTH WORKER STEERING GROUP

Members **AGREED** that the Chairman of the Community Engagement and Environment Committee, Cllr. W. Smith be appointed to the Youth Worker Steering Group.

5. **TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED**

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

5.1 **COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

No changes were proposed to the Terms of Reference for the above - **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

5.2 **BOGNOR REGIS IN BLOOM WORKING GROUP**

No changes were proposed to the Terms of Reference for the above - **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

5.3 **BEACH ACCESS TOPIC TEAM**

A Member asked for an amendment to be made to point 2 and proposed that "Other Parties or Agencies" should be included. Changes to the Committee Membership were also **NOTED**.

Members **AGREED** the Terms of Reference for the above with the additional change and **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

5.4 **YOUTH WORKER STEERING GROUP**

Members **AGREED** to the proposed changes to the Terms of Reference for the above, which provide a clearer description of the aims and objectives of the Steering Group, as per the Officer recommendation in her report and the draft as circulated with the Agenda. It was **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 25th MARCH 2019**

The Minutes of the Meeting held on the 25th March 2019 were approved by the Committee as a correct record and were signed by the Chairman.

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

The Chairman adjourned the Meeting at 6.44pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to

debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

The following items were raised with Members:

Would Members know if 5G is going to be rolled out in West Sussex? Who is responsible and where should objections be made?

Objections to the mast at Fitzleet - are Members aware of the health risks? Westloats Lane - objection to the recent planning application for development in the area

Bognor Regis Youth and Community Centre - BognorCAN is a valuable asset to the community, would Councillors consider applying for it to be made an Asset of Community Value?

Will the Council look at securing a number of assets for the community?

Will the Council consider The Power to Change funding opportunities to help fund public ownership?

Raising funds from re-cycling - would the Committee be interested in starting a scheme?

How green is this Council going to be?

Will this Council declare themselves a Council of Climate Emergency?

Regarding a drug related incident outside the Edward Bryant School - will the Council raise with the Police why their Officers who were in attendance did not make any arrests?

Hotham Park is one of Bognor Regis' best assets. However, when Googled the website at the top of the page is out of date. Can anything be done to encourage the site owner to bring the information up to date?

Members asked for a number of the above points to be made Agenda Items for the next meeting to enable further debate.

The Meeting was reconvened at 7.27pm

8. CLERK'S REPORT FROM PREVIOUS MINUTES

8.1 Update on Old Town Area:

At the Events, Promotions and Leisure Meeting on the 15th April 2019 – Min. 101 refers, Members requested that a watching brief be kept on the Old Town and for a regular updates to be reported to the Community Engagement and Environment Committee. Therefore, this will be a regular item on the Clerks Report, and should any action be required it will be placed on the Agenda for consideration.

9. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 25th MARCH 2019, INCLUDING DISCUSSION REGARDING TOILET CLOSURE ON THE PROMENADE - MIN. 108 REFERS

The Projects Officer's report was **NOTED** including the Notes from the Public Question and Statements time of the meeting held on the 25th March, as previously circulated to Members. There were no recommendations for future Agenda items.

10. YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 24th APRIL 2019 AND REPORT ON THE IPEH PARTNERSHIP ADVISORY BOARD MEETING HELD ON 1st MAY 2019 - MIN. 114 REFERS

Members **NOTED** the Projects Officer's report including the Notes from the Youth Worker Steering Group Meeting on the 24th April 2019 and the IPEH Partnership Advisory Board Meeting on the 1st May 2019.

Members further **NOTED** the reply from the West Sussex County Council Cabinet Member for Children and Young People, as circulated with the Agenda, in response to a letter sent from this Committee regarding the Phoenix Centre and Sussex Clubs for Young People.

11. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 115 REFERS

The Projects Officer's report, including confirmation that there were currently no applications to be determined, was **NOTED**.

Members considered the proposed draft of the Flexible Community Fund Application Form and **AGREED** to **RECOMMEND** the draft document to the Policy and Resources Committee with the following amendments:

Point 4 - to include C.I.C.

To insert the question "What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?"

12. TO RECEIVE AN UPDATE FROM THE BEACH ACCESS TOPIC TEAM INCLUDING DATE OF NEXT MEETING - MIN. 119 REFERS

The Projects Officer's report was **NOTED**, and appointed Members will be advised of a date for a meeting in due course, when the scoping report will be available.

A Member spoke about the access ramp by the Yacht Club and asked about gaining permission for dog walkers to use it when leaving the beach even though it was just outside the permitted dog walking area.

After discussion Members **AGREED** to write to Arun District Council for clarification on the Byelaws and regulations regarding dogs on the beach and the use of the ramp.

13. CONSIDERATION OF FUTURE COUNCIL SURGERIES INCLUDING RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING 29th JANUARY 2019 (MIN. 189 REFERS), TO HOLD A SURGERY IN THE OLD TOWN AREA

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

Following discussion, Members **AGREED** to continue with the Council Surgeries and further **AGREED** for the Old Town to be used as a location. Members also noted that the surgeries would be held at a number of venues and at various times to enable engagement with all members of the community. Members also felt that when applicable, the surgeries should have a theme to focus the engagement. A Member also asked if it would be possible to update any successful outcomes on the Town Council website.

The Projects Officer will make the necessary arrangements for the next surgery and circulate details. All Councillors will be invited to attend.

14. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET

The Projects Officer's report was **NOTED**, and an overview was given of how the Ward Allocation fund can be utilised and the administrative requirements.

Members **NOTED** the budgets allocated to each Ward.

15. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 30th APRIL 2019

The Projects Officer's report was **NOTED** including the notes of the Bognor Regis in Bloom Working Group meeting held on the 30th April 2019 as previously circulated.

It was recorded that as the Working Group meeting held on the 30th April 2019 had not been quorate, decisions were ratified by way of recommendation to this Committee. Members **NOTED** that in accordance with the recommendations made, the co-opted membership for the Bognor Regis In Bloom Working Group had been agreed earlier in the meeting (Min. 4.1 refers).

Members subsequently **AGREED** to **APPROVE** the further recommendation as follows:

- Expenditure of £428 plus VAT for 4 x trees from Barcham Trees

16. CONSIDERATION OF A REQUEST FROM THE BOGNOR COMMUNITY GARDENERS FOR TOWN FORCE ASSISTANCE WITH WATERING

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

Following discussion, Members **AGREED** for Town Force to assist with the watering of the identified areas and incorporate them into their regular watering schedule.

17. TO RECEIVE A REPORT ON THE "BEAT THE STREET" INITIATIVE

The Projects Officer reported on a meeting attended on the 14th May 2019 called "Beat the Street" which is an initiative being run in association with Arun, Adur & Worthing and Intelligent Health to create a real life walking and cycling game, and to normalise physical activity as part of the daily routine.

Beat boxes will be placed at ½ mile intervals and using RFDI technology (similar to an oyster card) participants can swipe their cards on the boxes as they pass to accumulate points. Each swipe gains 10 points.

The project is being rolled out to primary schools and each child is automatically enrolled and issued with a key fob and one card for a parent/carer. These fobs are automatically registered to their school. Other family members can enrol free of charge on-line and align themselves to the school if they wish. Schools can accumulate points that generate vouchers for school equipment, books, arts and crafts etc.

The initiative will run from 19th June - 31st July and a co-ordinator will be appointed for each area to liaise with schools and community groups.

Members **AGREED** to support and promote the project wherever possible and the Projects Officer will keep the Committee up-dated with any progress.

18. REPORTS:

- a. To note Financial Reports, previously circulated

The reports were **NOTED**.

- b. Any further reports

There were no further reports.

19. CORRESPONDENCE

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

House of Commons Newsletter including a report into the funding of local authorities' children's services.

The Projects Officer drew Members attention to item 4 and asked Members to note that St. Wilfrid's Hospice would be giving a presentation to the Committee at the July meeting.

The Meeting closed at 8.30pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 14th MAY 2019

PRESENT: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erksine, Ms. A. Sharples, W. Smith and Mrs. J. Warr

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

The Meeting opened at 6.30pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING**

It was noted that Cllr. S. Goodheart was elected Chairman and Cllr. Mrs. J. Warr was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 13th May 2019.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire.

3. **DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

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

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

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

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

Cllrs. Mrs. Daniells, Goodheart and Mrs. Warr 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

4. **TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd APRIL 2019**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23rd April 2019 as an accurate record of the proceedings and the Chairman signed them.

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

Meeting adjourned at 6.34pm

A member of the public spoke about the unsuitable ground surface of Place St Maur, Bognor Regis, and asked the Town Council to liaise with Arun District Council and West Sussex County Council in requesting that the area be tarmacked and made good.

Meeting reconvened at 6.35pm

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

There was nothing to report.

7. TO CONSIDER TERMS OF REFERENCE INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

Members **RESOLVED** to **RECOMMEND** the Planning and Licensing Committee Terms of Reference, with no amendments, to the Policy and Resources Committee for approval.

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

There were no Premises Licence applications to consider.

9. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th APRIL AND 3rd MAY 2019

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

9.2 The Committee noted that representations had been received from the public in respect of BR/73/19/PL. None had been received from neighbouring parishes in respect of these applications.

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

10. 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 19th, 26th APRIL AND 3rd MAY 2019

There were no significant planning applications outside the Wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis, to consider.

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

There were none.

12. TO NOTE AN INVITATION FOR COMMITTEE MEMBERS TO PARTICIPATE IN THE REVIEW OF ARUN DISTRICT COUNCIL'S SUPPLEMENTARY PLANNING DOCUMENT

The Civic & Office Manager explained to Members that the Local Planning Authority, Arun District Council, would be reviewing the Supplementary Planning Document regarding Buildings or Structures of Character within the five Wards of Bognor Regis.

