



# **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 4<sup>th</sup> NOVEMBER 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.

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

**TOWN CLERK**

**DATED THIS 28<sup>th</sup> DAY OF OCTOBER 2019**

### **AGENDA AND BUSINESS**

***Prior to the start of the meeting prayers will be held by the Mayor's Chaplain, if available***

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

- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
4. To APPROVE the Minutes of the Town Council Meeting held on 2<sup>nd</sup> September 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 30<sup>th</sup> September 2019** with resolutions, recommendations and reports including: -
  - Recommendation regarding the Corporate Strategy to be received under Agenda item 15 - Min. 69 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 23<sup>rd</sup> September 2019** with resolutions, recommendations and reports including: -
  - Recommendation that Bognor Regis Town Council declare a Climate Emergency - Min. 42 refers
- 9.3 **Planning and Licensing Committee Meetings of 17<sup>th</sup> September, 8<sup>th</sup> and 29<sup>th</sup> October 2019** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 7<sup>th</sup> October 2019** with resolutions, recommendations and reports
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the External Auditor's Certificate and Report year ending 31<sup>st</sup> March 2019 Accounts and consider any action
12. To note the List of Payments and Transfers made in August and September and to note the balances, bank reconciliations and financial reports (October not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
13. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley  
*"In order to protect the long term financial stability of Bognor Regis Town Council this Council requests that opportunities to purchase properties for the purpose of commercial lettings within the Bognor Regis Business Improvement District area are investigated on a regular basis and brought back to Council for further exploration."*
14. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley

*“In order to protect the long term financial stability of Bognor Regis Town Council this Council requests a presentation from an industry expert to better inform the Council regarding how it may explore opportunities around residential lettings and community land trusts.”*

15. To receive the recommendation from the Policy and Resources Committee Meeting held 30<sup>th</sup> September 2019 regarding the “Purpose”, “Vision” and points 1, 2 and 4 of the “Main Priorities” of the Corporate Strategy; To receive suggestions for point 3 of the “Main Priorities” and agree the wording for point 3 only; To adopt the Corporate Strategy 2019-2024 - Min. 69 refers
16. To receive the Notes of the Meeting of the Arun District Association of Local Councils on 31<sup>st</sup> October 2019 (if available)
17. Regeneration including; to note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 22<sup>nd</sup> July 2019; to receive any responses to the letters sent to those that had previously expressed an interest in talking to the Town Council - Min. 96 refers
18. To receive, and if acceptable, agree the adoption of the Community Winter Resilience Plan 2019/20
19. Town Mayor’s Report and duties undertaken
20. Town Crier’s Report and duties undertaken
21. Reports from Representatives to other organisations
22. To receive Correspondence
23. Picturedrome Site update - Director’s report, any urgent actions taken for ratification including: -
  - To note receipt of the £13,250 Management Fee from The Bognor Pier Company Ltd. (third quarter)
24. Redevelopment of the Picturedrome Cinema – risk report

Agenda items **23** and **24** will 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. PLEASE CONTACT DURING OFFICE HOURS TO ENSURE THAT THE LIFT IS IN OPERATION**



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

**HELD ON MONDAY 2<sup>nd</sup> SEPTEMBER 2019**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard, Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones, Ms. A. Sharples, W. Smith, M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Sergeant Sarah Masters (Sussex Police) (part of meeting)  
AC Alice West (Mayor's Cadet) (part of meeting)  
Major Matt Butler (Salvation Army) (part of meeting)  
5 members of the public (part of meeting)  
2 members of the Press (part of meeting)

***Prior to the Meeting, Members received a presentation from the Bognor Regis Business Improvement District***

***The Mayor's Chaplain, Major Matt Butler of the Salvation Army, then led prayers***

***The Meeting opened at 6.37pm***

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

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

Apologies for absence had been received from Cllr. Mrs. S. Daniells, who was on annual leave, and Cllr. Mrs. S. Staniforth, who was unwell. Cllr. Miss. C. Needs had given apologies for absence, for reasons unknown, via a fellow Councillor which were accepted by Members on this occasion. The Town Mayor reminded all Members to ensure that apologies for absence were reported through the proper channels, that being via the office.

## 82. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interest - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, 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. Brooks declared an Ordinary Interest in Agenda item 12, as he had personally submitted regeneration ideas for Bognor Regis to ADC's 2015 consultation. Cllr. Brooks also declared an Ordinary Interest in Agenda item 13 as the Vice-Chairman of ADC's Bognor Regis Regeneration Sub-Committee***

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 25, as the Tenant of the Picturedrome Cinema, and stated that he would leave the Meeting when this Agenda item was discussed***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 13 as the Chairman of ADC's Bognor Regis Regeneration Sub-Committee***

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

***Meeting adjourned at 6.41pm***

The Town Mayor welcomed Sergeant Sarah Masters, from Sussex Police, to the meeting.

Sergeant Masters provided a report on local policing and of the work that the Prevention Team were currently undertaking to reduce anti-social behaviour, with 5 Community Protection Warnings having been recently issued. Partnership working continues to focus on the rough sleepers in the Town Centre, and the associated anti-social behaviour.

Social media sites, such as Bognor Regis Matters and Bognor Regis 24/7, are monitored to enable police to keep an eye on what's being reported and issues that are emerging.

The recent spate of 'roof runners' has resulted in a number of children responsible for participating being identified, and their parents spoken to by the police.

Sergeant Masters took questions from Members which included a query regarding apparent police activity around Marine Drive West on the evening of 1<sup>st</sup> September 2019. Sergeant Masters was not able to share any information in this regard but offered to investigate and report back to the Member concerned.

***The Town Mayor thanked Sergeant Masters for attending the Meeting***

***Meeting reconvened at 6.46pm***

***Sergeant Masters left the Meeting***

**84. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 1<sup>st</sup> JULY 2019**

The Minutes of the Town Council Meeting held on the 1<sup>st</sup> July 2019 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

A Councillor drew attention to the wording of Minute 74.1 "However, no meetings attended", and pointed out that as a reserve representative he was not required to attend these meetings.

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

There were no reports from WSCC County or ADC District Councillors.

**86. WRITTEN QUESTIONS FROM COUNCILLORS**

None were received.

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

***Meeting adjourned at 6.47pm***

A seafront resident expressed their concerns in relation to people feeding birds on the Promenade, which causes a disturbance to caterers, encourages vermin, and causes pigeons to nest on the balconies of properties along The Esplanade. The resident requested that the Town Council contact Arun District Council to request that notices be displayed on the Promenade, to discourage the feeding of birds.

Another member of the public queried whether the Town Council, following on from a request made at the Annual Town Meeting of Electors held on 18<sup>th</sup> March 2019 (Min. 11 refers), had made any progress in considering declaring a climate emergency. It was confirmed by the Town Clerk that this matter would be on the Agenda for the next Community Engagement and Environment Committee Meeting.

***Meeting reconvened at 6.50pm***

In relation to the comments made by the member of the public concerning the feeding of birds on the Promenade, Members **AGREED** to **REFER** this issue to the Community Engagement and Environment Committee.

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

There were none.

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

**90. Policy and Resources Committee Meeting of 29<sup>th</sup> July 2019**

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

- 90.1 Min. 33 - Recommendation that the Terms of Reference for the Events, Promotion and Leisure Committee be adopted**  
Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Events, Promotion and Leisure Committee be adopted by the Town Council.

**90.2 Min. 38 - Recommendation to proceed with the possible acquisition by the Town Council of Bognor Regis Limited**

Members **RESOLVED** to **APPROVE** the recommendation to proceed with the possible acquisition by the Town Council of Bognor Regis Ltd and instructed the Clerk to progress this.

**90.3 Min. 43 - To identify a budget for the purchase of lights to illuminate the Billy Bulb mascot**

A Member commented that Billy had looked brilliant at the recent Illuminations Gala, and asked that his congratulations be passed on to all those involved. The Councillor went on to remind Members that the Council had already purchased lamps, rigging, generator etc, currently held in storage by the Member, and asked what was to happen with this equipment. It was **AGREED** that the issue should be referred to the Events, Promotion and Leisure Committee as an Agenda item at the next meeting.

**90.4 Min. 44 - Funding in the current financial year of £3,000 to purchase a roller track/deck for the beach**

A Member asked for clarification of the decision for up to £3,000 to be made available from General Reserves. With the project having been postponed until next year, the Member was advised that the matter would be on the Agenda for the next Policy and Resources Committee Meeting to discuss how Members wished to go forward. Cllr. Brooks stated that his comment regarding DDA compliancy, as recorded in the Minutes, had been misunderstood and that any such beach access ramp would need to meet these regulations.

**91. Community Engagement and Environment Committee Meeting of 15<sup>th</sup> July 2019**

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

**91.1 Min. 25.3 - Update on Old Town Area**

A Member asked whether there had been any update. The Deputy Clerk advised that they were not aware of any update, but that this would be reported back to the Community Engagement and Environment Committee as soon as an update was received.

**91.2 Min. 33.1 - Recommendation that Mr Earl is Co-opted onto the Bognor Regis in Bloom Working Group**

Members **RESOLVED** to **APPROVE** the recommendation for the appointment of Mr Earl as a Co-opted member to the Bognor Regis in Bloom Working Group.

**92. Planning and Licensing Committee Meetings of 16<sup>th</sup> July, 6<sup>th</sup> and 27<sup>th</sup> August 2019**

**92.1** Cllr. Mrs. Warr presented the Minutes of the Meeting held 16<sup>th</sup> July as acting Chairman for that meeting.



- 92.2** Cllr. Ms. Sharples presented the Minutes of the Meeting held 6<sup>th</sup> August as acting Chairman for that meeting.

**Min. 66 - ADC's Street Naming Consultation**

A Member expressed disappointment that, when considering comments to submit in response to the consultation, that no objection was made pertaining to ADC's current street naming policy whereby there is no mention of the Town/Parish Councils having to be consulted. The Member drew attention to the consultation flyer in which it was stated that Developers would have the final say in choosing names for new streets.

Members felt that Town/Parish Councils should have a greater input in the decision-making process for street naming, with the suggestion that street names to be considered should be made an annual Agenda item of the Planning and Licensing Committee. It was **AGREED** that the issue of the Town Council having greater input into street naming, within the Wards of Bognor Regis, would be placed on the Agenda for the next Planning and Licensing Committee Meeting.

- 92.3** Cllr. Goodheart presented the Minutes of the Meeting held 27<sup>th</sup> August as the Chairman of the Committee.

**93. Events, Promotion and Leisure Committee Meeting of 5<sup>th</sup> August 2019**

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

**93.1 Min. 20.1 - Town map being produced by the BID**

A Member requested an update on the map and the Chairman of the Committee confirmed that the map was in circulation with copies available from outlets including the Town Hall.

**93.2 Min. 21.4 - Funshine Days**

A Member commented that the Funshine Days had appeared to be really successful with good participation, particularly at the Sandcastle Competition. The Member felt that organising many of the Funshine Day events on the Bandstand had been a really good use of the structure. A Member suggested that ADC should consider the installation of wind screens, at full height, as part of the restoration works to the Bandstand.

**93.3 Min. 23 - Potential sites for event publicity**

A Member asked whether there had been any updates and the Chairman of the Committee reported that letters had been sent to the relevant persons to which responses had yet to be received.

**93.4 Min. 24.2 - Recommendation to a change in the agreed schedule of meetings to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings**

Members **RESOLVED** to **APPROVE** the recommendation to a change in the agreed schedule of meetings to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings.

**93.5 Min. 24.3 - Recommendation that the Terms of Reference for the Allotments Sub-Committee be adopted**

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for Allotments Sub-Committee be adopted by the Town Council.

**94. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

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

**95. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN JUNE AND JULY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (AUGUST NOT YET AVAILABLE)**

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

**96. TO FURTHER CONSIDER THE MOTION BY CLLR. SMITH REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019 (MIN. 63 REFERS)**

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

The Town Clerk's report was **NOTED**. As the Proposer, Cllr. Smith spoke to the Motion.

Members noted the decision of Arun District Council, taken at the Cabinet Meeting held on 8<sup>th</sup> July 2019, to shelve their Linear/Pavilion Park plans for the Hothamton site.