The District Council have approached Town/Parish Councils, and local organisations, to work in partnership with Arun Officers in carrying out the review. An invitation to Members of the Town Council's Planning and Licensing Committee had come courtesy of the Bognor Regis Heritage Partnership Board to join their members in forming a Sub-Group to participate in the review. This was **NOTED**.

All Members of the Planning and Licensing Committee **AGREED** to participate in the review of Supplementary Planning Document, if required.

13. TO NOTE AN INVITATION FROM BERSTED PARISH COUNCIL TO ATTEND SSALC PLANNING TRAINING, ON 8th AUGUST 2019 AT 7PM, AND TO CONSIDER ANY ATTENDEES

Members **NOTED** an invitation from Bersted Parish Council to attend SSALC Planning Training on 8th August 2019.

Councillors interested in attending the training session were asked to contact the Civic & Office Manager as soon as possible as places may be limited.

14. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.43pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2019
REPRESENTATIONS ON LISTS DATED 19th, 26th APRIL AND 3rd MAY 2019

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

<p>BR/103/19/A 25 High Street Outside Henry Adams Bognor Regis PO21 1RS</p>	<p>Upgrade existing double sided 6sht advertising paper panel to double sided 6sht panels forming integral part of bus shelter</p>	<p>NO OBJECTION</p>
<p>BR/74/19/A University of Chichester Upper Bognor Road Bognor Regis PO21 1HR</p>	<p>2 x v-shaped non illuminated board sign within the setting of a Listed Building. This application may affect the setting of Upper Bognor Regis Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/100/19/HH 26 Kew Gardens Bognor Regis PO21 5RD</p>	<p>Single storey side and rear extension to provide garage and dining room, loft conversion to provide bedroom and shower room</p>	<p>NO OBJECTION</p>
<p>BR/73/19/PL Land to East of Royal Norfolk Hotel Aldwick Road Bognor Regis PO21 2LH</p>	<p>Erection of 3 No. terraced residential dwellings, garden/cycle storage sheds & associated parking utilising the existing access (resubmission following BR/214/18/PL). This application affects the setting of a listed building & affects the character & appearance of The Steyne, Bognor Regis Conservation Area.</p>	<p>OBJECTION Members were concerned about the effect of the proposed development on the setting of The Royal Norfolk Hotel, which is listed grade II, and on the character and appearance of West Street which lies within The Steyne and Waterloo Square Conservation Area. It was also felt that loss of open space to the east of the hotel would harm the character of the Conservation Area.</p>

<p>BR/114/19/HH 105 Highcroft Crescent Bognor Regis PO22 8DT</p>	<p>Rear and side single storey extension</p>	<p>NO OBJECTION</p>
<p>BR/107/19/PL 32 Argyle Road Bognor Regis PO21 1EA</p>	<p>Change of use of single dwelling to a House in Multiple Occupation (HMO)</p>	<p>OBJECTION Members feel that this application does not comply with all aspects of Policy H SP4 of the Local Plan. It is considered that permitting this HMO would adversely affect the character of the area and would tip the balance between different types of housing in losing a family home. The applicant themselves state that there is evidence of some houses already having been subdivided into flats and bedsit units in the area and Members, therefore, do not wish to see another family home lost. An 8 person HMO with, only one parking space provided, will undoubtedly contribute to the generation of already excessive parking demands in the area. It is noted that apparently only one of the present occupiers currently has a car, but there is no way of knowing the vehicle status of any future occupants. Given the evidently small-scale gardens that surround the property, Members do not feel that adequate areas of open space, suitable for 8 persons, can be provided in this application. Furthermore, going from a single dwelling to an 8 person HMO will likely generate more refuse and the plans do not incorporate areas to adequately store refuse prior to collection.</p>

<p>BR/107/19/PL (cont.) 32 Argyle Road Bognor Regis PO21 1EA</p>		<p>Consequently, Members are concerned that such waste would become both unsightly and a health hazard, particularly during summer months. An increase in the number of occupants may also give rise to noise and disturbance to other residents.</p>
<p>BR/112/19/PL Villa Maria Campbell Road Bognor Regis PO21 1NW</p>	<p>Application for removal of condition no. 4 imposed on planning reference BR/270/16/PL relating to arboricultural protection measures</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 4th JUNE 2019

PRESENT: Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells, J. Erksine (during Min. 18),
Ms. A. Sharples, W. Smith and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
14 members of the public

The Meeting opened at 6.30pm

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Erskine who advised that he may be late to the meeting due to work commitments.

16. 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 Interests

17. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 14th MAY 2019

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14th May 2019 as an accurate record of the proceedings and the Chairman signed them.

18. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.36pm

Cllr. Erskine arrived at the Meeting

Members of the public, including two Councillors from Pagham Parish Council, present in the public gallery spoke about concerns regarding planning application P/38/19/PL (Newlands Nursery, Pagham Road). It was suggested that the planning application description for 'Year round retention of seasonal workers accommodation' was not entirely, truly representative of the actual proposals. It was highlighted that there are, at present, no caravans at the site and that the plan is to accommodate approximately 180 workers in 31 caravans.

Speakers raised concerns about the potential impact of this planning application being permitted including road safety resulting from a lack of bicycle/footpaths from the site to the nearest town, poor bus links, light/litter/noise pollution, over-subscribed health care and an increase in the volume of traffic on an already busy, often congested, road. There was also concern that workers accommodated at the Newlands Nursery site will be bused to other agricultural sites in the area.

The Chairman thanked those present for taking the time to address the Committee.

Meeting reconvened at 6.53pm

19. CLERK'S REPORT FROM PREVIOUS MINUTES

19.1 30th October 2018 - Min. 120.4 - Planning Application BR/215/18/PL (75 Highfield Road, Bognor Regis)

Members, having submitted an objection to planning application BR/215/18/PL, were notified that an appeal has been made to the Secretary of State against the decision of Arun District Council to refuse planning permission.

19.2 14th May 2019 - Min. 5 - Public question time and statements

Following comments made by a member of the public regarding the unsuitable ground surface of Place St Maur, Bognor Regis, the Town Council were asked to liaise with Arun District Council in requesting that the area be tarmacked and made good.

Members were informed that this matter does not sit within the Terms of Reference for the Planning and Licensing Committee and that the Civic & Office Manager would refer the issue to the Community Engagement and Environment Committee where this matter will be discussed at a future meeting.

20. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS, AND TO CONSIDER MAKING ANY COMMENT TO ARUN DISTRICT COUNCIL REGARDING THEIR LICENSING POLICY

**Application for a Street Trading License
Local Government (Miscellaneous Provisions) Act 1982
Street requested: London Road Precinct**

The Committee noted the Street Trading Licence application for the sale of burgers, tortillas, hot and cold drinks between the hours of 08:00 to 15:00 on Saturdays and Sundays, throughout the year, in London Road Pedestrian Precinct.

The Civic & Office Manager informed Members that two similar Street Trading Licenses had been approved in London Road, Bognor Regis, by Arun District Council in the past six months. In an email from the Licensing Officer it was made clear that, at that time, Arun could issue any number of consents, despite the potential for conflict in operation i.e. same location/day/hours of operation, with the expectation placed upon traders to liaise with each other and come to an agreement.

The Civic & Office Manager went on to advise Members that an email had been sent to the Director of Place, Mr. Karl Roberts, at Arun District Council to enquire as to whether this stance remains to be the case in issuing an unlimited number of Street Trading Licences. No response had been received to date but Members would be updated at a future meeting.

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

In line with previous comments regarding sole trader licence applications, submitted to ADC following the Committee Meeting held on 30th October 2018 (Min. 124 refers), Members continue to consider it prudent to issue one licence to an applicant that would have overall operational responsibility for street trading in the Town Centre, in this instance the Bognor Regis BID.

Therefore, Members **RESOLVED** to raise an **OBJECTION** to the Street Trading Consent application, for the reasons given above, but suggest that the applicant approach Bognor Regis BID to operate under their licence should consent be granted to them.

Furthermore, Members **RESOLVED** to **DEFER** consideration of making comment to Arun District Council regarding their Licensing Policy until the next Committee Meeting, allowing time for a response to be received from Mr. Karl Roberts, and for further investigations to be carried out.

Cllr. Smith left the Meeting

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

Cllr. Smith returned to the Meeting

22. **TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LIST DATED 3rd MAY 2019 INCLUDING PLANNING APPLICATION P/38/19/PL**

P/38/19/PL - Newlands Nursery Pagham Road Bognor Regis PO20 1LL - Year round retention of seasonal workers accommodation

The Committee noted that, to date, 70 letters of objection had been submitted to Arun District Council regarding planning application P/38/19/PL.

Members were advised that Pagham Parish Council had initially raised no objection to the planning application. However, since their consideration of the matter, numerous questions had been raised regarding permitted development rights legislation pertaining to planning application P/38/19/PL. Pagham Parish Council have now written to ADC asking that the matter be referred to the Development Control Committee for

determination on the grounds of local sensitivity to the proposals and the complexity of legal issues.

Members considered Planning Application P/38/19/PL and **RESOLVED** to **OBJECT** to the application as they felt that the infrastructure is not in place to support the development with the proposed addition of over 180 workers, with particular concern for the potential further congestion of an already busy road in addition to the likely effect that recent large-scale developments approved for Pagham will also have on weight of traffic.

Furthermore, Members **RESOLVED** to **AGREE** in supporting Pagham Parish Council in their request that planning application P/38/19/PL be referred to ADC's Development Control Committee for determination, and that its representation be forwarded to ADC.

23. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th and 24th MAY 2019

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

23.2 The Committee noted that representations had been received from the public in respect of planning applications BR/76/19/PL, BR/134/19/PL, BR/133/19/A and BR/116/19/L. No representations had been received from neighbouring parishes, in respect of these applications.

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

24. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 10th, 17th and 24th MAY 2019

There were none on lists dated 10th, 17th and 24th May 2019.

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

ADC Development Control Meeting - 5th June 2019.

25.1 BR/270/18/PL - 18-20 London Road, Bognor Regis - 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 and ancillary accommodation, entrance and new internal stairs to existing building to provide access from

Bedford Street. This application may the setting of listed buildings and the character and appearance of nearby conservation areas

It was noted that the Planning and Licensing Committee had raised **NO OBJECTION** to Planning Application BR/270/18/PL at the meeting held on 20th November 2018 (Min. 134.3 refers).

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

25.2 BR/311/18/PL - Land to the east of University of Chichester, Upper Bognor Road, Bognor Regis - Erection of 176 bedroom student accommodation building with associated hard & soft landscaping. This application may affect the setting of listed buildings, may affect the character & appearance of the Upper Bognor Road, Mead Lane Conservation Area & is a Departure from the Development Plan

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/311/18/PL at the meeting held on 18th December 2018 (Min. 156.3 refers).

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

25.3 BR/329/18/PL - 123 Longford Road, Bognor Regis - Change of use of single dwellinghouse to 2 No. residential apartments

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/329/18/PL at the meeting held on 8th January 2019 (Min. 170.3 refers).

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

25.4 BE/135/18/PL - Salt Box Field, Land off Rowan Way, Bognor Regis

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BE/135/18/PL at the meeting held on 8th January 2019 (Min. 170.3 refers).

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

26. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)

As the Town Council's appointed representative to the JWAAC Highways & Transport Sub-Group, Cllr. Goodheart gave a verbal report to Members following on from the Sub-Group Meeting held on 28th May 2019.

Cllr. Goodheart reported that discussions had taken place regarding the possible remodeling of the JWAAC Highways & Transport Sub-Group. This would be reported back to Town/Parish Councils, who would be asked for their feedback.

The Civic & Office Manager informed Members that the WSCC Cabinet Member for Highways, Mr. Roger Elkins, would be invited to attend the JWAAC Highways & Transport Sub-Group Meeting, to be held on 19th June 2019, to answer a series of written questions from members of the group.

Members of the Planning and Licensing Committee were asked to submit any questions, that they would like to put to Mr. Elkins, to the Civic & Office Manager by no later than 9am on Monday 10th June 2019.

Cllr. Smith left the Meeting

27. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING A MEETING WITH THE APPLICANT, REGARDING THE DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAYS AT 224 LONDON ROAD, BOGNOR REGIS, PO21 1AU (MIN. 253 OF 23rd APRIL 2019 REFERS)

Cllr. Smith returned to the Meeting

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to consider revisiting the previous decision, or making further comment, following a meeting with the applicant, regarding the draft Order for proposed stopping up of Highways at 224 London Road, Bognor Regis, PO21 1AU (Min. 253 of 23rd April 2019 refers).

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

28. TO FURTHER CONSIDER THE DRAFT ORDER FOR PROPOSED STOPPING UP OF HIGHWAYS AT 224 LONDON ROAD, BOGNOR REGIS, PO21 1AU (MIN. 253 OF 23rd APRIL 2019 REFERS), AND TO CONSIDER EITHER RESCINDING THE PREVIOUS DECISION OR MAKING FURTHER COMMENT

Following on from an on-site meeting with the applicant of the draft Order, Members were informed that the grassed area indicated on the site plan as a part of the Highway to be stopped up would not cause a significant loss of the land cultivated by members of the community.

In light of the information provided at the Committee meeting, Members **RESOLVED** to **AGREE** to rescind the decision made at the Planning and Licensing Committee Meeting held on 23rd April 2019 and withdraw the objection, submitted to the Department for Transport, in respect of the draft Order for the proposed stopping up of Highways at 224 London Road, Bognor Regis, PO21 1AU.

29. CORRESPONDENCE

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

Additional correspondence included: -

- 29.1** WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) Chichester Road, Fairlands, Central Avenue, Newtown Avenue, South Way, Bersted from junction with: Chichester Road - Service road; Fairlands - Chichester Road to the junction with Romney Broadwalk; Central Avenue - Chichester Road to the junction with Greencourt Drive; Newtown Avenue - Chichester Road to junction with Central Avenue; South Way - Central Avenue to junction with Norbren Avenue is temporarily prohibited from 17/06/19 at 08:00 until 18/06/19 at 16:00 except for South Way which is closed between 09:30 - 14:30. The restriction will be in place day-time only between 08:00 - 16:00 except for South Way which is closed between 09:30 - 14:30 only. This closure is necessary to allow Balfour Beatty to undertake carriageway resurfacing. Shared on social media.
- 29.2** WSCC - Latest Planned Roadworks Report, 22nd May - 21st June, and 29th May - 28th June 2019. Circulated to Committee and shared on social media.
- 29.3** WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) Lidsey Road, Woodgate from junction with Hook Lane to junction with Oak Tree Lane with works taking place on the level crossing is temporarily prohibited from 17/06/19 at 23:00 until 18/06/19 at 05:00. The restriction will be in place night-time only to allow Network Rail to undertake essential track maintenance using rail plant. Shared on social media.

The Meeting closed at 8.24pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th JUNE 2019
REPRESENTATIONS ON LISTS DATED 10th, 17th AND 24th MAY 2019

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

<p>BR/76/19/PL Alloways 33 Shelley Road Bognor Regis PO21 2SN</p>	<p>Conversion of existing house into 2 No. 3 bed semi-detached properties AMENDED BLOCK PLAN</p>	<p>NO OBJECTION</p>
<p>BR/120/19/PL The Bandstand The Promenade Bognor Regis</p>	<p>Reinstatement of missing pieces of ornamental metalwork; redecoration of entire structure; removal of yellow brick plinth and step, and reinstatement with red brick; relocation of entrance gate from south elevation to west elevation; infilling of open east and west sides with new railing to match existing; removal of existing lighting and provision of new; fitting of horizontal ceiling; removal of concrete floor finish; laying of new non-slip tiles in geometric pattern; fitting of Perspex sheeting at high level to prevent rainwater penetration & fitting of Perspex sheeting behind balustrading to form windbreaks</p>	<p>OBJECTION on the grounds of design, appearance and visual impact with particular concerns over the fitting of Perspex sheeting to The Bandstand. Members felt that insufficient design details were provided, with reference to the proposed Perspex sheeting, to enable them to be satisfied that these alterations and repairs would be in keeping with the Listed Building and not contrary to policies D DM4 and HER DM1 of the Arun Local Plan.</p> <p>Bognor Regis Town Council would appreciate the opportunity to attend a site visit with the applicant, to receive further information and discuss proposals.</p>

<p>BR/121/19/L The Bandstand The Promenade Bognor Regis</p>	<p>Listed building consent for the reinstatement of missing pieces of ornamental metalwork; redecoration of entire structure; removal of yellow brick plinth and step, and reinstatement with red brick; relocation of entrance gate from south elevation to west elevation; infilling of open east and west sides with new railing to match existing; removal of existing lighting and provision of new; fitting of horizontal ceiling; removal of concrete floor finish; laying of new non-slip tiles in geometric pattern; fitting of Perspex sheeting at high level to prevent rainwater penetration & fitting of Perspex sheeting behind balustrading to form windbreaks.</p>	<p>OBJECTION on the grounds of design, appearance and visual impact with particular concerns over the fitting of Perspex sheeting to The Bandstand. Members felt that insufficient design details were provided, with reference to the proposed Perspex sheeting, to enable them to be satisfied that these alterations and repairs would be in keeping with the Listed Building and not contrary to policies D DM4 and HER DM1 of the Arun Local Plan.</p> <p>Bognor Regis Town Council would appreciate the opportunity to attend a site visit with the applicant, to receive further information and discuss proposals.</p>
<p>BR/127/19/HH 23 Westway Bognor Regis PO22 8DA</p>	<p>Roof alterations to form rear gable end to form new 1st floor with side dormer projections</p>	<p>NO OBJECTION</p>
<p>BR/134/19/PL The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>Installation of car park management system (ANPR system). This application affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/109/19/CLE 63a Queensway Bognor Regis</p>	<p>Application for a Lawful Development Certificate for an existing use – 2 bed flat at 1st & 2nd level with access at ground floor</p>	<p>NO OBJECTION</p>

<p>BR/133/19/A The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>7 No. non illuminated pole mounted signs</p>	<p>NO OBJECTION</p>
<p>BR/113/19/PL 50a Annandale Avenue Bognor Regis PO21 2EX</p>	<p>Replacement porch at ground floor level for use of first floor flat</p>	<p>NO OBJECTION</p>
<p>BR/116/19/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH</p>	<p>Installation of car park management system (ANPR system and associated signage). This application affects the character and appearance of The Steyne Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/83/19/L The Bognor Club 2 Sudley Road Bognor Regis PO21 1EU</p>	<p>Listed building consent to restrain front wall of premises by Tie Anchorage to first floor structure</p>	<p>NO OBJECTION</p>
<p>BR/129/19/PL 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Conversion of single dwelling to 6 No. flats including rear projection & 2 No. parking spaces (resubmission following BR/215/18/PL)</p>	<p>OBJECTION on the grounds of over-development of an ordinary three-bedroomed house. The proposed development does not include sufficient parking provision to meet the needs of future occupiers of the proposed 6 No. flats, and this will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>

BR/143/19/A 31A - 33 Station Road Bognor Regis PO21 1QD	1 No. internally illuminated fascia sign on front elevation	NO OBJECTION
BR/144/19/PL Unit 5 Dickinson Place Bognor Regis PO22 9QU	Retention of ground floor extension	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 25th JUNE 2019

PRESENT:

Cllr. S. Goodheart (Chairman) (during Min. 33), Cllrs:
J. Barrett, Mrs. S. Daniells, Ms. A. Sharples, W. Smith
and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

30. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of Cllr. Goodheart, it was **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, should act as Chairman for the meeting until such time that Cllr. Goodheart may arrive.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Erskine on medical grounds.

31. 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

32. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 4th JUNE 2019

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

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A Councillor in the public gallery spoke about the refurbishment of the seafront beacon.