***Cllr. Stanley declared an Ordinary Interest as Cabinet Member for Technical Services at Arun District Council***

***Cllr. Brooks declared on Ordinary Interest as a Reserve Member on ADC's Development Control Committee and stated that he would not vote***

Discussions followed about receiving a presentation from the Sir Richard Hotham Project and concern was expressed by some Members about the Town Council looking to favour one regeneration proposal over another. With this in mind, it was suggested that all those that had previously submitted proposals for regeneration in the Town, and had responded to the Town Council's Regeneration exercise in 2018 confirming that they would like to be involved, be invited to make a presentation to the Town Council.

Comment was made that it must be made clear in the invitation that, whilst the regeneration of Bognor Regis as a whole was important, for the time being Arun's focus was on the Sunken Gardens and play area on the Hothamton site. It was also deemed necessary for the letter to make clear that the Town Council are consultees in the regeneration of Bognor Regis, and not the owner of the land by whom the decisions are taken.

A Member suggested that Arun District Council should also be involved with the opportunity, and be invited to attend any presentations.

Following a vote, Members **RESOLVED** to **AGREE** that a letter be sent to interested parties that had previously expressed an interest in talking to the Town Council, and invite them to give a presentation of their regeneration proposals to Members. Cllr. Brooks abstained from voting.

Furthermore, it was **AGREED** that, once the letters had been sent, any responses would be emailed to Councillors and the matter be brought back to the Council Meeting to be held on 5<sup>th</sup> November 2019.

**97. TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019 (MIN. 66 REFERS)**

*"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."*

The Town Clerk's report was **NOTED**. As the Proposer, Cllr. Cunard spoke to the Motion.

***Cllr. Stanley redeclared an Ordinary Interest as a Member of Arun District Council and a Member of the Cabinet***

Members spoke about the perceived benefit in the Town Council having a seat at ADC's Bognor Regis Regeneration Sub-Committee, separate to any seat taken by a dual-hatted Councillor, albeit a non-voting position. A Councillor mentioned that there were presently three Town Councillors, sitting as District Councillors, on the Sub-Committee and that, therefore, the Town Council were, to a degree, already represented with there being no obvious barriers to the free flow of information between Arun District Council and Bognor Regis Town Council.

It was highlighted that members of the public can attend to observe meetings of ADC's Bognor Regis Regeneration Sub-Committee with mention made that, with the Sub-Committee looking at making changes, there may be provision for public question time during these meetings in the future.

Following a vote, Members **RESOLVED** to **AGREE** that a request would not be made to Arun District Council for the Town Council to have a seat on their Bognor Regis Regeneration Sub-Committee, separate to any seat taken by a dual-hatted Councillor. Cllr. Brooks abstained from voting due to his interest.

**98. TO CONSIDER THE MOTION BY CLLR. STANLEY REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019 (MIN. 67 REFERS)**

*"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."*

The Town Clerk's report was **NOTED**. As the Proposer, Cllr. Stanley spoke to the Motion. He stated that, presently, nominations are fed through Group Leaders sitting on the Mayoralty Selection Committee but, with some Members not represented by a Group, it would be better for Council to discuss nominations.

Discussion took place about the benefit of considering nominations for the Deputy Mayor prior to the selection of the role being decided upon at the Annual Town Council Meeting. A Member suggested that doing so allowed for preliminary discussions around the requirements of the role, and suitability of a nominee, to be had. It was felt that to not do so beforehand would see the matter on the selection of Deputy Mayor being a long, drawn-out process at the Annual Town Council Meeting. It was noted that the actual appointments cannot be ratified by Council until the Annual Town Council Meeting.

A vote was taken, and Members **RESOLVED** to **AGREE** that the Mayoralty Selection Committee be **DISSOLVED** with nominations for

Deputy Mayor being discussed at the March Council Meeting, enabling a recommendation for the candidate to be made to the Annual Town Council Meeting in May.

**99. BOGNOR REGIS LTD - TO CONSIDER FUTURE BANKING ARRANGEMENTS**

The Town Clerk’s report was **NOTED**. Following the decision agreed by Members, under Minute 89.2, to proceed with the possible acquisition by the Town Council of Bognor Regis Ltd, Members were asked to consider future banking arrangements for the company.

*Cllr. Cunard left the Meeting*

*Cllr. Stanley declared a Disclosable Pecuniary Interest as he is an employee of a building society*

Members **RESOLVED** to **AGREE** to retain the existing Bognor Regis Ltd. bank account currently held with HSBC by completion of the necessary paperwork.

**100. FURTHER CONSIDERATION OF THE REPARISHING OF THE WIDER BOGNOR REGIS AREA MOST RECENTLY DISCUSSED AT THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29<sup>th</sup> JULY 2019 (MIN. 41 REFERS)**

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

Following a response from Arun District Council, including the guidance on the required process and criteria, and feedback from the neighbouring Parish Councils, it was proposed and seconded that no further action should be taken with regard to the issue of reparing of the wider Bognor Regis area.

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

| <b>FOR</b>         | <b>AGAINST</b>     | <b>ABSTENTION</b> |
|--------------------|--------------------|-------------------|
| Cllr. Barrett      | Cllr. Ms. Sharples |                   |
| Cllr. Batley       |                    |                   |
| Cllr. Brooks       |                    |                   |
| Cllr. Mrs. Erskine |                    |                   |
| Cllr. Erskine      |                    |                   |
| Cllr. Goodheart    |                    |                   |
| Cllr. Jones        |                    |                   |
| Cllr. Smith        |                    |                   |
| Cllr. Stanley      |                    |                   |
| Cllr. Mrs. Warr    |                    |                   |
| Cllr. Woodall      |                    |                   |

Members, therefore **RESOLVED** to **AGREE** that no further action should be taken with regard to the issue of reparishing of the wider Bognor Regis area.

**101. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 17<sup>th</sup> JULY 2019 INCORPORATING THE AGM, NOTING THAT APOLOGIES FOR ABSENCE FOR BRTC REPRESENTATIVES HAD BEEN GIVEN, AND TO CONSIDER ADALC MEMBERSHIP, INCLUDING COSTS, GOING FORWARD**

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

The Notes of the ADALC Meeting incorporating the AGM held 17<sup>th</sup> July 2019 were **NOTED** and Members **RESOLVED** to **AGREE** that the Council respond to the Chairman of ADALC and confirm the Town Council's continued membership of ADALC at a cost of £15.00 per annum.

**102. CHANGES TO REPRESENTATIVES TO OUTSIDE BODIES: TO APPOINT A REPLACEMENT RESERVE REPRESENTATIVE TO THE BOGNOR REGIS REGENERATION BOARD, AND TO NOTE THAT A REPRESENTATIVE WILL NO LONGER BE APPOINTED TO VAAC WITH IMMEDIATE EFFECT**

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

A nomination for Cllr. Mrs. Warr was proposed and seconded as reserve representative to the Bognor Regis Regeneration Board for the remainder of the 2019/20 municipal year. Following a vote, it was **RESOLVED** that Cllr. Mrs. Warr be appointed as the reserve representative.

In light of the decision taken by the Trustees of the VAAC Executive Board to reduce the number of observers to Officers only, Members **NOTED** that Cllr. Mrs. Daniells would no longer be the Town Council's appointed representative and would, therefore, be removed from the list of 'Outside' Bodies.

**103. REGENERATION INCLUDING TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 22<sup>nd</sup> JULY 2019 (IF AVAILABLE)**

The Briefing Notes of Bognor Regis Regeneration Board Meeting held on 22<sup>nd</sup> July 2019 were not yet available and would be circulated once received.

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

The list was **NOTED**.

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

The list was **NOTED**.

**106. 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:

**106.1 Cllr. Mrs. Daniells** - Arun District Association Local Councils (ADALC).

**106.2 Cllr. Mrs. Erskine** - Bognor Regis Seafront Lights.

**106.3 Cllr. Ms. Sharples** - Bognor Regis Heritage Partnership; Parish Liaison Meetings.

**106.4 Cllr. Woodall** - BRTC/ADC Liaison Meetings.

Verbal Reports:

**106.5** Cllr. Ms. Sharples reported that the intention of the Informal Parish Liaison Meetings was to share information and communicate with one another, with plans for meetings to take place every 3 months.

**106.6** Cllr. Mrs. Erskine reported that the Illuminations Gala had been a success and that further fundraising events were being looked at. A request for the seafront lights to be left on for the Christmas period was made and Cllr. Mrs. Erskine stated that this had been fed back to the Committee.

**106.7** Cllr. Goodheart informed Members that there was an urgent need for Members to become 'Friends of Hotham Park', in time for Hotham Park Heritage Trust's AGM, to ensure the park's future. An update on the South Downs Folk Festival was given.

**106.8** Cllr. Erskine reported that he had attended the most recent Bognor Regis Regeneration Board Meeting.

**107. CORRESPONDENCE**

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

**108. TO RECEIVE AN UPDATE ON FUTURE OFFICE PROVISION**

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

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

The previously circulated Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED** including: -

- To note receipt of the £13,250 Management Fee from The Bognor Pier Company Ltd. (second quarter)

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

The Town Clerk gave a verbal update to Members, informing them that an email had been received by the Clerk from the Tenant who had apologised for the miscommunication surrounding the recent planning application that had been submitted. The Tenant had subsequently telephoned the Town Clerk to advise that the Agent had been in touch with Arun District Council to withdraw the current planning application with a view to re-submitting the forms correctly. It was understood that the Tenant would be making pre-application enquiries and would then write officially, laying out the proposed plans and seeking Landlord's consent.

During discussion on the item, it was suggested that any future planning application might include the possibility of a disabled access ramp to the front of the Picturedrome cinema. A Member referred to the need for the installation of railings along the pavement outside the building. The Town Clerk advised that this had been raised with County Highways some years back without success. There was a brief discussion regarding the level of fees paid to Arun District Council, by the Agent, when submitting the planning application.

A Member asked whether signage could be displayed in the window of 1a Linden Road, as the corner of the building currently looks unused. The Town Clerk advised that liaison would be undertaken with the Tenant to seek their support in this.

- 110.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 1.2.
- 111.** 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 25 (contractual).
- 112.** **PICTUREDROME UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

***Cllr. Brooks declared an Ordinary Interest as supplier of the light in the Picturedrome tower***

Members received and **NOTED** the confidential, verbal report from the Town Clerk in relation to various contractual matters concerning the Picturedrome and an update on 1b Linden Road.

- 113.** Members **RESOLVED** to **APPROVE** a further extension to the Meeting of 15 minutes, as per S.O. 1.2, if required.

***Cllrs. Jones and Goodheart left the Meeting***



- 114.** Following discussion, Members **AGREED** that the Town Council should investigate the potential for a disabled ramp to the front exterior of the building **NOTING** that the cost for such works would have to be funded by the Town Council.

***The Meeting closed at 8.49pm***



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON MONDAY 30<sup>th</sup> SEPTEMBER 2019**

#### **PRESENT:**

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, J. Erskine, S. Goodheart (from Min. 64), H. Jones, Mrs. J. Warr and P. Woodall

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
2 members of the public (part of the meeting)  
2 Councillors in the public gallery: Cllr. Brooks (during Min. 63) and Cllr. Mrs. Daniells (until Min. 71)

*The Meeting opened at 6.31pm*

#### **60. 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. Cunard who was working and Cllr. Mrs. Staniforth due to a family illness.

#### **61. 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. Stanley declared an Ordinary Interest in Agenda item 16 as a Member of Arun District Council***

**62. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> JULY 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 29<sup>th</sup> July 2019 and these were signed by the Chairman.

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

***Cllr. Brooks took a seat in the public gallery during this item***

***Meeting adjourned at 6.35pm***

A member of the public spoke about his disappointment at the Council's decision to not move forward with regard to the issue of reparishing; questioned the Council's decision to contact regeneration schemes other than Sir Richard Hotham Project, the only scheme with planning permission and also queried the reason for the Council acquiring Bognor Regis Ltd.

A Councillor in the public gallery asked if there were any updates regarding the toilets on the Promenade and the new plans for the Hothamton site, following the withdrawal of the plans for the Pavilion Park.

A member of the public asked for an update regarding the surface of Place St Maur (Min. 31 refers); queried whether there had been any progress between ADC and the BID regarding signposting from the seafront, with a suggestion that the existing monolith be adapted for these purposes, and also asked if others would be able to input into the plans for the Hothamton site.

***Meeting reconvened at 6.46pm***

It was noted that several of the points raised related to ADC responsibilities and the enquires should therefore be directed to that Council. However, Members did **AGREE** that the issue of the use of the monolith on the Promenade for signposting to the Town Centre should be referred to the Community Engagement and Environment Committee for consideration.

***Cllr. Goodheart joined the Meeting*****64. CLERK'S REPORT FROM PREVIOUS MINUTES****64.1 8<sup>th</sup> April 2019 - Min. 154.1 - Signposting for the Town Centre**

There was no further update on this issue as there was no Officer availability to attend the last BID Board meeting and the notes were not yet available, but the issue would be followed up at their next meeting.

**64.2 8<sup>th</sup> April 2019 - Min. 154.3 - Olby's Clock**

There was no further update available and Officers continue to chase the building owner regarding completion of the legal agreement.

**64.3 8<sup>th</sup> April 2019 - Min. 155 - Offer of Graffiti services to the BID**

There was no further update on this issue as there was no Officer availability to attend the last BID Board meeting and the notes were not yet available, but the issue would be followed up at their next meeting.

**64.4 29<sup>th</sup> July 2019 - Min. 31 - Public Question re: Place St Maur**

With regard to the question regarding the poor condition of Place St Maur, and as raised by a member of the public earlier in the meeting, a Councillor updated Members that this issue was still being considered by ADC but no further update was available at the current time.

**64.5 29<sup>th</sup> July 2019 - Min. 34 - Town Force Report**

ADC have rejected the request for the Town Council to be reimbursed for the additional, unexpected costs of £250 in relation to the Beacon installation as they are of the opinion that this was not their responsibility. This incident highlights the need for clear licences as will be referred to in the Town Force Manager's report which is to be received under Agenda item 7.

**64.6 29<sup>th</sup> July 2019 - Min. 43 - Billy Bulb**

It was possible to utilise existing lighting to illuminate the mascot for the Gala parade and as a result, the previously agreed amount of £200, to be funded from General Reserves, was not required.

**64.7 29<sup>th</sup> July 2019 - Min. 51 - Car Parking Contribution**

Having confirmed to the Chief Executive of ADC the Town Council's commitment to continue to financially support this scheme, a response had been received. The Town Clerk relayed this to Members, reporting

that the BID's request to have a longer term agreement will be discussed at the next BRTC/ADC Liaison Meeting but that the suggestion of including more of ADC's car parks is likely to be unacceptable to the District Council as it could work against the principle that the scheme encourages permit users to use less popular car parks and could involve costs of £60k to £70k.

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

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

With regard to the Beacon burner, having been provided with a video demonstration of the refurbished and improved gas burner, Members **AGREED** to **RATIFY** expenditure for the works of £522 plus VAT to be funded from the Rolling Capital Programme. Members also asked that a letter of the thanks be sent to the fabricator for their efforts to provide such an improved burner.

Members noted that investigations were taking place to enable the Committee to consider installing an independent water supply to all of the seafront showers and a report with costs would be tabled at a future meeting. However, Members did **AGREE** that the ownership of the Fishermen's kiosks should be ascertained and asked that ADC be approached for confirmation of this.

Discussion took place about the need for wild planting, especially of plants that are bee and butterfly friendly, and whether Town Force in their planting could take up the mantle. The difficulties with using the planters for wild planting were noted but it was felt that there may be the potential to do something on the roundabouts. It was therefore **AGREED** that the Bognor Regis in Bloom Working Group be asked to look at this issue, working in partnership with the Town Force team.

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

The Projects Officer's report, including confirmation that a full report will be provided at the next meeting, was **NOTED**.

**67. TO RECEIVE A REPORT FROM THE JOINT ACTION GROUP (JAG) MEETINGS HELD ON 29<sup>th</sup> AUGUST AND 20<sup>th</sup> SEPTEMBER 2019**

The Projects Officer's report, including confirmation that the notes and action plans from these meetings were available to Members in the Town Council offices, was **NOTED**.

68. **TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5<sup>th</sup> FEBRUARY 2018 (MIN. 160 REFERS) AND TO ALSO CONSIDER A REVIEW OF THE LIMIT OF £500 FOR THE TOWN CRIER'S COMPETITION EXPENSES**

The Civic & Office Manager's report was **NOTED**.

Having discussed the merits of the Crier's attendance at competitions, Members **AGREED** the request from the Town Crier to increase the limit that may be spent annually on competition attendance, and furthermore **AGREED** that this should be increased to a maximum of £750 from within the annual budget of £2,000.

With regard to the potential of holding a Bognor Regis Town Crier Competition, Members **AGREED** that the issue should be considered further and that the maximum that may be committed to any such event in 2020, or thereafter, funded from the existing Town Crier's budget of £2,000 per annum should be £750.

To progress the matter, Members requested that the Town Crier liaise with the Civic & Office Manager and the Events Officer with a report to this Committee in due course.

A Member suggested that as part of the Crier's regular engagements, Butlin's be approached to see if it would be possible for her to carry out weekly Cries during the summer season within the Resort. Following discussion, Members **AGREED** that this should be investigated further and asked that Officers make the necessary approach to Butlin's.

Finally, Members **NOTED** the suggestion of a lightweight, summer uniform at an estimated cost of £250 and that this would be funded by the appropriate Earmarked Reserves.

69. **TO RECEIVE THE NOTES OF THE CORPORATE STRATEGY REVIEW SESSION ON 14<sup>th</sup> AUGUST 2019 (CIRCULATED PREVIOUSLY), DISCUSS AND AGREE FURTHER ACTIONS**

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

Members **AGREED** that as this is such an important issue, all Members of the Council had been encouraged to attend this Committee Meeting and were therefore invited to join in the debate for this item only.

Members reviewed the "Purpose", "Vision" and "Main Priorities" as circulated previously to all Members. It was noted that this document will be the thread running through all that the Council does.

Much debate took place around Point 3 of the "Main Priorities", which included, health and wellbeing aspects.

Members also discussed the inclusion of *brand* in the "Vision" with a proposal to remove the reference whilst still noting that promotion of the Town would still be an element under "Main Priority 1 - Build on the success of Bognor Regis".

Following discussion, Members **AGREED** to **RECOMMEND** to Council the following:-

Purpose

*Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life.*

Vision

*Our vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.*

Main Priorities

1. *Build on the success of Bognor Regis*
2. *Manage and reduce the environmental impact of Bognor Regis*
3. *TBC*
4. *Promote arts and culture to make Bognor Regis a great place to live, work, study and visit*

With regard to point 3 of the "Main Priorities" which would cover the health and wellbeing issues, it was **AGREED** that this needed to be reworded and that Members should email their suggestions to the Town Clerk by Monday 28<sup>th</sup> October. All suggestions will then be considered when this comes before the Council Meeting scheduled for 4<sup>th</sup> November and a decision made as to the final wording prior to its adoption.

**70. TO CONSIDER RESPONSES TO THE WSCC SURVEY REGARDING JWAAC AS PREPARED BY THE PREVIOUS AND CURRENT REPRESENTATIVES TO JWAAC**

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

As no draft responses had been received from either the previous or current representative to JWAAC, it was **AGREED** that no submission could be submitted in response to this survey.

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

**71. TO RECEIVE AN UPDATE ON THE ACQUISITION OF BOGNOR REGIS LTD INCLUDING CONSIDERATION OF THE PROVISION OF DIRECTORS AND OFFICERS INSURANCE SUBJECT TO FURTHER INFORMATION BEING AVAILABLE**

The Town Clerk provided a verbal report, informing Members of the following:-

- i) Accounts will be completed and filed before handover;
- ii) Contact will be made by the current Director with HSBC about the Town Council retaining the Bank Account and the necessary paperwork arranged;
- iii) A copy of the Memorandum and Articles of Association has been requested;
- iv) A solicitor has been approached to act on the Town Council's behalf and details of costs are awaited before proceeding.

With regard to the issue of Directors and Officers Insurance, Members **NOTED** that whilst the Company lay dormant, with no activities or transactions, the cover would be provided by the existing Bognor Pier Company Ltd policy, at no extra charge. However, Members were advised that as soon as Bognor Regis Ltd becomes active in any way, it will be necessary for a new policy to be taken out which will require a premium to be paid.

**72. TO RECEIVE A REPORT ON THE POTENTIAL TO REGISTER BOGNOR REGIS CIC - MIN. 38 REFERS**

The Town Clerk's report advising that the registration of Bognor Regis CIC would not be permitted due to its similarity to Bognor Regis Ltd, was **NOTED**.

**73. TO RECEIVE AN UPDATE ON THE PROPOSAL TO INSTALL A ROLLER TRACK/DECK FOR THE BEACH AS DISCUSSED AT THE PREVIOUS MEETING (MIN. 44 REFERS) INCLUDING THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 23<sup>rd</sup> SEPTEMBER 2019**

The Deputy Clerk's report, including the recommendation from the Community Engagement and Environment Committee that no budget be identified for this project and that therefore the project to install a temporary roller track/deck should progress no further, was **NOTED**.

With regard to the longer term project to provide permanent access to the sand for all, it was noted that this is being dealt with through the Beach Access Topic Team which reports into the Community Engagement and Environment Committee.

**74. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2020 TOWN NEWSLETTER**

The Civic & Officer Manager's report was **NOTED**.

A Member queried when would be the appropriate time to discuss the design and layout of this publication. Officers reported that if Members were considering changing from the 8-page, A4, matte finish format, then guidance would be required immediately, as changes to the format could change the quotation.



Following discussion, it was **AGREED** that the 8-page, A4, matte finish format should continue for the 2020 publication.

With regard to the content, design and layout, Members noted the past articles and the suggestions for the next edition as referred to in the circulated report. All were asked to bring any suggestions, including any examples, to the next Committee Meeting on 25<sup>th</sup> November and Members were reminded that a final decision would have to be made at that meeting to allow enough time for the design and print.

Finally, Members **AGREED** to once again run a photography competition for the front cover of the 2020 Town Newsletter.

75. **TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 47 REFERS**

The Deputy Clerk's report was **NOTED** and following discussion it was **AGREED** that no contribution would be made to ADC for their planting at Steyne Gardens, as the opportunity to take over planting of this area was not available.

76. **TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019: TO REQUEST THAT ADC RESTORE THE GRAFFITI PARTNERSHIP AGREEMENT - MIN. 48 REFERS**

The Deputy Clerk's report, including the clarification of the history to the Street Scene Partnership, was **NOTED** and following discussion, the Motion was **REJECTED** with Members agreeing to progress the matter no further.

77. **TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019: 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 - MIN. 49 REFERS**

The Deputy Clerk's report was **NOTED** and following discussion, the Motion was **REJECTED** with Members agreeing to progress the matter no further.

**78. FURTHER CONSIDERATION FOLLOWING REQUEST TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE FOR A MORE DETAILED ANALYSIS INCLUDING SPECIFIC ACTIVITIES AND COSTS FOR A PROMOTION BUDGET - MIN. 159 REFERS**

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

Following debate, Members **AGREED** that should the Events, Promotion and Leisure Committee decide to commit to the platform following the end of the month's trial, funding of £150 should be provided from General Reserves for the remainder of the 2019/20 financial year with a budget allowance being made in 2020/21 of £300.

**79. FINANCIAL REPORTS INCLUDING:-**

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

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

**79.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

**80. CORRESPONDENCE**

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

A Member suggested that, with regard to item 2 on the circulated list, a letter be sent with best wishes for the gentleman's retirement and it was **AGREED** that this should be sent by the Mayor.

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

The verbal Director's report, including updates regarding the works to the Tower, the painting, a tenant's planning application and receipt of the Bulletin publication, was **NOTED**. Members were informed that a further report would be given under confidential business.

**82. 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 22 and 24 (contractual).

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

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

Members received and **NOTED** the Director's confidential, verbal, report in relation to 1b Linden Road.

Furthermore, with regard to the same property, Members **AGREED** to proceed with the suggested enquiries with the minimal costs noted.

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

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

*The Meeting closed at 8.47pm*



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 23<sup>rd</sup> SEPTEMBER 2019**

- PRESENT:** Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks (from Min. 39), A. Cunard, Mrs. I. Erskine, H. Jones, Miss. C. Needs, Ms. A. Sharples and Mrs. S. Staniforth
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
3 members of the public  
Councillors in the public gallery:  
Cllrs. S. Goodheart and Mrs. J. Warr  
Nik Demetriades - 4Sight Vision Support

*The Meeting opened at 6.30pm*

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

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

### **37. 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 an Ordinary Interest in item 14 as an entrant to Bognor Regis In Bloom*

*Cllr. Ms. Sharples declared an Ordinary Interest in item 14 as an entrant to Bognor Regis In Bloom*

**38. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> JULY 2019**

The Minutes of the Meeting held on the 15<sup>th</sup> July 2019 were approved by the Committee as a correct record and were signed by the Chairman.