Cllr. Goodheart arrived at the Meeting

Meeting reconvened at 6.36pm

Cllr. Goodheart took the Chair

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 26th June 2018 - Min. 33.3 - To consider Planning Applications on Lists dated 8th, 15th and 22nd June 2018

Members were notified that, in respect of planning application BR/146/18/PO (Part of Bognor Regis School), an appeal had been made to the Secretary of State against the decision of Arun District Council to impose planning conditions.

34.2 14th May 2019 - Min. 9.3 - To consider Planning Applications on Lists dated 19th, 26th April and 3rd May 2019

Members were informed that an amendment had been made to Planning Application BR/107/19/PL (32 Argyle Road) and that the proposal was now for a 4 bed, 8 person House in Multiple Occupation (HMO), rather than a 5 bed. Having considered Planning Application BR/107/19/PL at their meeting held on 14th May 2019, Committee Members were minded to object. It is not considered that the amendments to the proposal address any of the objections raised by Members.

34.3 4th June 2019 - Min. 25 - Notification of any applications to be considered at the next ADC Development Control Committee Meeting

Unfortunately, due to unforeseen circumstances, Cllr. Goodheart had been unable to attend the meeting as representative on behalf of the Town Council to speak on planning applications BR/270/18/PL, BR/311/18/PL, BR/329/18/PL and BE/135/18/PL. Apologies were given to the Chairman of the Development Control Committee.

35. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 31st MAY, 7th AND 14th JUNE 2019

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

35.2 The Committee noted that representations had been received from the public in respect of planning application BR/82/19/PL. No representations had been received from neighbouring parishes, in respect of these applications.

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

36. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 31st MAY, 7th AND 14th JUNE 2019

There were none.

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

There were no notifications of applications to be considered at the next ADC Development Control Committee Meeting.

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

There were no Licence applications to consider.

39. CONSIDERATION OF ARUN DISTRICT COUNCIL'S LICENSING POLICY (MIN. 20 OF 4th JUNE 2019 REFERS)

The Civic & Office Manager's report was noted.

Cllr. Smith left the Meeting

Members were informed that the Bognor Regis Business Improvement District (BID) had published a confidential report, on the day of the meeting, regarding the provision of General Markets in Bognor Regis. Accompanying the report was an invitation from the BID to meet with the Town Council and Arun District Council (ADC) to discuss and agree on a shared vision for the future of markets in the Town.

Cllr. Smith returned to the Meeting

Members **RESOLVED** to **AGREE** that consideration of this Agenda item be **DEFERRED** until a future meeting of the Planning and Licensing Committee, to allow time for a meeting with ADC and the BID to take place.

40. TO RECEIVE ANY REPORTS FROM RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETINGS AND AGREE ANY ACTIONS (IF AVAILABLE)

There had been no recent meeting of the JWAAC Highways & Transport Sub-Group to report on.

41. ARUN DISTRICT COUNCIL'S SUPPLEMENTARY PLANNING DOCUMENT REVIEW - TO AGREE REPRESENTATIVES TO ATTEND MEETING TO BE HELD AT 2.30PM 2nd JULY 2019 (MIN. 12 OF 14th MAY 2019 REFERS)

Members **RESOLVED** to **AGREE** that Cllrs: Barrett, Goodheart and Ms. Sharples would attend the ADC Supplementary Planning Document Review Meeting to be held 2nd July 2019.

42. CORRESPONDENCE

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

Additional correspondence included: -

- 42.1** WSCC - Latest Planned Roadworks report, 19th June - 18th July 2019. Circulated to Committee Members and shared on social media

42.2 WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Chichester Road Service Station (Scroon Grove), Bersted from junction with Newtown Avenue to junction with Central Avenue is temporarily prohibited from 07/07/19 at 10.00 until 07/07/19 at 15.30. The closure is necessary for safety reasons while a cherry picker is set up on the main road (under traffic signals) to provide access to telecoms antenna for testing/maintenance

The Meeting closed at 8.05pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2019
REPRESENTATIONS ON LISTS DATED 31st MAY, 7th AND 14th 2019

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

<p>BR/142/19/PL 31A-33 Station Road Bognor Regis PO21 1QD</p>	<p>Connection of 2 No. A3 units into 1 No. A3 unit with new shop front alterations. This application may affect the setting of a listed building & may affect the character & appearance of the Bognor Regis Railway Station Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/152/19/PL 17 Longford Road Bognor Regis PO21 1AA</p>	<p>Variation of condition 3 imposed under BR/34/19/PL to increase number of children from 4 to maximum of 6</p>	<p>NO OBJECTION</p>
<p>BR/149/19/T 38 Highland Avenue Bognor Regis PO21 4BJ</p>	<p>Crown reduction by 2m to 1 No. Sycamore tree</p>	<p>NO OBJECTION</p>
<p>BR/115/19/PL Flat 3 20 Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Replacement of wooden box sash windows with UPVC windows to front, rear and side</p>	<p>NO OBJECTION</p>
<p>BR/82/19/PL Prince of Wales Public House 1 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Change of use from public house (A4 Drinking establishment) to 4 No. 1 bed flats & 2 No. 2 bed flats (C3 Dwelling house). Remodel roof over single storey building. Minor alterations to existing facade</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/82/19/PL, the Committee are in full support of the comments made by the ADC Drainage Engineers.</p>

<p>BR/154/19/PL 8 Mead Court Mead Lane Bognor Regis PO22 8BL</p>	<p>Change of use from single dwelling (currently used as a house in multiple occupation with 6 bedrooms) into a house in multiple occupation with 8 bedrooms including the conversion of existing integral garage into living area. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building</p>	<p>OBJECTION Members object to planning application BR/154/19/PL on the grounds that it is a departure from the Arun Local Plan Policy H SP4 whereby a House in Multiple Occupation (HMO) should not adversely affect the character of the area, particularly when in a Conservation Area and affecting the setting of a Listed Building, including eroding the balance between different types of housing. Members felt that the Mead Court development was built as terraced townhouses and their use should remain as intended.</p> <p>The loss of the existing integral garage further exacerbates a lack of parking provision associated with an 8-bedroom HMO and is in further contravention of Policy H SP4 in that the proposal is deemed to contribute to the generation of excessive parking demands or traffic in an area. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>
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<p>BR/155/19/PL 1-6 The Mews Mead Lane Bognor Regis PO22 8AL</p>	<p>Replace 27 No. rotten wooden windows with PVCu double glazed windows on north, south, east & west elevations. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building</p>	<p>NO OBJECTION</p>
<p>BR/161/19/A 4 London Road Bognor Regis PO21 1PY</p>	<p>1 No. internally illuminated fascia sign & 1 No. internally illuminated hanging sign on front elevation</p>	<p>NO OBJECTION</p>
<p>BR/160/19/PL Flat 1a 1 Queens Square Bognor Regis PO21 1SA</p>	<p>Change of use from house in multiple occupation (C4 House in Multiple Occupation) to 4 No. self-contained flats (C3 Dwelling houses)</p>	<p>NO OBJECTION</p>
<p>BR/139/19/HH 6 Glenway Bognor Regis PO22 8BU</p>	<p>First floor side extension</p>	<p>NO OBJECTION</p>
<p>BR/148/19/HH 25 Ash Grove Bognor Regis PO22 9JT</p>	<p>Single storey rear extension</p>	<p>NO OBJECTION</p>
<p>BR/158/19/PL Flat 1 4 Nelson Road Bognor Regis PO21 2RY</p>	<p>Proposed front extension</p>	<p>NO OBJECTION</p>

<p>BR/166/19/HH 23 Pinewood Gardens Bognor Regis PO21 2XB</p>	<p>Single storey side extension and relocated highway access with new dropped kerb and vehicle crossover</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/166/19/HH, the Committee highlighted the importance that surface water drainage be designed in accordance with building regulations.</p>
<p>BR/138/19/HH 38 Hook Lane Bognor Regis PO22 8AX</p>	<p>Single storey side extension, porch to front, conversion of garage to habitable use to include alterations to roof, front, side and rear elevations</p>	<p>NO OBJECTION</p>
<p>BR/145/19/PL 9-11 Abbeyfield Richmond Avenue Bognor Regis PO21 2YE</p>	<p>Conversion of existing vacant residential care home into 8 No. flats</p>	<p>NO OBJECTION Whilst Members have no objection to planning application BR/145/19/PL there was uncertainty about how achievable 2 No. parking spaces proposed at the front of the property would be, with no reference being made regarding dropped kerbs for vehicular access.</p>
<p>BR/169/19/CLE 5 Annandale Avenue Bognor Regis PO21 2ES</p>	<p>Lawful development certificate for use as existing HMO</p>	<p>NO OBJECTION</p>
<p>BR/102/19/PL 4 Burnham Avenue Bognor Regis PO21 2LB</p>	<p>Change of use from a house in multiple occupation to single dwelling</p>	<p>NO OBJECTION</p>
<p>BR/314/18/PL RE-ADVERTISED Abbots Lawn Sylvan Way Bognor Regis PO21 2RS</p>	<p>Front 1st floor extension over residents lounge to provide 4 No. bedrooms & link extension. Amended plans and elevations</p>	<p>NO OBJECTION</p>

<p>BR/125/19/PL 1-2 The Parade Argyle Road Bognor Regis PO21 1DT</p>	<p>Side & extension to existing mixed use building to provide additional retail space at ground level, 1 No. first floor studio flat & 2 No. studio flats to new roof extension</p>	<p>OBJECTION Members object to planning application BR/125/19/PL on the grounds that it is a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration does not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties. The proposal to increase the existing building by another storey, and to extend the footprint to the southern boundary wall, will adversely affect the neighbouring property and the gardens of those located at the rear.</p> <p>The side extension will also see the loss of two off-street parking spaces with the proposal unlikely to meet the needs of future occupiers of the proposed 3 No. studio flats. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan. It would appear that the plans do not include a proposal for cycle storage.</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 10th JUNE 2019

PRESENT:

Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine, S. Goodheart, Miss. C. Needs, W. Smith and
Mrs. S. Staniforth

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Councillors in the public gallery: Cllr. Mrs. J. Warr and
Cllr. P. Woodall (part of meeting)
2 members of the public in the gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING

Members **NOTED** the appointment of Cllr. Batley as Chairman and Cllr. Mrs. Erskine as Vice-Chairman as agreed at the Annual Town Council Meeting.