*Cllr. Brooks joined the Meeting*

**39. ADJOURNMENT FOR PRESENTATION FROM THE FUNDRAISING AND BUSINESS DEVELOPMENT MANAGER OF 4SIGHT VISION SUPPORT ON THEIR UPCOMING ANNIVERSARY OF 100 YEARS OF SERVICE TO THE VISUALLY IMPAIRED COMMUNITY OF BOGNOR/WEST SUSSEX**

*The Chairman adjourned the Meeting at 6.34pm*

A presentation was given by Nik Demetriades on behalf of 4Sight Vision Support.

*The Meeting was re-convened at 7.05pm*

The Chairman thanked Mr. Demetriades on behalf of the Committee for his informative presentation.

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

*The Chairman adjourned the Meeting at 7.05pm*

The Projects Officer read out the following statement:

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

A written statement had been received from a member of the public regarding a number of items relating to green issues and climate change. This was circulated to Members ahead of the meeting.

A member of the public asked why Arun do not have a food waste collection. A Member, who is also a District Councillor, reported that ADC are currently looking to re-negotiate the inclusion of food waste collection into the contract with their cleansing contractor.

A Councillor who was seated in the public gallery asked if the Town Council would consider adopting some land by the skateboard park and kiosk and would the Council further consider approaching ADC regarding some signage boards that were used for public consultation regarding the Sunken Gardens.

The Member was advised by the Projects Officer to make a request that these items be submitted for consideration via the relevant Committee and be placed on the next available Agenda.

*The Meeting was reconvened at 7.15pm*

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

##### **41.1 20<sup>th</sup> May 2019 - Min. 8.1 - Update on Old Town Area**

There is no update at this stage.

##### **41.2 15<sup>th</sup> July 2019 - Min. 26.4 - Hotham Park website**

The out of date website was originally set up by the son of one of the members of the Hotham Park Heritage Trust and whilst he has been approached, he has declined to take the site down. Some work is being undertaken to get the Hotham Park Heritage Trust site to the top of the Google list.

##### **41.3 15<sup>th</sup> July 2019 - Min. 29.4 - Update on Street Sheet**

A draft design has been produced and is currently being proof-read and approved. It is hoped that the first edition will be printed and circulated within the next couple of weeks. A sum of money has been retained for updates and re-prints.

**41.4 15<sup>th</sup> July 2019 - Min. 30 - Re-listing of the Alexandra Theatre as an Asset of Community Value**

The process of gathering evidence of support from users of the Theatre and the general public is currently being undertaken. The responses will be collated at the end of September and the application submitted to Arun District Council.

**42. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 15<sup>th</sup> JULY 2019 (MIN. 24 REFERS) INCLUDING: REFERRAL FROM FULL COUNCIL AT THEIR MEETING HELD 1<sup>st</sup> JULY 2019 (MIN. 70.4 REFERS), FOR THIS COMMITTEE TO CONSIDER THE ISSUE OF CLIMATE CHANGE EMERGENCY AS PREVIOUSLY RAISED AT THE ANNUAL TOWN MEETING OF ELECTORS HELD 18<sup>th</sup> MARCH 2019 (MIN.11 REFERS)**

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

Members reviewed the notes from the Public Questions and Statements time of the Meeting held 15<sup>th</sup> July 2019 and following discussion **AGREED** that any of the items relating to green issues should be addressed at the planned Open Forum.

The Projects Officer reported that since the last meeting, Town Force, the Weather Readers and the Events Team had all been issued with environmentally friendly re-fillable water bottles and some work had been undertaken with the BID to tackle the overgrown grass verges in the Queensway area.

The Projects Officer further reported that all bedding flowers are recycled when removed by Town Force at the end of the summer/winter season and when requested, given to members of the public.

Regarding the issues at King George Court, a Member confirmed that he had made contact with a representative of King George Court but was awaiting a reply.

Members were invited to consider the issue of Climate Change Emergency as previously raised at the Annual Town Meeting of Electors.

A Councillor read the following statement:

*"Of 353 councils in England, 227 of them have declared a climate emergency. On 8<sup>th</sup> October 2018, the IPCC - Intergovernmental Panel on Climate, changed released a report on the state of Climate Science. Not climate opinion, climate science. It places responsibility on the individual, the family, the community, the Council and the Government - at every layer of accountability, the duty to take this emergency seriously, and address it*

*with all appropriate measures. The Zero Carbon Britain Report set a target of reducing local climate impact by 2030 - and a significant number of the councils that have declared an emergency, have adopted similar targets. As elected representatives of our community, it is our duty to pay heed to the serious warnings and ensure that we as a town council are doing everything we can to safeguard the future of this community as best we can. At the appropriate time, following the debate, I would like to request that the vote be recorded."*

Following further discussion, a recorded vote was taken:

| <b>FOR</b>  | <b>AGAINST</b> | <b>ABSTENTION</b> |
|---|----------------|-------------------|
| Cllr. Barrett<br>Cllr. Brooks   | Cllr. Cunard   |                   |
| Cllr. Mrs. Erskine<br>Cllr. Jones<br>Cllr. Miss Needs<br>Cllr. Ms. Sharples<br>Cllr. Smith<br>Cllr. Mrs. Staniforth |                |                   |

Members therefore **AGREED** to **RECOMMEND** that the Town Council declare a Climate Emergency.

**43. CONSIDERATION OF A RESIDENT'S REQUEST FOR THE TOWN COUNCIL TO CONTACT ARUN DISTRICT COUNCIL TO ERECT NOTICES DISCOURAGING THE FEEDING OF BIRDS ON THE PROMENADE AS PREVIOUSLY RAISED AT THE COUNCIL MEETING HELD 2<sup>nd</sup> SEPTEMBER 2019 (MIN. 87 REFERS)**

The Projects Officer's report was **NOTED** including the referral from Council, for this Committee to consider contacting Arun District Council to request notices be erected on the promenade to discourage the feeding of birds.

Some Members felt that there is a risk of having too many "stop" notices and it would be far more effective to employ more enforcement officers. Other Members felt a softer approach such as some artwork on the pavement would be better. Following discussion, it was **AGREED** that an approach be made to ADC to see if they would permit some artwork to deter the feeding of birds to be sprayed onto the pavement and if so for the Town Council to look at undertaking this in partnership with CREATE.

Officers will make the initial approach to ADC and bring the item back to the Committee for further discussion as to the form this artwork should take and to determine any budgetary requirements.



**44. BEACH ACCESS TOPIC TEAM - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 29<sup>th</sup> AUGUST 2019**

The Projects Officer's report, including the Notes of the Beach Access Topic Team Meeting held on 29<sup>th</sup> August 2019 as previously circulated, was **NOTED**.

Members considered the recommendation from the Beach Access Topic Team to recommend to the Policy and Recourses Committee that a fund of £3,000 be earmarked or a budget set for 2020/21 to enable the installation of a temporary ramp. Following discussion Members **AGREED not** to proceed with the recommendation and that therefore, the temporary ramp project should progress no further.

**45. YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 14<sup>th</sup> AUGUST 2019**

The Projects Officer's report, including the Notes of the Youth Worker Steering Group Meeting held on the 14<sup>th</sup> August 2019 as previously circulated, was **NOTED**. Members were further asked to note that the CREATE action plan as referred to at that meeting was still pending.

The Projects Officer tabled a further verbal report relating to CREATE and the outreach work due to be delivered in Bognor Regis.

Members considered the recommendation from the Youth Worker Steering Group and following discussion Members **AGREED to RECOMMEND** to the Policy and Resources Committee to agree in principle to provide match funding support specifically to CREATE for 3 years starting in 2020/21 with an annual budget of £10,000.

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

The Projects Officer's report was **NOTED**, and Members were asked to consider the following application for the Flexible Community Fund.

**46.1 ROX Music and Arts - £2,340 for the purchase of storage containers needed to store panels as part of the ROX Halloween event on the 31<sup>st</sup> November 2019**

Members **AGREED to APPROVE** this application and fund £1,800 at this time it was further **AGREED** to consider donating any residual funds to ROX at the end of this financial year.

**47. UPDATE ON COUNCIL SURGERIES**

The Projects Officer's report, including notification of the next Surgery to be held on 26<sup>th</sup> September 2019, was **NOTED**.

A breakdown of the issues raised at the last Councillor Surgery held on the 19<sup>th</sup> September 2019 was circulated. One particular issue regarding a problem with a hedge in the Rock Gardens is being addressed by Cllrs. Barrett and Stanley and it is hoped some feedback on the outcome will be available by the next meeting.

Another issue raised at the Surgery was a no-car scheme. This is similar to the Playing Out Scheme that the Town Council tried to champion during the last Administration. The Projects Officer reported that despite numerous attempts it was not possible to gain any involvement or take up from the community. A Member asked if this could be re-looked at and asked for it to be made an Agenda item for the next meeting.

Members were asked if they would like to hold a weekend Surgery in London Road on the 2<sup>nd</sup> November to coincide with the ROX event in Hotham Park, as Town Force will already be working that day. Following discussion, Members requested that the Surgery be moved from London Road and be held in Hotham Park between 12.00pm and 3.00pm and asked Officers to make the necessary arrangements.

The following Councillors of the Community Engagement and Environment Committee have agreed to be in attendance on the day: Cllrs: Barrett, Mrs. Erskine, Miss. Needs, Ms. Sharples, Smith and Mrs. Warr.

**48. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20**

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

Following receipt of the necessary written confirmations from all appropriate Ward Members, it was **RESOLVED** to **RATIFY** a payment of £500.00 from the Marine Ward 2019/20 Ward Allocation Budget as a donation towards the purchase of a defibrillator to be placed in Aldwick Road/West End.

**49. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 29<sup>th</sup> AUGUST 2019**

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 29<sup>th</sup> August 2019 as previously circulated, was **NOTED**.

Members **AGREED** to **RATIFY** the following recommendations from the non-quorate Meeting held 29<sup>th</sup> August 2019:

- Expenditure of £100 for new plants to be funded from the current year's Environmental Projects budget
- Expenditure of £24 for the "winner" plaques to be funded from the current year's Competition Expenses budget

**50. REPORTS:**

- a. To note Financial Reports, previously circulated  
The reports were **NOTED**.
- b. Any further reports  
There were no further reports.

**51. CORRESPONDENCE**

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

*The Meeting closed at 8.25pm*



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 17<sup>th</sup> SEPTEMBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine, Ms. A. Sharples, W. Smith and Mrs. J. Warr (during Min. 93)

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

*The Meeting opened at 6.33pm*

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

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. There were no apologies for absence.

#### **89. DECLARATIONS OF INTEREST**

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

Members and Officers should make their declaration by stating:

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

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

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

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

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

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 6 regarding Planning Applications BR/238/19/L and BR/237/19/PL, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these applications were discussed***

**90. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27<sup>th</sup> AUGUST 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27<sup>th</sup> August 2019 as an accurate record of the proceedings and the Chairman signed them.

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

***Meeting adjourned at 6.35pm***

A member of the public asked for an update regarding a domain name and was informed that the matter had been dealt with by the Community Engagement and Environment Committee.

***Meeting reconvened at 6.36pm***

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

There was nothing to report.

**93. TO CONSIDER PLANNING APPLICATIONS BR/227/19/PL AND BR/180/19/PL ON LIST DATED 15<sup>th</sup> AUGUST, DEFERRED FROM COMMITTEE MEETING HELD 27<sup>th</sup> AUGUST 2019, AND PLANNING APPLICATIONS ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

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

**93.2** The Committee noted that a representation had been received from the public in respect of Planning Application BR/199/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

*Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest in respect of Planning Applications BR/238/19/L and BR/237/19/PL, as an employee of the Picturedrome Cinema, and left the Meeting while these two applications were discussed*

*Cllr. Mrs. Warr arrived to the Meeting and apologised for her late arrival*

- 93.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**). Cllrs. Erskine and Goodheart abstained from voting in respect of Planning Application BR/208/19/PL and had asked for this to be noted.

*Cllr. Mrs. Daniells returned to the Meeting*

94. **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 23<sup>rd</sup>, 30<sup>th</sup> AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

There were none.

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

There had been no notifications received.

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

There were no Premises Licence applications to consider.

97. **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.

98. **TO CONSIDER COMMENTING ON A27 ARUNDEL BYPASS FURTHER CONSULTATION**

The Civic & Office Manager's report was **NOTED**.