2. 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. Stanley who was working away.

3. 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. Smith declared a Disclosable Pecuniary Interest in Agenda item 9 as a service provider to the events and would leave the room if required

Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine, Goodheart, Miss. Needs and Mrs. Staniforth 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

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th APRIL 2019

It was **RESOLVED** that the Minutes of the Meeting held on 15th April 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.39pm

A member of the public thanked the Town Council's Planning and Licensing Committee for listening to the public and publishing details relating to planning applications on noticeboards around the Town. However, the member of the public felt that the use of the Town Council's Civic Crest would be more appropriate to use than the Sunniest Logo.

NOTE: It was clarified after the meeting that the notices referred to, which are using the Sunniest Logo, are not published by the Town Council but presumably are being posted by a member of the public.

The Chairman of the BID Board, seated in the public gallery, stated that the BID would welcome the opportunity to work in partnership with the Town Council and would be happy to have a meeting with Members to look at improvements.

The Chairman of the Carnival Association, also a Town Councillor, seated in the public gallery spoke of the disappointment in having to cancel this year's Carnival due to the weather but was hopeful that the parade element could be rescheduled. However, the associated costs with the cancellation and rescheduling will result in the Carnival Committee incurring some losses and asked if the Town Council would be able to provide any additional funding. It was noted that any request in this regard would need to be addressed to the Policy and Resources Committee.

A Councillor in the public gallery asked if it was possible when arranging events to have a "Plan B" in place in case of bad weather.

The Chairman reconvened the Meeting at 6.49pm

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 30th January 2019 - Min. 77 - Consideration of design for the 2019 event leaflet and update on advertising package with Places to Visit Sussex

Members had previously agreed to work in partnership with the BID to produce a map of the Town. The Projects Officer reported that the map was currently in the design process and a further update would be provided when there was more information.

6.2 30th January 2019 - Min. 78 - Proposal for a joint partnership event with the BID to utilise the additional budget of £8,329.06 for an event related purpose

The Projects Officer reported that due to a change of circumstances within the BID, the funds had been returned to the Town Council who would now be overseeing the delivery of a Roller Rink weekend. A further update on this matter would be given by the Events Officer in the report during Agenda item 9.

6.3 15th April 2019 - Min. 106 - 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

The Projects Officer read out the response received from the Chief Executive as follows, which Members **NOTED**:

Up until this point, the Council has been focusing on progressing the delivery of Pavilion Park. Progression of the redevelopment of the Regis Centre Site has paused while Officers focus on other priorities. No decisions have been made regarding what approach will be taken to future consultation at this time. In light of recent change of administration, Officers await further instruction on how this site will be progressed.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

The Committee **RESOLVED** that the Allotments Sub-Committee be appointed, together with its Membership.

Membership: All Members of the Events, Promotion and Leisure Committee.

It was **NOTED** that the appointment of the Chairman and Vice-Chairman of this Sub-Committee would be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** to **COUNCIL** the following appointments: Mr. G. Delurey, Mr. J. Yeomans, Mrs. L. Russell and Ms. S. Trodd (Allotment Tenant Representatives).

8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the current Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee, was **NOTED**.

8.1 Events, Promotion and Leisure Committee

No changes were proposed to the Terms of Reference for the above. It was therefore **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

A Member raised a query on the Town Council's remit regarding point 2.2, Power to Promote Lotteries, Lotteries & Amusements Act 1976, S7 , and asked for clarification and it was **AGREED** that Officers will investigate and report back.

8.2 Allotments Sub-Committee

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee the following amendments to the Terms of Reference for the above, with amendments/additions shown below in italics:

- Point 1. Functions of Sub-Committee: To ~~improve~~ *maintain* liaison between the Council and Allotments Tenants
- Point 2. Functions of Sub-Committee: To promote the sensible use and advancement of the Allotments ~~in Bognor Regis~~ *within the 5 Wards of Bognor Regis*
- Point 3. Functions of Sub-Committee: To promote the use of Allotments by young people *within the 5 Wards of Bognor Regis*

9. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was **NOTED** including the recommendation that Members are asked to be mindful of the increase in suppliers' costs when considering the level of budget requirements for next year.

Cllr. Mrs. Daniells declared an Ordinary Interest as a member of the Twinning Association

9.1 Book Day 29th May 2019:

The Events Officer reported that the Book Day Event was affected by the weather which kept people away. The usual footfall for this event is anywhere between 8,000 and 10,000 but the persistent rain put off all but the most-hardy and footfall was estimated around 1,000. However, the feedback was very positive and the Cinderella element with the coach and horses was very well received.

9.2 Drive Through Time 14th July 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.3 Proms in the Park 14th September 2019:

A Member felt that a song sheet was needed for the event, that there should be someone to lead the singing together with equipment to amplify their voice. The Events Officer reported that a vocal artist was always engaged to lead the singing, the Town Council's PA system was always used to amplify voices and a song sheet has always been provided in the past, and these would continue for the 2019 event.

The Events Officer had been asked to assist with finding accommodation for the Weil am Rhein Twinning Association Band for 32 people. Unfortunately, Butlin's and Riverside were not able to accommodate those numbers for the dates required. A Member said he may be able to help and would report back to the Events Officer.

9.4 Funshine Days 5th to 30th August (weekdays) 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.5 Roller Rink 10th and 11th August 2019:

At the Extraordinary Committee Meeting on the 30th January 2019 (Min. 78 refers), Members agreed to work on a joint partnership event with the BID. The event would be run and organised by the BID with sponsorship of £8,329.06 from the Town Council. The BID's original idea was to hold an extreme event weekend and the money from the Town Council would fund a Roller Rink as part of the activities. Unfortunately, due to unforeseen circumstances, the BID has had to reduce the scale of the planned event and therefore decided to return the sponsorship money to the Town Council for the Events Officer to organise the Roller Rink element of the event. The BID will continue to support and supply smaller scale elements for the event. A Member informed the meeting that he may be able to source a marquee for

the entire event and would liaise with the Projects Officer in this regard.

9.6 **Christmas Illuminations Switch-On 23rd November 2019:**

Members noted that the Events Officer was still investigating the suggestions regarding a celebrity for the Switch-On (Min 85.4 refers) and will provide a report at the next meeting.

10. **TO RECEIVE DETAILS OF CHANGES TO ARRANGEMENTS FOR THE USE OF ADC OWNED LAND FOR EVENTS AND AGREE ANY ACTION**

The Projects Officer's report was **NOTED** including the impact this would have on three of the main Town Council events.

Members discussed the ADC Events Policy and Procedure Document and noted that ADC and BRTC Officers had since been working to address how the new charging structure could be managed going forward. However, Members asked for clarification on point headed, 6.4 Refusal, of the document.

The opening paragraph reads:

"The Events Officer reserves the right to refuse permission for an event based on the following circumstances as set out in the bullet points below. The Events Officer's decision is final."

The closing paragraph reads:

"Appeals will need to be made in writing to the Services Director. An appeal will then be considered by the Services Director in consultation with the Cabinet Member for Neighbourhood Services."

Members felt the two paragraphs were contradictory and ambiguous. i.e. if the Events Officers decision is final then how can there be an appeal process and was it really best practise for an individual Officer to make such a decision.

Members **AGREED** to ask for clarification from ADC on point 6.4 of the document as noted above, with a report back to this Committee in due course.

11. **UPDATE ON THE PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE - MIN. 100 REFERS**

The Projects Officer's report was **NOTED** along with the response from the ADC Events and Marketing Officer.

Following discussion, Members **AGREED** that no further action be taken at this time.

Members further **AGREED** that as the ADC Events and Marketing Manager is relatively new to the post, they should be invited to attend a meeting of this Committee.

12. TO CONSIDER FUTURE METHOD OF FUELLING THE SEAFRONT BEACON FOLLOWING THE INSPECTION AND REFURBISHMENT WORK AS DISCUSSED BY THE POLICY AND RESOURCES COMMITTEE ON THE 8th APRIL 2019 - MIN. 155 REFERS

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

Following a lengthy discussion regarding the Beacon and the possible uses for it going forward, Members **AGREED** that quotations be obtained for a bespoke gas burner together with the manufacture of shields for two sides of the basket.

Members further **AGREED** for the Beacon, and possible utilisation of it going forward, to be made an Agenda item for the next meeting.

13. FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8th APRIL 2019 - MIN. 159 REFERS, TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES, AND COSTS

This item had been referred back to this Committee from the Policy and Resources Committee Meeting held 8th April 2019, as detailed in the Projects Officer's report, which was **NOTED**.

A Member stated that, in his opinion, this Committee should have a sum of money to use for the promotion of the Town. It was noted by another Member, that this Committee used to have a budget but, it was the Committee's decision to forego this budget and instead use the funds to provide an event for the Town. A comment was made raising concerns that there were already a number of organisations who were promoting the Town and there was a danger of cross over and sending mixed messages. Members discussed that the BID is also actively working with LoveBognor who are successfully marketing Bognor Regis and raising its profile.

As noted in the Projects Officer's report, the Policy and Resources Committee had advised that they would consider a recommendation for a sum of money, but it would need to comply strictly with the following conditions:

- Identification of the specific activities to be funded by this budget
- A breakdown of costs for each activity including quotations where necessary
- Any resourcing (staffing) implications arising from the identified activities
- A detailed analysis of the benefits to the Council of the identified activity

A lengthy discussion took place and Members **AGREED** to defer this item to a future Agenda and to look at specific projects at that meeting for recommendation to the Town Council's Policy and Resources Committee.

14. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit as per Standing Order 1.2, and with the outstanding business not considered to be urgent, Members therefore **RESOLVED** to defer the remaining Agenda items 14, 15, and 16 to the next Committee Meeting.

15. DATE OF NEXT MEETING

Monday 5th August 2019

The Meeting closed at 8.35pm

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

AGENDA ITEM 12 - TO FURTHER CONSIDER APPOINTMENTS TO; PLANNING AND LICENSING COMMITTEE (TWO LIBERAL DEMOCRAT VACANCIES) - MIN. 13 REFERS; REPRESENTATIVES TO OTHER "OUTSIDE" BODIES - MIN. 14 REFERS

REPORT BY TOWN CLERK

FOR DECISION

At the Annual Council Meeting held on 13th May 2019, following the Committee Appointments (Min. 13 refers), it was noted that there remained two Liberal Democrat vacancies on the Planning & Licensing Committee.

The Liberal Democrat Group Leader is therefore invited to propose two Members for appointment to the Planning and Licensing Committee or if unable to do this, for Council to appoint two other Members to serve for the remainder of the municipal year.

DECISION

Do Members **AGREE** appointments to fill the two Liberal Democrat vacancies on the Planning and Licensing Committee?

At the same Meeting, Members resolved that representatives to the Bognor & Bersted United Charities, the Parish Liaison Meetings and the Rural Transport Partnership for Arun District would be appointed at the July Council Meeting to allow for further information to be sought - Min. 14 refers.

Bognor & Bersted United Charities

Registered with the Charity Commission in 1965, the Bognor & Bersted United Charities are a collective Charity, combining a dozen very small charities whose purposes are: - The prevention or relief of financial hardship in Bognor and Bersted by making grants to individuals and families in need; and to organisations working to prevent or relieve financial hardship; The relief of sickness, and the preservation of health among people residing in Bognor and Bersted; To promote educational opportunities for children, and people under 25 in Bognor and Bersted.

When the current governing document of the Charities was updated in 2014, the Trustees considered that it was appropriate to have an ex officio Trustee from Bognor Regis Town Council.

Parish Liaison Meetings

Informal meeting of Parishes, including Aldwick, Bersted, Bognor Regis, Felpham, Middleton-on-Sea and Pagham, to discuss matters that are relevant to all six Parishes, sharing information and supporting each other as the need arises.

Officers are not aware of a meeting having taken place since January 2017 but in the anticipation that a future meeting will take place it is the Officer recommendation to make the necessary appointments.

Rural Transport Partnership for Arun District

Although Ex-Councillor W. Toovey was appointed to this organisation as recently as 2017/18, no reference can be found in any reports from representatives to outside bodies that meetings have taken place. Contact was made with the WSCC Transport Co-ordination Group back in 2013 to see if they wished for a representative to be reappointed although it seems unclear whether a response was ever received. In the circumstances it may be advisable to remove this organisation from the list and not reappoint. In the event that the Council is approached again in the future, this can then be reconsidered.

At the meeting held 13th May 2019, Members also resolved to appoint the remaining vacancies for reserves to the Bognor Regis Heritage Partnership Board at the Council Meeting in July - Min. 14 refers.

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

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 13 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. W. SMITH - TO CONSIDER A PRESENTATION FROM THE SIR
RICHARD HOTHAM PROJECT, REGARDING REGENERATION IN
BOGNOR REGIS AT A FUTURE TOWN COUNCIL MEETING**

REPORT BY TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. W. Smith: -

"To consider a presentation from the Sir Richard Hotham Project, regarding regeneration in Bognor Regis at a future Town Council meeting."

Officer Comment

The Town Clerk has been advised by email that Cllr. J. Barrett has seconded this Motion. This will need to be reaffirmed by Cllr. Barrett, if present, at the meeting. If Cllr. Barrett is not present at the meeting then another Councillor will be required to second the Motion before the item may proceed.

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

As the matter of Regeneration is an Agenda item at Full Council Meetings it is the Officer recommendation that the Motion be discussed immediately rather than deferred to the next Full Council Meeting in September.

DECISIONS

Does Cllr. Barrett reaffirm his seconding of the Motion or in the event of his absence, is there another seconder for the Motion?

If the Motion is seconded, does the Mayor **AGREE** the Motion should be discussed immediately?

If the Motion is debated immediately, Members are asked to **AGREE** any further action.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019

AGENDA ITEM 14 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. A. CUNARD - TO CONSIDER A FORMAL REQUEST TO ARUN DISTRICT COUNCIL FOR THE TRANSFER OF COMMUNITY ASSETS, AT A NOMINAL FEE OF £1, INCLUDING BOGNOR REGIS TOWN HALL (INCLUDING OLD FIRE STATION ANNEX AND ASSOCIATED PARKING), HOTHAM PARK AND THE SIR RICHARD HOTHAM PORTRAIT CURRENTLY HOUSED IN THE TOWN HALL, TOGETHER WITH TRANSFER OF SERVICES INCLUDING CONCESSIONS AND PARKING AND FURTHERMORE, REQUEST THAT IN VIEW OF THE SCHEDULED ADC/BRTC LIAISON MEETING ON 9th JULY 2019, THE MOTION BE CONSIDERED AS URGENT BY THE TOWN MAYOR AND DISCUSSED IMMEDIATELY

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. A. Cunard: -

"To consider a formal request to Arun District Council for the transfer of community assets, at a nominal fee of £1, including Bognor Regis Town Hall (including old Fire Station annex and associated parking), Hotham Park and the Sir Richard Hotham portrait currently housed in the Town Hall, together with transfer of services including Concessions and Parking and furthermore, request that in view of the scheduled ADC/BRTC Liaison Meeting on 9th July 2019, the Motion be considered as urgent by the Town Mayor and discussed immediately."

Officer Comment

The Town Clerk has been advised by email that Cllr. Mrs. S. Daniells has seconded this Motion. This will need to be reaffirmed by Cllr. Mrs. Daniells, if present, at the meeting. If Cllr. Mrs. Daniells is not present at the meeting then another Councillor will be required to second the Motion before the item may proceed. In accordance with S.O. 9.5 if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee unless deemed as urgent by the Town Mayor.

As the Motion requests that the matters raised are referred to the BRTC/ADC Liaison Meeting on 9th July, it is the Officer recommendation that the Motion be considered as urgent and the Mayor uses their discretion and the Motion be debated immediately once seconded.

DECISIONS

Does Cllr. Mrs. Daniells reaffirm her seconding of the Motion or in the event of her absence, is there another seconder for the Motion?

If the Motion is seconded, does the Mayor **AGREE** the Motion should be discussed immediately?

If the Motion is debated immediately, Members are asked to **AGREE** any further action.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 15 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. A. CUNARD - TO REQUEST THAT ADC RESTORE THE GRAFFITI
PARTNERSHIP AGREEMENT**

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. A. Cunard: -

"To request that ADC restore the graffiti partnership agreement."

Officer Comment

The Town Clerk has been advised by email that Cllr. Mrs. S. Daniells has seconded this Motion. This will need to be reaffirmed by Cllr. Mrs. Daniells, if present, at the meeting. If Cllr. Mrs. Daniells is not present at the meeting then another Councillor will be required to second the Motion before the item may proceed.

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

DECISIONS

Does Cllr. Mrs. Daniells reaffirm her seconding of the Motion or in the event of her absence, is there another seconder for the Motion?

If the Motion is seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate or alternatively direct that the matter should stand referred, without discussion, to the next Policy and Resources Committee Meeting?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 16 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. A. CUNARD - TO REQUEST THAT BOGNOR REGIS TOWN
COUNCIL HAS A SEAT AT ADC'S BOGNOR REGIS REGENERATION SUB-
COMMITTEE, SEPARATE TO ANY SEAT TAKEN BY A DUAL HATTED
COUNCILLOR**

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. A. Cunard: -

"To request that Bognor Regis Town Council has a seat at ADC's Bognor Regis Regeneration Sub-Committee, separate to any seat taken by a dual hatted councillor."

Officer Comment

The Town Clerk has been advised by email that Cllr. Mrs. S. Daniells has seconded this Motion. This will need to be reaffirmed by Cllr. Mrs. Daniells, if present, at the meeting. If Cllr. Mrs. Daniells is not present at the meeting then another Councillor will be required to second the Motion before the item may proceed.

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

DECISIONS

Does Cllr. Mrs. Daniells reaffirm her seconding of the Motion or in the event of her absence, is there another seconder for the Motion?

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

AGENDA ITEM 17 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. M. STANLEY - THIS COUNCIL ACKNOWLEDGES THE ESTABLISHED TRADITION OF DEPUTY MAYOR TRANSITIONING TO TOWN MAYOR THE FOLLOWING YEAR AS LAID DOWN IN STANDING ORDER 2.6. HOWEVER THIS COUNCIL BELIEVES ALL COUNCILLORS SHOULD GET THE OPPORTUNITY TO SPEAK-ON THE SELECTION OF DEPUTY MAYOR AND THEREFORE THIS COUNCIL REQUEST THAT THE MAYORALTY SELECTION COMMITTEE IS DISSOLVED AND THE SELECTION OF THE DEPUTY MAYOR TAKES PLACE IN THE FINAL FULL COUNCIL MEETING OF THE MUNICIPAL YEAR

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. M. Stanley: -

"This Council acknowledges the established tradition of Deputy Mayor transitioning to Town Mayor the following year as laid down in Standing Order 2.6. However this Council believes all Councillors should get the opportunity to speak-on the selection of Deputy Mayor and therefore this Council request that the Mayoralty Selection Committee is dissolved and the selection of the Deputy Mayor takes place in the final Full Council meeting of the municipal year."

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

AGENDA ITEM 18 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. MRS. S. DANIELLS - WE APPROACH ARUN DISTRICT COUNCIL AND REQUEST THAT WE MIGHT BE ALLOWED TO PURCHASE A PARKING PERMIT ANNUALLY FOR THE MAYOR, WHOSOEVER THEY MAY BE, FOR USE IN ADC CAR PARKS, OR EVEN BE GIVEN ONE AS A GESTURE OF GOODWILL

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. Mrs. S. Daniells: -

"We approach Arun District Council and request that we might be allowed to purchase a parking permit annually for the Mayor, whosoever they may be, for use in ADC car parks, or even be given one as a gesture of goodwill."

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 19 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. MRS. S. DANIELLS - THAT WE RECORD ATTENDANCE AT
WORKING PARTIES AND OUTSIDE BODIES, AS WELL AS FORMAL
MEETINGS, AND PRESENT THIS AT THE ANNUAL ELECTORS MEETING
ALONG WITH THE OTHER ATTENDANCE RECORDS**

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr. Mrs. S. Daniells: -

"That we record attendance at working parties and outside bodies, as well as formal meetings, and present this at the annual electors meeting along with the other attendance records."

Officer Comment

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

DECISIONS

Is there a seconder for the Motion?

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

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019

AGENDA ITEM 20 - CONSIDERATION OF ANY RESOLUTIONS MADE AT
THE ANNUAL TOWN MEETING OF ELECTORS ON 18th MARCH 2019

REPORT BY TOWN CLERK

FOR DECISION

At the Annual Town Meeting of Electors held on 18th March 2019, the following Resolutions were carried:

MIN. 6.1

This Annual Meeting of Electors:

Thanks, the Town Council for conducting the survey of views concerning the proposed Linear Park and the Sunken Gardens;

Confirms the need for residents in the wider Bognor Regis Urban Area (6 parishes) to have a final say on which Regeneration Scheme goes forward and demands that Arun District Council facilitate this choice, laying out the viable schemes that are extant, with relevant status details;

Failing this, requests the Town Council to further consider this matter to enable residents to make their views known;

Reminds Arun District Council as landowner of the Regis Centre and Hothamton sites that it acts for the public interest, not as a private landowner.

DECISION

Do Members wish to **AGREE** any action regarding the above Resolution?

MIN. 6.2

This Annual Meeting of Electors

Supports the call for an Independent Inquiry into the neglect of properties in Waterloo Square, owned by Arun District Council, and urges the Town Council to do its utmost to secure this. Requests the Town Clerk write to the Secretary of State, James Brokenshire MP, to convey this meeting's position on this matter.

The issue of Waterloo Square had previously been raised at an Extraordinary Meeting of the Planning and Licensing Committee held 25th February 2019 (Min. 210 refers) and as a result of the discussion it was agreed that a letter (copy attached as **Appendix 1**) should be sent to Rt Hon James Brokenshire MP asking for an investigation be conducted into ADC's handling of the case regarding 2-4 Waterloo Square in Bognor Regis.

A response was received on 8th April 2019 (copy attached as **Appendix 2**) and this was received by Members at the Committee Meeting held 23rd April 2019 (Min. 254 refers). It was subsequently agreed at that Meeting that the Town Council should 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. Members are asked to **NOTE** that this submission is still in progress and has not yet been completed.

DECISION

Noting the action already taken and underway in this regard, do Members wish to **AGREE** any further action regarding the above Resolution?

MIN. 9.1

This Annual Meeting of Electors

Reminds Arun District Council that regeneration without leisure is simply re-development for profit and insists that regeneration plans for Bognor Regis MUST include the installation of a beach ramp over the stones to access the sands for families and the disabled, AND an indoor space suitable for large visitor attractions, exhibitions and entertainment events, to be funded by contributions from Arun District Council and developers.

DECISION

Do Members wish to **AGREE** any action regarding the above Resolution?



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

Rt Hon James Brokenshire MP
Ministry of Housing, Communities & Local Gov't
2 Marsham Street
London
SW1P 4DF

18th March 2019

Dear Mr Brokenshire

Re: Planning Application and subsequent demolition of 2-4 Waterloo Square, Bognor Regis

I have been asked to write to you, at the request of the Town Council's Planning and Licensing Committee, to express how bitterly disappointed Members are in relation to the outcome of the process carried out regarding the demolition of 2-4 Waterloo Square, Bognor Regis.

Planning Application BR/191/18/PL was submitted, by developers B5 Ltd, to the Local Planning Authority, Arun District Council, in 2018 with a view to demolish a building located at 2-4 Waterloo Square, Bognor Regis. Waterloo Square is located in The Steyne Conservation Area which dates from the 1820's and is formed of modest terraces, imitative of the early period of resort architecture dating from the 1840's. Waterloo Square represents a historically important space and landscape area, within which Bognor Regis Pier forms a strong focal point. The buildings at 2 and 4 Waterloo Square are identified in Arun's Supplementary Planning Document as a Building or Structure of Character within the District.

During the Planning consultation process a plethora of documents became available at various times. As Statutory Consultees, Members of the Town Council's Planning and Licensing Committee made every effort to act in the interest of the Town's heritage and in line with the policies and priorities adopted within both the Arun Local Plan and Bognor Regis Neighbourhood Plan.

Although the apparently poor structural state of the building was often featured in wider discussions, there also followed suggestions that the building could be salvaged, or that the façade, at least, might be saved. Many individuals and organisations, such as Save Britain's Heritage and the Civic Society, called upon Arun District Council to allow time for ways in which the building might be saved.

Sadly, before investigations into the viability of alternative options, rather than demolition, could be explored the matter was decided upon outside of the standard planning process with Arun's Environmental Health Officers serving a demolition order in January 2019.

Since the demolition orders were issued, it is known that Freedom of Information requests have been lodged, by different persons, to ascertain details from Arun District Council pertaining to issues including: -

- Ownership of building and land
- Professional expert survey reports on the building showing that the building is incapable of being economically restored and/or is unsafe
- Names of Arun District Council Officers/Councillors who participated in taking the decision to issue the order. Where appropriate, to include their qualifications to take this decision. If this was a committee decision, an indication of which committee and where the Minutes might be found.

This letter, although sent at the request of the Town Council's Planning and Licensing Committee, comes with the support of Full Council. Members greatly regret that the plight of 2-4 Waterloo Square was not dealt with in a more sympathetic manner by the decision-making authorities involved and respectfully ask that an investigation be conducted into Arun District Council's handling of this case.

Yours sincerely,

Joanne Davis
Civic & Office Manager/Committee Clerk



Ministry of Housing,
Communities &
Local Government

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



Jake Berry MP
*Minister for the Northern Powerhouse and Local
Growth*

**Ministry of Housing, Communities & Local
Government**
Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440
Email: jake.berry@communities.gov.uk

www.gov.uk/mhclg

Our Ref: 4135703

Dear Ms Frost,

2 April 2019

Thank you for your letter of 18 March to the Rt Hon James Brokenshire MP, regarding your concerns about the planning application process. You will appreciate that I cannot comment on individual cases due to the role of ministers in the planning system. I hope the following general comments are helpful, however.

The Government is committed to the protection of the historic environment, and we have put in place a strong legislative and policy framework to achieve this.

Local planning authorities are required to determine planning applications in accordance with the development plan unless material considerations indicate otherwise. In doing so they must take account of national planning policies, including those around conserving and enhancing the historic environment, to reach a balanced and proportionate judgment in each case. Where local people raise concerns about the planning merits of a proposed development local authorities are required to take those into account in reaching a decision.

There are procedures in place for making a complaint if you have concerns over the conduct of the local authority in processing and deciding an application. If you are unable to resolve the matter after complaining to the local authority you may wish to contact the Local Government and Social Care Ombudsman at: <http://www.lgo.org.uk>. The Ombudsman provides an independent means of redress to individuals for injustice caused by unfair treatment or service failure by local authorities.

JAKE BERRY MP

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 22 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 13th MAY 2019 - 1st JULY 2019**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Wednesday 15.05.19	:	Seaside Award Flag Raising Ceremony, Seafront bandstand, BR
Wednesday 15.05.19	:	Photo op with visiting French students taking part in Beach Clean and Awareness Campaign, Esplanade, BR
Friday 17.05.19	:	2 nd Bognor (St Mary) Sea Scouts AGM, St Mary's Hall, Glamis Street, BR
Sunday 19.05.19	:	Bognor Prom 10K Road Race, West Park, Aldwick
Sunday 19.05.19	:	Blue plaque unveiling for Frank L'Alouette, West Street, BR
Monday 20.05.19	:	11 th Bognor Regis Scouts AGM, Bognor Scout HQ, Central Drive, BR
Wednesday 22.05.19	:	Hall & Woodhouse 'Commitment to Sussex Celebration', World's End Pub, Patching
Saturday 25.05.19	:	West Sussex Guitar Club - Guitar Gala, Regis Recital Hall, Sudley Rd, BR
Wednesday 29.05.19	:	Book Day, Hotham Park, BR
Thursday 30.05.19	:	Service celebrating 180 th Anniversary of The University of Chichester's Chapel, Chapel of the Ascension, University of Chichester
Thursday 06.06.19	:	BR Sea Cadets 75 th Anniversary of D-Day commemorations, Cadet HQ, Longbrook Site, Felpham
Thursday 13.06.19	:	Network Xpress Business Exhibition, Butlin's
Sunday 16.06.19	:	Hotham Park Heritage Trust Music in the Park, Hotham Park, BR