Having considered the Highways England A27 Arundel Bypass Consultation Brochure, and following discussion, Members **RESOLVED** to **AGREE** that response forms should be completed individually rather than collectively

and, therefore, no comment would be submitted on behalf of the Town Council.

**99. TO DISCUSS ADC'S CURRENT STREET NAMING POLICY, REGARDING THE TOWN COUNCIL'S INPUT, AND TO CONSIDER ANY ACTION, AS REFERRED FROM COUNCIL MEETING HELD 2<sup>nd</sup> SEPTEMBER 2019 - MIN. 92.2 REFERS**

The Civic & Office Manager's report was **NOTED**.

The content of ADC's current Street Naming and Property Numbering Policy was fully considered by the Committee. Whilst it would be preferable for the Town Council to have more influence over the final decision of street naming, within the Wards of Bognor Regis, it was acknowledged that there appears to be no statute in place to enable this. However, the current Policy makes reference to the Town Council being consulted, with suggestions from the Town Council being considered.

Being satisfied with the content of ADC's current Street Naming and Property Numbering policy, Members **RESOLVED** to **AGREE** to take no further action.

Having recently participated in ADC's Street Naming Consultation, Members **RESOLVED** to **AGREE** that street naming suggestions, to be submitted to ADC, should become an annual Agenda item for the Planning and Licensing Committee with effect from August 2020.

**100. TO RECEIVE WSCC'S ELECTRIC VEHICLE DRAFT STRATEGY AND TO CONSIDER SUBMITTING COMMENT**

The Civic & Office Manager's report was **NOTED**.

Following discussion about WSCC's Electric Vehicle Draft Strategy, Members **RESOLVED** to **AGREE** that individual responses should be submitted in response, if Members were minded to do so and, therefore, no response would be submitted on behalf of the Town Council.

**101. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

**101.1** WSCC - Latest Planned Roadworks Report, 11<sup>th</sup> September - 10<sup>th</sup> October 2019

**101.2** CPRE - Campaigns Update, September 2019

**101.3** Email from the Leader of WSCC, Ms Louise Goldsmith, in response to letter sent by BRTC regarding levy to be charged for tables and chairs on public highways. Circulated to Committee

**102. TO DISCUSS THE DETAILS OF THE ARUN DISTRICT COUNCIL DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) EXAMINATION IN PUBLIC AND TO AGREE ANY REPRESENTATION**

As this Committee had previously agreed that no comment should be submitted to Arun District Council, in response to either the Preliminary Draft Charging Schedule Consultation or the subsequent Draft Charging Schedule Consultation (Min. 173 of the Committee Meeting held 8<sup>th</sup> January 2019 and Min. 240 of the Committee Meeting held 2<sup>nd</sup> April 2019 refer respectively), the Committee felt that it would not be appropriate to send a representative to attend the Examination in public, when there was a clear expectation for attendees to engage in a debate.

Members, therefore, **RESOLVED** to **AGREE** to send no representative to the Arun District Council Draft Community Infrastructure Levy (CIL) Examination in public.

***The Meeting closed at 8.13pm***



**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS BR/227/19/PL AND BR/180/19/PL ON LIST DATED 15<sup>th</sup>**  
**AUGUST, DEFERRED FROM COMMITTEE MEETING HELD 27<sup>th</sup> AUGUST 2019, AND ON LISTS DATED 23<sup>rd</sup>, 30<sup>th</sup>**  
**AUGUST AND 6<sup>th</sup> SEPTEMBER 2019**

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

|  |   |  |
|--|---|--|
| <p><b>BR/227/19/PL</b><br/>3 Southdown Road<br/>Bognor Regis<br/>PO21 2JS</p>                  | <p>Removal of condition 5 imposed under BR/84/16/OUT(APP/C3810/W/16/3153767) relating to condition 5 - details of all trees/bushes/hedges to be retained along with measures to protect them during demolition and construction works</p> | <p><b>OBJECTION</b> Having regard for ADC's Tree Officer's comments, in the decision notice dated 18<sup>th</sup> July 2019 in respect of Planning Application BR/193/19/DOC, Members object to the loss of trees and consider that measures to protect them should remain in place.</p> |
| <p><b>BR/180/19/PL</b><br/>37 London Road<br/>Bognor Regis<br/>PO21 1PQ</p>                    | <p>Erection of demountable/removable commercial unit at front facing London Road with residential unit at rear</p>  | <p><b>NO COMMENT</b> Arun District Council have advised that Planning Application BR/180/19/PL has been deemed invalid by them and placed on hold. It is likely that the application will be re-advertised at a later date.</p>  |
| <p><b>BR/199/19/PL</b><br/>Clock Walk<br/>7 High Street<br/>Bognor Regis<br/>PO21 1SG</p>      | <p>Conversion of existing Health Centre (D1 non-residential institution) unit to 4 No. studio flats. This application may affect the setting of a listed building</p>   | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/208/19/PL</b><br/>2-8 The Hatters Inn<br/>Queensway<br/>Bognor Regis<br/>PO21 1QT</p> | <p>Re develop &amp; extend external drinking area complete with new railings, gates and wall to boundary</p>  | <p><b>NO OBJECTION</b></p>   |

|  |   |   |
|--|---|---|
| <p><b>BR/238/19/L</b><br/> Picturedrome Cinema<br/> 51 Canada Grove<br/> Bognor Regis<br/> PO21 1DW</p>  | <p>Listed building consent for the replacement of front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices</p>   | <p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/238/19/L, as Landlord of the property. However, it is noted that Bognor Regis Town Council is listed as the Applicant, but this is incorrect. Furthermore, no Certificate of Ownership was submitted prior to the original application but Members have noted that this has now been received.</p>  |
| <p><b>BR/237/19/PL</b><br/> Picturedrome Cinema<br/> 51 Canada Grove<br/> Bognor Regis<br/> PO21 1DW</p> | <p>Replace front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices. This application affects the setting of a listed building &amp; may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p> | <p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/237/19/PL, as Landlord of the property. However, it is noted that Bognor Regis Town Council is listed as the Applicant, but this is incorrect. Furthermore, no Certificate of Ownership was submitted prior to the original application but Members have noted that this has now been received.</p> |
| <p><b>BR/209/19/HH</b><br/> 9 Oak Grove<br/> Bognor Regis<br/> PO22 9JL</p>                              | <p>Garden shed to rear</p>  | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/236/19/L</b><br/> Culver Cottage<br/> 37 Aldwick Road<br/> Bognor Regis<br/> PO21 2LN</p>       | <p>Proposed single storey side extension including demolition of existing garden room. The application may affect the character and appearance of Aldwick Conservation Area.</p>  | <p><b>NO OBJECTION</b></p>  |

|   |  |  |
|---|--|--|
| <p><b>BR/235/19/HH</b><br/>Culver Cottage<br/>37 Aldwick Road<br/>Bognor Regis<br/>PO21 2LN</p> | <p>Proposed single storey side extension including demolition of existing garden room. The application may affect the character and appearance of Aldwick Conservation Area</p>  | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/239/18/PL</b> <i>RE-ADVERTISED</i><br/>9 London Road<br/>Bognor Regis<br/>PO21 1PQ</p> | <p>Change of use of first floor from retail (A1 Shop) to flats (C3 Residential) conversion of roof space to habitable roof space and extension of property to rear at ground floor level and to roof. This application may affect the setting of a listed building</p> | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/206/19/PL</b><br/>83 Aldwick Road<br/>Bognor Regis<br/>PO21 2NW</p>                    | <p>Extensions &amp; alterations to shop &amp; HMO to reduce shop &amp; form 8no. self- contained flats</p>   | <p><b>OBJECTION</b> The scale of the proposed extensions and alterations to form an HMO of 8 No. self-contained flats, with no parking provision, will contribute to the generation of excessive parking demands or traffic in the area. Aldwick Road is an area with a Traffic Regulation Order in place, with waiting restrictions along the road between Park Road/Victoria Road and Nyewood Lane. The proposal is therefore contrary to policy H SP4 of the Arun District Local plan and the National Planning Policy Framework.</p> |
| <p><b>BR/245/19/HH</b><br/>28 Hatherleigh Gardens<br/>Bognor Regis<br/>PO21 5HZ</p>             | <p>Single storey side annexe extension</p>   | <p><b>NO OBJECTION</b></p>   |



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON TUESDAY 8<sup>th</sup> OCTOBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,  
Ms. A. Sharples and Mrs. J. Warr

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

*The Meeting opened at 6.30pm*

#### **103. 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 had been received from Cllr. Erskine due to family commitments, Cllr. Mrs. Daniells who was attending a conference, and Cllr. Smith due to having other commitments.

#### **104. 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*

**105. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 17<sup>th</sup> September 2019 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

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

There was nothing to report.

**108. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> SEPTEMBER 2019**

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

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

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

**109. 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 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> SEPTEMBER 2019**

There were none.

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

ADC Development Control Meeting - 9<sup>th</sup> October 2019.

**BR/129/19/PL - 75 Highfield Road, Bognor Regis - Conversion of single dwelling to 4 no. flats including rear projection and 1 parking space (resubmission of BR/215/18/PL)**

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/129/19/PL at the meeting held on 27<sup>th</sup> August 2019 (Min. 76.3 refers).

Members, having been previously notified by email of this application being considered by the Development Control Committee, **RESOLVED** not to send a representative. Members were satisfied that the Town Council's written representation previously submitted would be considered by the Development Control Committee Members.

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

There were no Premises Licence applications to consider.

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

The Town Council's appointed representative to the JWAAC Highways & Transport Sub-Group had nothing to report as the next meeting was not scheduled to take place until 22<sup>nd</sup> October 2019.

**113. TO NOTE THE RESPONSE RECEIVED IN RELATION TO INFORMATION REQUESTED REGARDING TRAVELLERS AND TO CONSIDER ANY FURTHER ACTION - MIN. 84 REFERS**

The Civic & Office Manager's report, including the response received from ADC relating to questions raised by BRTC regarding Travellers in the local area, was **NOTED**.

Satisfied with the answers provided in the response, Members **RESOLVED** to **AGREE** that no further action be taken regarding the outstanding questions.

**114. TO CONSIDER SUBMITTING COMMENT IN RESPONSE TO ADC'S PUBLIC SPACES PROTECTION ORDER CONSULTATION**

The Civic & Office Manager's report was **NOTED**.

Members discussed the proposals put forward by Arun District Council and considered the bounded areas provided.

In relation to the suggested 'No Alcohol Area', the Committee felt that Place St Maur, including the grassy mounds, in Bognor Regis should be excluded, as to ban the consumption of alcohol could negatively impact on events/attractions held at this location.

Furthermore, Members agreed that the pedestrianised area at the front of Bognor Regis Railway Station should be classed as a 'No Alcohol Area' as there are known issues with street drinking at this location which is not considered a very welcoming sight for visitors to the Town upon their arrival.

Discussions also included Steyne Gardens with Members expressing concern that its secluded setting could encourage street drinking. Therefore, Members agreed that Steyne Gardens should also be classified as a 'No Alcohol Area' in the same way that the Sunken Gardens and Waterloo Square are proposed to be.

There were no suggested changes to the proposed areas in which cycling might be prohibited.

Members **RESOLVED** to **AGREE** that comments be submitted supporting ADC's proposals, in response to their Public Spaces Protection Order Consultation, including the suggested amendments and additions to the 'No Alcohol Area' as noted above.

**115. TO NOTE THAT FELPHAM PARISH COUNCIL HAS SUBMITTED A NEIGHBOURHOOD DEVELOPMENT PLAN PROPOSAL/MODIFICATION PROPOSAL TO ADC AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER 7<sup>th</sup> NOVEMBER 2019**

The Civic & Office Manager's report was **NOTED**.

Members **RESOLVED** to **AGREE** to submit no comment in response to Felpham Parish Council's Neighbourhood Plan Proposal/Modification Proposal.

**116. TO RECEIVE CORRESPONDENCE FROM A RESIDENT EXPRESSING CONCERN REGARDING LOCAL TRAFFIC AND TO CONSIDER ANY ACTION IN RESPONSE**

The Civic & Office Manager's report was **NOTED**.

As the deadline for Community Highways Schemes to be considered for inclusion in WSCC's 2020/21 design programme had closed, it was noted that the matter would not be considered until the following year. It was therefore **RESOLVED** to **AGREE** to **DEFER** making a decision to allow the

Ward Councillor to take a look at the traffic in the identified area and report back to this Committee at a future meeting.

## **117. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 117.1** Building Design Partnership Ltd - Stakeholder Consultation Summary following Arun District Design Guide: Parish and Town Council Consultation. Circulated to Committee Members by email, 4<sup>th</sup> October 2019
- 117.2** ADC - Notification that Arundel Town Council's Neighbourhood Development Plan Review has successfully passed examination
- 117.3** WSCC - Latest Planned Roadworks Report, 2<sup>nd</sup> October - 1<sup>st</sup> November, Circulated to Councillors and shared on social media
- 117.4** CPRE - Invitation to CPRE Sussex Affordable Housing Seminar on Saturday 9<sup>th</sup> November 2019, from 10am until 2pm at Barnham Community Hall, Yapton Road
- 117.5** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Lidsey Road, Woodgate from junction with Oak Tree Lane to junction with Hook Lane is temporarily prohibited from 26/10/19 at 23.00 until 28/10/19 at 04.00. The restriction will be in place 24hrs and is necessary to allow Network Rail to upgrade the level crossing and renew barrier. There will be no vehicular or pedestrian access through the closure

***The Meeting closed at 7.16pm***



**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> OCTOBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 13<sup>th</sup>, 20<sup>th</sup> AND 27<sup>th</sup> SEPTEMBER 2019**

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

|   |  |                            |
|---|--|----------------------------|
| <p><b>BR/247/19/PL</b><br/>29A Station Road<br/>Bognor Regis<br/>PO21 1QD</p>                 | <p>Change of use &amp; conversion of first &amp; second floors from dwelling (C3 Dwelling houses) to 5 room HMO (C4 Houses in multiple occupation) with associated upgrades, additional rooflights &amp; new WC new window to rear. This application may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p> | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/253/19/T</b><br/>252 Hawthorn Road<br/>Bognor Regis<br/>PO21 2UP</p>                 | <p>Crown reduction by 4m to 1 No. Oak tree</p>   | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/251/19/HH</b><br/>61A Annandale Avenue<br/>Bognor Regis<br/>PO21 2ET</p>             | <p>Proposed single storey rear extension to existing garage and conversion of garage into habitable accommodation with new pitched roof over</p>   | <p><b>NO OBJECTION</b></p> |
| <p><b>BR/248/19/PL</b><br/>Homelands Care Home<br/>21-23 Richmond Avenue<br/>Bognor Regis</p> | <p>Alteration to the existing building to provide 6 No. additional bedrooms with en-suites to include two storey rear extension &amp; conversion of 2nd floor loft space &amp; dropped kerb</p>  | <p><b>NO OBJECTION</b></p> |

|  |   |   |
|--|---|---|
| <p><b>BR/257/19/PL</b><br/>The Royal Hotel<br/>The Esplanade<br/>Bognor Regis</p>                    | <p>Various amendments and alterations to previously approved application<br/>BR/326/18/PL - This application may affect the character and appearance of The Steyne, Bognor Regis, Conservation Area</p>   | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/263/19/T</b><br/>32 Normanton Avenue<br/>Bognor Regis<br/>PO21 2TU</p>                      | <p>Fell 1 No. Oak tree</p>  | <p><b>NO OBJECTION</b> subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>     |
| <p><b>BR/254/19/HH</b><br/>50 Corbishley Road<br/>Bognor Regis<br/>PO22 9HS</p>                      | <p>Retention of single storey front porch extension</p>   | <p><b>NO OBJECTION</b></p>  |
| <p><b>BR/237/19/PL</b><br/>Picturedrome Cinema<br/>51 Canada Grove<br/>Bognor Regis<br/>PO21 1DW</p> | <p>Replace front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices. This application affects the setting of a listed building &amp; may affect the character &amp; appearance of the Bognor Regis Railway Station Conservation Area</p> | <p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/237/19/PL, as Landlord of the property.</p> |
| <p><b>BR/238/19/L</b><br/>Picturedrome Cinema<br/>51 Canada Grove<br/>Bognor Regis<br/>PO21 1DW</p>  | <p>Listed building consent for the replacement of front window with doors to match opposite side with steps, removal of internal walls separating existing front counter &amp; office area, removal of chimney &amp; wall between first floor offices</p>   | <p><b>NO COMMENT</b> Members of the Town Council <b>RESOLVED</b> to <b>AGREE</b> to submit no comment in respect of Planning Application BR/238/19/L, as Landlord of the property.</p>  |



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON TUESDAY 29<sup>th</sup> OCTOBER 2019**

**PRESENT:** Cllr. S. Goodheart (Chairman) (during Min. 123),  
Cllrs: J. Barrett, Ms. A. Sharples, W. Smith  
(during Min. 123) and Mrs. J. Warr (until Min. 131)

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

*The Meeting opened at 6.31pm*

#### **118. 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. Mrs. Daniells, who was away, and Cllr. Erskine who was working.

#### **119. 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***

**120. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 8<sup>th</sup> OCTOBER 2019**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 8<sup>th</sup> October 2019 as an accurate record of the proceedings and the Chairman signed them.

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

There were no members of the public present.

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

There was nothing to report.

**123. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

***Cllr. Smith arrived at the Meeting***

***Cllr. Goodheart arrived at the Meeting and took the Chair***

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

**123.2** The Committee noted that representations had been received from the public in respect of Planning Application BR/258/19/L. No representations had been received from neighbouring parishes, in respect of these applications.

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

**124.** **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 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

There were none.

**125.** It was **RESOLVED** to vary the order of business to take Agenda items 13 and 14 next.

**126.** **TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING AMENDMENTS SUBMITTED BY THE APPLICANT, REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 23.3 OF 4<sup>th</sup> JUNE 2019 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to enable them to give further consideration of Planning Application BR/120/19/PL, following amendments submitted by the applicant.

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

**127.** **TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 23.3 OF 4<sup>th</sup> JUNE 2019 REFERS)**

The Civic & Office Manager's report was **NOTED**.

Whilst Members acknowledged the omission, for now, of the previously proposed Perspex sheeting to the railings, there remained concern about the safety of Perspex being fitted at high level, particularly during high winds.

Additionally, having considered the amendments submitted by the applicant, Members continued to have concerns that alterations and repairs would not be in keeping with the Listed Building. The Committee agreed that the Bandstand on the Promenade was close to the heart of the Town and an iconic part of Bognor Regis.

Members again expressed their desire for a site visit with the applicant so that further information could be sought by Members and questions asked directly. The request for Members to attend a site visit with the applicant was first made in June, when the Town Council's representation was submitted to ADC. In September, having received no response to the original request, a letter was sent to ADC's Group Head of Planning asking that a site visit be arranged for Members. With no response having been received to the letter, the Civic & Office Manager contacted the Senior Planning Officer at ADC to enquire as to the likelihood of arranging a site visit. Eventually, the offer of a phone call from ADC to speak with the Civic & Office Manager came only the day prior to this Planning and Licensing Committee Meeting, with no offer of a site visit being arranged.

Having considered the amendments submitted by the applicant in respect of Planning Application BR/120/19/PL, Members **RESOLVED** to **AGREE** that their **OBJECTION** to the application stand.

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

ADC Development Control Meeting - 6<sup>th</sup> November 2019.

**BR/120/19/PL and BR/121/19/L - The Bandstand, The Promenade, Bognor Regis - Application under Regulation 3 of the Town & Country Planning (General Regulations) 1992 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**

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Applications BR/120/19/PL and BR/121/19/L at the meeting held on 4<sup>th</sup> June 2019 (Min. 23.3 refers).

Members **RESOLVED** to **AGREE** that the Chairman, Cllr. Goodheart, be registered to speak at the ADC Development Control Meeting, to be held 6<sup>th</sup> November 2019, in objection of Planning Applications BR/120/19/PL and BR/121/19/L.

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

**129.1 Licensing Act 2003**

**Premises: Bognor Pier Leisure Ltd, Club Vision and Sports Bar, Bognor Pier, The Esplanade, Bognor Regis  
Licence Number: 9528**

The Committee noted the application for the Variation of a Premises Licence to vary the licensed activity to include the sale and supply of alcohol for consumption off the premises.

Members were opposed to the idea of the sale and supply of alcohol for consumption off the premises. The basis for this opposition was the likely effect of the grant of the licence variation on the promotion of the licensing objectives. Members were concerned that a grant of the application was not 'appropriate' for the promotion of the licensing objectives.

The application proposes that alcohol would be sold for consumption off the premises between 08:00 and 05:00, seven days a week. Granting a licence would provide a further source of alcohol within an area already heavily populated with licensed premises and there were concerns of potential increases in crime, disorder and public nuisance placing added pressure on local police.

Residents in neighbouring properties to which the food and alcohol, ordered online, is delivered may be subject to noise nuisance and antisocial behaviour at all hours of the day and night.

Whilst the steps intended to be taken, to promote the protection of children from harm, have been described in the application, these steps only take into account the eligibility of the person placing the order and receiving the delivery. They do not account for under-age persons present in the property.

There were also concerns about the promotion of public safety. The rationale to order home-delivered food at 04:00, for instance, may solely be for the purpose to facilitate access to alcohol to persons already under the influence. Members are supportive of campaigns such as Drink Aware that promote the sensible consumption of alcohol.

Members, therefore, **RESOLVED** to **OBJECT** to the Variation of the Premises Licence being granted, and instructed that their representation be submitted to the Licensing Authority.

**129.2 Licensing Act 2003**

**Premises: William Cole Ice Rink, 1-2 Place St Maur Des Fosses, Bognor Regis**  
**Reference Number: 112946**

The Committee noted the application for a Premises Licence for the supply of alcohol Monday to Sunday from 10:00 until 21:30 hours, from 21/11/19 until 05/01/20.

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

**130.** It was **RESOLVED** to vary the order of business to take Agenda item 12 next.

**131. TO NOTE RESPONSES RECEIVED FOLLOWING INVESTIGATION INTO LOCAL OPINION ON POTENTIAL CHANGES TO CURRENT TRAFFIC REGULATION ORDER IN DURBAN ROAD AND TO AGREE THE NEXT STEPS (MIN. 65 OF 6<sup>th</sup> AUGUST 2019 REFERS)**

The Civic & Office Manager's report was **NOTED**.

Members discussed the feedback received from local businesses and residents in relation to an application for a Traffic Regulation Order in Durban Road. It was felt that the support of such an Order was not sufficiently evident to submit an application to West Sussex County Council.

Members, therefore, **RESOLVED** to **AGREE** that no further action be taken.

***Cllr. Mrs. Warr gave her apologies and left the Meeting***

***Cllr. Smith left the Meeting***

**132. TO RECEIVE A REPORT FROM THE RECENT JWAAC HIGHWAYS & TRANSPORT SUB-GROUP MEETING HELD 22<sup>nd</sup> OCTOBER 2019 AND AGREE ANY ACTIONS**

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 22<sup>nd</sup> October 2019.

***Cllr. Smith returned to the Meeting***

Cllr. Goodheart reported that the Sub-Group had received a presentation on 'Improving Local Places and Spaces' addressing local council and community groups partnership working.



This initiative, and other possible projects for community group partnership working, is to be discussed at a future meeting of the relevant Committee.

**133. TO RECEIVE A REPORT ABOUT TREE PROTECTION ORDERS**

The Civic & Office Manager's report, giving information about the application process for Tree Protection Orders, was **NOTED**.

**134. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 134.1** Arun District Council - Notification that ADC intends to adopt the 'Open Spaces, Playing Pitches and Built Indoor Facilities', Supplementary Planning Document October 2019, and 'Parking Standards', Supplementary Planning Document October 2019, at Full Council on 15<sup>th</sup> January 2020.
- 134.2** Housing, Communities and Local Government Committee - Evidence Session with the Secretary of State to be held 28<sup>th</sup> October 2019
- 134.3** West Sussex County Council - Latest Planned Roadworks report, 23<sup>rd</sup> October - 22<sup>nd</sup> November 2019
- 134.4** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Orchard Way, Bognor Regis from junction with Orchard Way Roundabout to junction with Durban Road (Westbound Only) is temporarily prohibited from 18/11/19 at 09:30 until 19/11/19 at 16:00. The restriction will be in place day-time only between 09:30 – 16:00 to allow for carriageway patching works.