AGENDA ITEM 22

- Monday 17.06.19 : In Bloom Guides Planting Awards Presentation, BR Mini Golf, Waterloo Square
- Friday 21.06.19 : Nyewood C of E Infant School Summer Fair, Brent Rd, BR
- Saturday 22.06.19 : Bognor Regis Armed Forces Day, Waterloo Sq, BR
- Sunday 23.06.19 : BR Carnival, Esplanade & West Park
- Tuesday 25.06.19 : Lodge Hill AGM, Lodge Hill Centre, Watersfield, Pulborough
- Wednesday 26.06.19 : *Deputy Mayor attended: Blue plaque Unveiling for Martin Venables, Beach Café*
- Wednesday 26.06.19 : BR District Scouts AGM, Newtown Social Club, Greencourt Drive, BR
- Thursday 27.06.19 : Laburnum Centre Volunteers Afternoon Tea, Laburnum Centre, BR
- Thursday 27.06.19 : The Regis School Annual Awards Evening, Arena Sports Centre, BR
- Friday 28.06.19 : Elizabeth House Care Home Open Day, Victoria Drive, BR
- Saturday 29.06.19 : Littlehampton Armed Forces Day, East Green, Littlehampton
- Sunday 30.06.19 : West Sussex Armed Forces Day & Drumhead Service, Steyne Gardens, Worthing

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019**

**AGENDA ITEM 23 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 13th MAY 2019 - 1st JULY 2019**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 17.05.19	:	Proclamation in Town Centre, High St, BR
Sunday 19.05.19	:	Bognor Prom 10K Road Race, West Park, Aldwick
Friday 24.05.19	:	Proclamation in Town Centre, High St, BR
Wednesday 29.05.19	:	Book Day, Hotham Park, BR
Friday 07.06.19	:	Proclamation in Town Centre, High St, BR
Saturday 15.06.19	:	Frome Town Crier Competition, Masonic Hall, Frome Town Centre
Sunday 16.06.19	:	Sussex Day Proclamation at Music in the Park event, Hotham Park, BR
Sunday 23.06.19	:	BR Carnival, Esplanade & West Park

**BOGNOR REGIS TOWN COUNCIL MEETING
1st JULY 2019**

AGENDA ITEM 25 - CORRESPONDENCE - FOR INFORMATION

1. Government Events - Secure your place on the Cyber Security Summit; Building Defences, Resilience and Capabilities Against New Threats 25 September Central London
2. JEAAC - 11 June 2019 Agenda
3. Neighbourhood Alert - Courier Fraud Alert - circulated to Councillors and on Social Media
4. Scribe 2000 - Sales information on accounts package
5. WSCC Town and Parish News - Working together on behalf of our communities
6. Government events - Achieving Revenue and Income in Local Government Through Online and Digital Commercialisation Conference 25th September 2019, Central London
7. NALC - Newsletter 5/6/19
8. Neighbourhood alert - BBC Radio 4 Appeal Supports Crimestoppers - circulated to Councillors and on Social Media
9. Neighbourhood alert - Weekly Bulletin - 27th May To 2nd June 2019 - Arun District - circulated to Councillors and on Social Media
10. St Wilfred's Hospice Newsletter June 2019 - circulated to Councillors
11. VAAC - Weekly E-Bulletin - Circulated to Councillors and on Social Media
12. West Sussex Emergency Management - Yellow Warning for Rain - Circulated to Councillors and on Social Media
13. Neighbourhood alert - HMRC Alert - circulated to councillors and on Social Media
14. SALC Weekly Bulletin
15. Sussex Police and Crime Commissioner - Thanks to all volunteers across Sussex
16. WSCC - Yellow rain warning - circulated to Councillors and on Social Media
17. SALC - Weekly Bulletin 23 - 19
18. SSALC - Health and Safety and Risk Assessment Workshop - final chance to book
19. ADC - Travellers Reported in Bognor Regis - circulated to Councillors
20. London Hearts - Defibrillator Appeal for West Sussex Parish Councils
21. Modern Gov - Effective Responses to Complaints in the Public Sector 17 October Central London
22. Sussex PCC - Focus Group on Anti-social behaviours in Bognor and local towns invitation 5th July Bognor Library
23. Letter from a member of the public regarding the Mirror article on Bognor Regis
24. WSCC - JWAAC Agenda 19 June 2019
25. WSCC Yellow Weather Warning 12th June 2019
26. VAAC - is recruiting a Partnership Officer (Health & Wellbeing) circulated to Councillors and on Social Media
27. WSCC - Met Office Yellow Warning - circulated to Councillors
28. VAAC Weekly E-Bulletin and updates - circulated to Councillors and on Social Media

- 29.** CAGNE Government Aviation Green Paper
- 30.** Neighbourhood Alert - weekly bulletin - circulated to Councillors and on Social Media
- 31.** London Hearts - Defibrillator Appeal for West Sussex Parish Councils
- 32.** HCLG Committee take evidence from Rishi Sunak on local government finance
- 33.** Neighbourhood Alert - Update On Significant Planned Road Works On The M23
- 34.** SALC Weekly Bulletin 24-2019
- 35.** Neighbourhood Alert - Sussex Police Officer Recruitment Now Open
- 36.** Parish Online Newsletter June 2019
- 37.** Neighbourhood Alert - Neighbourhood Watch Week - circulated to Councillors and on Social Media
- 38.** Parish Online Newsletter and Updates
- 39.** Government Events - Fraud and Error in Bognor Regis Town Council - conference on Combatting Fraud and Error in the Public Sector 17 October - London
- 40.** WSCC - JWAAC Committee 19 June - updated page for meeting - circulated to Council Rep
- 41.** HOC London - Call for written evidence Non-domestic Rating lists Bill
- 42.** VAAC - Weekly E-bulletin Updates - circulated to Councillors and on Social Media
- 43.** Neighbourhood Alert - Weekly Bulletin - Arun District - 10 to 16 June 2019 circulated to Councillors and on Social Media
- 44.** SSALC - Training in July - Appraisal and HR Workshop Last chance to book
- 45.** SSALC New Training in July Event Management - Health & Safety - last chance to book
- 46.** Sussex Police & Crime Commissioner - Police recruitment open. Circulated to Councillors and shared on social media
- 47.** Neighbourhood Alert - Update on significant planned roadworks. Circulated on social media
- 48.** NALC - Chief Executive's Bulletin, 7th, 14th and 21st June 2019. Circulated to Councillors
- 49.** Ordnance Survey - PSMA Newsletter, June 2019
- 50.** NALC - Newsletter, 19th June 2019. Circulated to Councillors
- 51.** SSALC - Sussex ALC Weekly Bulletin, 24th June 2019. Circulated to Councillors
- 52.** NALC - Star Council Awards 2019
- 53.** Parish Online - Newsletter, 17th June 2019
- 54.** NALC - Annual Conference 2019. Circulated to Councillors
- 55.** NALC - NALC/LGRC Local Council EXPO
- 56.** The Regis School - Newsletter, 21st June 2019. Emailed to Councillors
- 57.** SALC - Chairs Networking Day, 11th July 2019
- 58.** NALC - LCR Winter 2018 Survey
- 59.** WSCC - Birthday Honours 2019 - West Sussex

**BOGNOR REGIS TOWN COUNCIL MEETING
1st JULY 2019**

AGENDA ITEM 25 - ADDITIONAL CORRESPONDENCE - FOR INFORMATION

- 1. SSALC - Invitation to ALL Councillors to attend an ADALC Meeting to be held at Aldwick Parish Council on Wednesday 17th July, commencing at 7.00pm. Copy of agenda circulated to Town Council appointed representatives, Cllrs. Mrs. Daniells and Goodheart**
2. Email correspondence from a TV production company requesting that "Bognor's award-winning" Town Crier be involved with a one-off programme about Bognor Regis, celebrating its people, culture and history
3. WSCC - IPEH Stakeholder and Partner Newsletter, 25th June 2019. Circulated Councillors
4. Bognor Regis Twinning Association - Details of the next Foreign Film to be screened at the Picturedrome cinema on 8th July 2019
5. Mental Health 2019 - Conference to be held in London on 26th September 2019
6. Health and Safety Executive - News Update, 27th June 2019
7. WSCC - Heat Health Alert, 26th -29th June 2019. Circulated to Councillors and shared on social media, Town Council website and public noticeboards
8. ADC - Notification that The Regis Centre public toilets work has been completed ahead of schedule and will reopen at 8am on Friday 28th June 2019. Circulated to Councillors and shared on social media and website
9. Public Sector Network - The Editor Newsletter, June 2019
10. SALC - weekly Bulletin
11. St Wilfred's Hospice Newsletter
12. NALC - Chief Executives Bulletin
13. Neighbourhood Alert - In the Know - Get Safe Online with Switched on Parents in July - circulated to Councillors and on Social Media
14. Twinning Association Minutes of Meeting of 19 June and Agenda 15th July
15. Sussex Police and Crime Commissioner - Supporting rehabilitation in the Community - Circulated to Councillors
16. VAAC Funding Focus - Circulated to Councillors and on Social Media
17. LD Pride Walkposter
18. WSCC Town and Parish News - circulated to councillorsNALC - Annual Conference 2019 Engage Young People
19. Local Age UK brand partners merge and seek older people's views to shape new strategy
20. WPS News Brief - HR Brief Q2 2019
21. Local Councils Update, Issue 230 July 2019
22. Clerks and Councils Direct, July 2019 Issue 124

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 1st JULY 2019

AGENDA ITEM 26 - PICTUREDROME SITE UPDATE

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 53 No. 3 for May/June 2019 has been received, which is available for Members to view if required.

Promotion of Town Council's Involvement/Disabled Access/Outside Signage/Light in the Tower and Official Opening Event - liaison is currently taking place with the tenant regarding all of these issues and once further information is available, a report will be made back to Members.

Insurance - as a result of recent liaison with the Insurers, it was recommended that both Employer's Liability and Legal Expenses cover should be added to the BPCL policy. This has now been implemented at an additional premium of £348.09.

1a Linden Road - an issue has arisen recently with rainwater seeping into the unit through one of the windows when the weather is particularly wet and windy. Upon investigation it appears that the flashing around the window is no longer effective and needs replacing. This has now been undertaken by Town Force with Town Force time and materials being recharged to BPCL.

Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower - awaiting a start date from the surveyor for the works to commence and works will include repainting the front of the property either side of the tower.

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.