***The Meeting closed at 7.45pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29<sup>th</sup> OCTOBER 2019**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 4<sup>th</sup>, 11<sup>th</sup> AND 18<sup>th</sup> OCTOBER 2019**

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

|  |   |                     |
|--|---|---------------------|
| <b>BR/256/19/PL</b><br>2 Cavendish Road<br>Bognor Regis<br>PO21 2JW                            | Conversion of existing store to 3 No. bed dwelling                          | <b>NO OBJECTION</b> |
| <b>BR/258/19/L</b><br>The Royal Norfolk Hotel<br>The Esplanade<br>Bognor Regis<br>PO21 2LH     | Listed building consent to form new external door opening to west elevation | <b>NO OBJECTION</b> |
| <b>BR/274/19/PL</b><br>Flat 2, Oakhurst<br>22-24 Upper Bognor Road<br>Bognor Regis<br>PO21 1FW | Single storey rear extension  | <b>NO OBJECTION</b> |
| <b>BR/241/19/HH</b><br>12 Stratton Court<br>Bognor Regis<br>PO22 8DP                           | Side extension to replace garage conversion                                 | <b>NO OBJECTION</b> |

|  |   |  |
|--|---|--|
| <p><b>BR/231/19/PL</b><br/>86 Annandale Avenue<br/>Bognor Regis<br/>PO21 2EX</p>                       | <p>Erection of first floor rear extension to provide 1 No. 2 bed flat (resubmission following BR/317/18/PL)</p>   | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/275/19/PL</b><br/>Newman House<br/>21 Sturges Road<br/>Bognor Regis<br/>PO21 2AH</p>          | <p>Garage/store block</p>   | <p><b>OBJECTION</b> Members were unable to support Planning Application BR/275/19/PL as it was not possible to determine how access to the garage/store block would be achieved, from the information supplied, with concerns about the possible effect that access might have on the highway.</p> |
| <p><b>BR/259/19/PD</b><br/>20 Sudley Road<br/>Bognor Regis<br/>PO21 1EU</p>                            | <p>Notification for Prior Approval under Schedule 2, Part 3, Class O for a proposed change of use from office use on ground floor (B1(a)) into 2 No. flats (C3 Dwellinghouse)</p> | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/273/19/HH</b><br/>3 Roman Fields<br/>Bognor Regis<br/>PO21 5XA</p>                            | <p>Part two storey part single storey side extension and part conversion of garage to habitable use and dormer windows to front and rear</p>                                      | <p><b>NO OBJECTION</b></p>   |
| <p><b>BR/268/19/PL</b><br/>Flat 2<br/>Benizi Court<br/>Clarence Road<br/>Bognor Regis<br/>PO21 1LR</p> | <p>Replacement of small double rear access doors to one single door, new steps &amp; handrail</p>   | <p><b>NO OBJECTION</b></p>   |



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 7<sup>th</sup> OCTOBER 2019**

**PRESENT:** Cllr. Mrs. I. Erskine (Chairman); Cllrs: J. Brooks,  
S. Goodheart, W. Smith and Mrs. S. Staniforth

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
2 Councillors in the public gallery: Cllrs. Mrs. J. Warr and  
P. Woodall  
2 members of the public in the gallery

*The Meeting opened at 6.32pm*

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

In the absence of the Chairman, Cllr. Batley, Members **AGREED** that the Vice-Chairman Cllr. Mrs. Erskine would take the Chair and Cllr. Mrs. Staniforth would act as Vice-Chairman for the Meeting.

The Chairman welcomed those present and read the Council's opening statement. Apologies for absence had been received from Cllrs. Batley and Ms. Needs who were unwell, together with Cllrs. Mrs. Daniells and Stanley who had other engagements.

### **35. 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. Brooks declared an Ordinary Interest in Agenda item 14*

*Cllrs. Brooks, Goodheart, Mrs. Erskine 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*

### **36. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> AUGUST 2019**

It was **RESOLVED** that the Minutes of the Meeting held on 5<sup>th</sup> August 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

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

*The Chairman adjourned the Meeting at 6.40pm*

A member of the public asked how he could convey his concern about climate change. He had seen a recent article about coastal kelp forests and asked, would ADC, BRTC and WSCC work together to get the kelp forests back?

Cllr. Woodall, seated in the public gallery, asked the Chairman if he would be permitted to speak during item 8.

A member of the public, seated in the public gallery, asked the Chairman if he would be permitted to speak during item 13.

*The Chairman reconvened the Meeting at 6.43pm*

Whilst the ability of the Councillors and member of the public seated in the gallery to address the Committee under the identified items was **AGREED**, the Clerk reminded Members that those not appointed to the Committee would be unable to enter into any of the debate.

With regard to the question in relation to climate change it was noted that the Town Council is to hold an Open Forum on the 17<sup>th</sup> October 2019 at the Regis Centre. Members of the Town Council will be in attendance to listen to concerns raised by residents relating to climate change and green issues.

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

#### **38.1 5<sup>th</sup> August 2019 - Min. 20.4 refers - Invitation to the ADC Events Officer to attend a meeting of the Town Council's Events, Promotion and Leisure Committee**

This invitation had been extended to the next meeting and a response was awaited.

#### **38.2 5<sup>th</sup> August 2019 - Min. 23.2 refers - Update on Lamp Post Banner Sites**

Initial liaison with ADC had taken place and a formal request had been submitted to which a response was awaited.

#### **38.3 5<sup>th</sup> August 2019 - Min. 24.2 refers - Allotments Sub-Committee**

Members were asked to **NOTE** that due to an error in the ADC booking system, whilst the Council Chamber had been booked well in advance by the Town Council for Monday 28<sup>th</sup> October for the Allotments Sub-Committee Meeting, a decision was taken at ADC that it would be necessary to hold a Bognor Regis Regeneration Sub-Committee Meeting on the same evening. ADC had therefore agreed to meet the cost of the hire of a studio at the Regis Theatre and the Allotments Sub-Committee Meeting would be held there instead on this occasion.

Members, who also sat on ADC's Bognor Regis Regeneration Sub-Committee, were unhappy about the clash of meetings and hoped that the ADC Regeneration Sub-Committee would be early enough to allow them to make both meetings.

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

The Events Officer's report, including proposals for the final event of 2019, the Christmas Switch-On, was **NOTED**.

With regard to the Switch-On, a Member asked if the stage area could be lit with white lights and that the timings be flexible so that there were no pauses between the Mayor's speech and the actual Switch-On of the Festive Lighting.

A Member asked that Billy Bulb be in a prominent position for the Switch-On event and was assured by Officers that this would be the case.

### **40. CONSIDERATION OF A REQUEST BY A COUNCILLOR TO CHARGE AN ENTRY FEE FOR ADULTS AT BOGNOR REGIS TOWN COUNCIL EVENTS**

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

Members were asked to consider a proposal from Cllr. Mrs. Erskine, to charge an entry fee for adults to Bognor Regis Town Council Events. Members were also asked to bear in mind the Officers' comments, points for consideration and recommendations as contained within the circulated report, whilst debating the issue.

During the discussion the following points were raised:

- Charging could be a double-edged sword and there was a risk that the fee income could be eaten up by additional expenditure
- Not practical for events in public open spaces but could work in enclosed spaces such as the theatre with opportunity for sponsorship/partnership working and share of ticket price
- The essence of raising a local event for charge and creating a good quality production for people to turn up to and know the content/quality is a good idea, but practically daunting
- Not proposing a charge for every event but rather only where there is an opportunity and it is practical and sensible to do so
- A good way to generate revenue to replenish the reserves

Following debate, and despite the Officer recommendation to the contrary, Members **AGREED** to support the charging of an entry fee for some Town Council events. Furthermore, it was **AGREED** that a Policy be drawn up by Officers reflecting the criteria and framework for a charged event for recommendation to the Policy and Resources Committee.

#### **41. PROPOSALS FOR EVENTS PROGRAMME FOR 2020 AND REQUIRED BUDGETS - REPORT BY EVENTS OFFICER**

*Meeting adjourned*

With the Chairman's agreement, Cllr. Woodall spoke from the public gallery and asked if the Events Officer would consider using the Bognor Regis Concert Band at events. The Events Officer reported that she would be happy to attend one of their rehearsals and bear them in mind for future events.

*Meeting reconvened*

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

##### **41.1 Celebrations and Commemorations To Mark The 75<sup>th</sup> Anniversary of VE Day - 8<sup>th</sup> to 10<sup>th</sup> May 2020**

Members asked the Events Officer to look at including an area for wild poppies to be sown in time for the event, in partnership with ADC and the Bognor Regis in Bloom Working Group. It was also suggested that the vintage element of the event could include a sing-along. Officers will look into these points and report back at the next meeting.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£3,000** for this event.

**41.2 Book Day - 28<sup>th</sup> May 2020**

A Member questioned the value of the Book Day event and felt that the format should be changed.

No discussion took place regarding the theme, despite this matter being highlighted in the report. Therefore, this will be considered at a future meeting.

Following discussion Members **AGREED** to continue with the Book Day event and further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

**41.3 Drive Through Time - 19<sup>th</sup> July 2020**

Members **AGREED** with the Officer recommendation to relocate the Drive Through Time event for 2020 to the Seafront Esplanade and Promenade.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

**41.4 Proms in the Park - 27<sup>th</sup> June or 12<sup>th</sup> September 2020 (TBC)**

Members **AGREED** that the 2020 Proms event should be held on the 27<sup>th</sup> June and therefore no budget would be required for a big screen, as there would not be a tie in with the BBC's live transmission of Last Night of the Proms.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£2,500** for this event.

**41.5 Funshine Days - 3<sup>rd</sup> to 28<sup>th</sup> August (weekdays) 2020**

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£7,000** for this programme of events.

*Cllr. Smith left the Meeting*

**41.6 Christmas Illuminations - 21<sup>st</sup> November 2020**

Members **AGREED** not to include an additional budget for a celebrity to attend this event.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£3,500** for this event.

*Cllr. Smith returned to the Meeting*

**42. CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED, FOR HOW LONG, AGREE AN ASSOCIATED BUDGET AND TO MAKE A SUITABLE RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ANY APPROPRIATE BUDGET**

Due to the time that had already expired and the need to discuss items further



down the Agenda, Members **AGREED** to defer this item until the next meeting. The Projects Officer advised that by doing this it would not be possible to make a budgetary recommendation to the Policy and Resources Committee in time for their Budget Meeting on the 4<sup>th</sup> December 2019 and therefore no funding allocation could be made for this activity during the 2020/21 financial year.

**43. CONSIDERATION OF THE TOWN COUNCIL INVESTIGATING THE POSSIBILITY OF RUNNING A LOTTERY - MIN. 20.2 REFERS**

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

Following discussion, Members felt that it would not be appropriate for the Town Council to promote gambling and **AGREED** not to proceed with the running of a lottery.

**44. CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 25 REFERS**

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

Members discussed a number of ideas for making further use of the refurbished beacon including:

- Attaching a drawing incorporating Bognor Regis to allow a selfie opportunity;
- Flowers to fill the basket when not in use;
- Offering a service to light the beacon to celebrate a special birthday or occasion as a revenue generator.

Members asked Officers for a breakdown of costs for lighting the beacon to celebrate an occasion to be reported back to the next meeting for further consideration.

**45. UPDATE ON PROPOSAL TO PURCHASE AN IN-HOUSE SOFTWARE SOLUTION FOR SOCIAL MEDIA AND TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE REGARDING A BUDGET - MIN. 26 REFERS**

The Projects Officer gave a verbal update to Members as follows:

As instructed, the Events Officer had initiated a trial of the suggested package but before being able to complete the demonstration it was necessary to submit the Town Council's usernames and passwords for all the required platforms i.e. Instagram, Facebook and Twitter, along with permission to allow the software to post, read and send Direct Messaging on behalf of the Town Council.

The Projects Officer reported that the Town Clerk had expressed great concern at this on the grounds of Data Protection and therefore the trial proceeded no further.

Furthermore, having considered more carefully the service that this product would provide, it was not felt that this package was necessary to enhance what is already provided by the Events Officer i.e. it was already possible to schedule and share posts across platforms through the existing media that the Town Council operates.

However, Members noted a proposal from a Member of this Committee who could not be present at the Meeting, for the Council to provide a monthly e:bulletin via email to residents who sign up via the Town Council Website.

Following discussion, Members **AGREED** to consider the proposal for the Council to provide a monthly e:bulletin via emails at the next meeting and asked Officers to provide more detail.

**46. UPDATE ON PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS - MIN. 31 REFERS**

*Meeting adjourned*

With the permission of the Chairman, a member of the public spoke from the public gallery on this item, referring to a draft scoping report that was tabled at the meeting and asking Members to note that this was very much a work in progress. The disjointed approach to promotion and marketing across the district and the need for ADC, BRTC the BID and other stakeholders to work together was highlighted.

*Meeting reconvened*

Members **AGREED** to consider the circulated report over the next two weeks and to email the Projects Officer with their feedback for her to take back to the BID in due course.

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

**48. TO DISCUSS THE FUTURE STORAGE OF LAMPS, RIGGING, GENERATOR ETC, FOR THE BILLY BULB MASCOT AS REFERRED FROM COUNCIL AT THEIR MEETING 2<sup>nd</sup> SEPTEMBER 2019 - MIN. 90.3 REFERS**

A Member has been storing a number of Town Council owned items connected to Billy Bulb and asked Members to consider the storage of these items being transferred to the Town Force Lock-Up. The Chairman asked for an inventory of the items and suggested that the generator be hired out for public use.

The Projects Officer advised that any items taken to the Town Force Lock-Up would be added to the Town Council's asset register and furthermore advised that it would not be possible to hire out equipment to members of the public due to a number of implications including the Town Council's responsibilities under Health & Safety legislation.

The Member also reminded the Committee that there was a Billy Bulb song that had actually been made into a record and there were far more opportunities to promote Billy Bulb than were being taken and furthermore, that it was the 40<sup>th</sup> anniversary of Billy Bulb this year.

Members **AGREED** for the items to be transferred and stored at the Town Force Lock-Up.

**49. TO NOTE CORRESPONDENCE**

There was no correspondence to report.

**50. DATE OF NEXT MEETING**

The date of the next meeting is scheduled for Monday 9<sup>th</sup> December 2019.

*The Meeting closed at 8.33pm*

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 11 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2019 ACCOUNTS AND CONSIDER ANY ACTION**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Notification has been received from the External Auditors, Moore that they have completed the Town Council's annual audit for the year ended 31<sup>st</sup> March 2019. The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

One item has been identified in the section marked 'Other matters not affecting our opinion which we draw to the attention of the authority' as follows: -

*"The level of fidelity guarantee (employee dishonesty) insurance does not appear to be appropriate for the size of the Council. We note the cover held is £50,000 but recommended cover in this area is the value of the reserves brought forward plus half of the next year's income."*

In light of the above, details of the additional premiums that would be payable if the level of fidelity guarantee insurance were to be increased significantly from the current level have been sought from the Council's insurers. Details are as follows: -

| <b><u>Indemnity</u></b> | <b><u>Annual Premium</u></b> | <b><u>Excess</u></b> | <b><u>Comment</u></b>  |
|-------------------------|------------------------------|----------------------|--|
| £50,000                 | £234.86                      | £250                 | Current level  |
| £300,000                | £603.28                      | £500                 |  |
| £400,000                | £704.59                      | £500                 |  |
| £500,000                | £787.48                      | £1,000               | Aggregate claims basis<br>(i.e. the limit is any one claim but also, the maximum any one period) |

Members have considered this matter on previous occasions and, having noted the Accountant's advice that he is unaware of any developments during the last 12 months, one way or another, that would have an impact on the required level of fidelity guarantee cover, accepted that the level remains appropriate for the Council's requirements given the financial controls that the Council has in place. As a result, the current level of £50,000 was approved as

being adequate at the Policy and Resources Committee Meeting held on 29<sup>th</sup> July 2019.

In the event that Members are minded to consider an increase in cover in view of the External Auditor's comment, it will be necessary to suspend Standing Orders to consider whether Members wish to revisit this previous decision (S.O. 16.1 refers). Members are also asked to note that any increase would have an impact on the Town Council budget for 2021 and may result in an overspend unless an increase is provided for prior to adoption.

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

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

## **DECISIONS**

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report.

To further **NOTE** that on the basis of their review of Sections 1 and 2 of the AGAR, in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

To **NOTE** the comment made under the 'other matters not affecting their opinion' section regarding the current level of fidelity guarantee cover held and to consider suspending Standing Orders to decide whether Members wish to revisit their previous decision.

Subject to the above, to consider whether to increase the current level of fidelity guarantee insurance held by the Town Council and if so to **AGREE** to what level, noting that any additional premium will need to be accounted for in the 2020/21 budget.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 13 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. M. STANLEY - IN ORDER TO PROTECT THE LONG TERM FINANCIAL STABILITY OF BOGNOR REGIS TOWN COUNCIL THIS COUNCIL REQUESTS THAT OPPORTUNITIES TO PURCHASE PROPERTIES FOR THE PURPOSE OF COMMERCIAL LETTINGS WITHIN THE BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT AREA ARE INVESTIGATED ON A REGULAR BASIS AND BROUGHT BACK TO COUNCIL FOR FURTHER EXPLORATION**

**REPORT BY TOWN CLERK**

**FOR DECISION**

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

*"In order to protect the long term financial stability of Bognor Regis Town Council this Council requests that opportunities to purchase properties for the purpose of commercial lettings within the Bognor Regis Business Improvement District area are investigated on a regular basis and brought back to Council for further exploration."*

**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 - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 14 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY  
CLLR. M. STANLEY - IN ORDER TO PROTECT THE LONG TERM  
FINANCIAL STABILITY OF BOGNOR REGIS TOWN COUNCIL THIS  
COUNCIL REQUESTS A PRESENTATION FROM AN INDUSTRY EXPERT TO  
BETTER INFORM THE COUNCIL REGARDING HOW IT MAY EXPLORE  
OPPORTUNITIES AROUND RESIDENTIAL LETTINGS AND COMMUNITY  
LAND TRUSTS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

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

*"In order to protect the long term financial stability of Bognor Regis Town council this council requests a presentation from an industry expert to better inform the council regarding how it may explore opportunities around residential lettings and community land trusts."*

**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 - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 15 - TO RECEIVE THE RECOMMENDATION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30<sup>th</sup> SEPTEMBER 2019 REGARDING THE "PURPOSE", "VISION" AND POINTS 1, 2 AND 4 OF THE "MAIN PRIORITIES" OF THE CORPORATE STRATEGY; TO RECEIVE SUGGESTIONS FOR POINT 3 OF THE "MAIN PRIORITIES" AND AGREE THE WORDING FOR POINT 3 ONLY; TO ADOPT THE CORPORATE STRATEGY 2019-2024 - MIN. 69 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Policy and Resources Committee Meeting held on 30<sup>th</sup> September 2019 the notes of the Corporate Strategy Review Session on 14<sup>th</sup> August 2019 were received. As this was such an important issue all Members of the Council had been urged to attend this meeting of the Policy and Resources Committee to debate the item.

Whilst Members agreed recommendations to Council in relation to the "Purpose", "Vision" and points 1, 2 and 4 of the "Main Priorities", for the Corporate Strategy, much debate took place around point 3, which included health and wellbeing aspects.

It was agreed that this needed to be reworded and that Members should email their suggestions to the Town Clerk, by Monday 28<sup>th</sup> October, with all suggestions received then being considered at this Council Meeting and a decision made as to the final wording prior to the Strategy's adoption.

The following three suggestions for point 3 of the "Main Priorities" for the Corporate Strategy were received by the Town Clerk: -

- *"The Council will work to enable residents, communities, and visitors to independently enjoy the place where they live, by promoting and encouraging healthy living, accessibility and inclusivity."*
- *"The Council will work to enable people (individuals and communities) to live independently, and enjoy the place where they live (All the health issues under this heading including dementia friendly Town, safe havens, mobility and accessibility, etc.)"*
- *"Work to enable residents and community groups to live well and enjoy and take pride in our Town."*

**Continued.....**



## **DECISIONS**

Members are invited to **NOTE** the recommendation from the Policy and Resources Committee regarding the "Purpose", "Vision" and "Main Priorities" points 1,2 and 4.

Members are invited to consider the three suggestions put forward for point 3 of the "Main Priorities" and **AGREE** which one is to be included in the Corporate Strategy.

Having agreed on the wording for point 3 of the "Main Priorities", Members are invited to **APPROVE** the **ADOPTION** of the Corporate Strategy 2019-2024.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 16 - TO RECEIVE THE NOTES OF THE MEETING OF THE  
ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 31<sup>st</sup>  
OCTOBER 2019 (IF AVAILABLE)**

**REPORT BY TOWN CLERK**

**FOR INFORMATION**

The Notes of the meeting of the Arun District Association of Local Councils held on 31<sup>st</sup> October 2019 will be circulated at the meeting if available.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 17 - REGENERATION INCLUDING; TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 22<sup>nd</sup> JULY 2019; TO RECEIVE ANY RESPONSES TO THE LETTERS SENT TO THOSE THAT HAD PREVIOUSLY EXPRESSED AN INTEREST IN TALKING TO THE TOWN COUNCIL - MIN. 96 REFERS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Members are asked to note the previously circulated Notes from the Bognor Regis Regeneration Board Meeting held on 22<sup>nd</sup> July 2019, attached to this report as **Appendix 1**.

At the Town Council Meeting held on 2<sup>nd</sup> September 2019, Members discussed the Motion proposed by Cllr. Smith to consider receiving a presentation from the Sir Richard Hotham Project, regarding regeneration in Bognor Regis - Min. 96 refers.

Concern was expressed by some Members about the Town Council looking to favour one regeneration proposal over another so, with this in mind, it was suggested that all those that had previously submitted proposals for regeneration in the Town, and had responded to the Town Council's Regeneration exercise in 2018 confirming that they would like to be involved, be invited to make a presentation to the Town Council.

Comment was made that it must be made clear in the invitation that, whilst the regeneration of Bognor Regis as a whole was important, for the time being Arun's focus was on the Sunken Gardens and play area on the Hothamton site. It was also deemed necessary for the letter to make clear that the Town Council are consultees in the regeneration of Bognor Regis, and not the owner of the land by whom the decisions are taken.

It was agreed that any responses received would be brought back to this Council Meeting and these have been summarised below: -

4BR

*"I would be only too willing to come along to any further meeting to discuss our ideas on moving forward."*

Mr. J. Brooks

*"My original submission was not a fully funded scheme, rather elements which I felt should be included in any development. I would be very happy to attend a meeting to explain my ideas if that's still appropriate."*

Mr. N. Prosser

*"Certainly, if I am available on the date it happens, I would welcome the opportunity to attend a meeting at the Council to discuss regeneration and, in particular, the proposals that I made to the Council."*

Re-invigoration

*"Yes please! Do we know yet whether or not there will be one proposal per council meeting, or multiple presentations? I suppose it will depend on the size of the proposal?"*

Sir Richard Hotham Project Ltd.

*"The Team here at Sir Richard Hotham Project [SRHP] were pleased to receive your letter of 4 September 2019, and thank you for the invitation to attend a future meeting of the Council to inform Members regarding our proposal which was submitted to Arun District Council in 2015.*

*We would be extremely delighted to remind everyone of the key elements of our regeneration proposal, now that we have Planning Consent. Additionally, we would like put on record that the rejuvenation of the Sunken Gardens could be entirely dealt with within the development of the SRHP plan, and we have had discussion with a number of people during the last few years regarding this.*

*Regarding the presentation, for us to be able to inform all members of BRTC and the audience fully, we would need at least 30 minutes to complete our presentation, with a 15 minute "Question and Answer" session afterwards – which would be beneficial to all. We trust this time can be allocated to us when confirming."*

## **DECISIONS**

To **NOTE** the Notes of the Bognor Regis Regeneration Board Meeting held on 22<sup>nd</sup> July 2019.

Members are asked how they wish to proceed?

## **Briefing Notes on Bognor Regeneration Board Meeting 22<sup>nd</sup> July 2019 Butlin's Conference Centre**

### **1. Presentation Kirsten Trussel, Head of Policy & Strategy Coast to Capital (C2C) LEP**

Kirsten updated the Board that C2C's area had been changed to exclude Croydon, now under the London LEP & Lewes under the South East LEP. Kirsten then went onto explain the work being undertaken to generate the Local Industrial Strategy (LIS). This is a requirement from government for the 38 LEP's to focus on productivity and rebalance the economy. The LIS will build on the C2C Strategic Economic Plan 'Gatwick 360'.

The government's requirement is to describe the 5 Foundations of Productivity in detail for the C2C area and to prioritise which areas of private sector innovation and investment C2C will excel in, using the 'Grand Challenges' of artificial intelligence and data, ageing society, clean growth and future of mobility. The 5 Foundations of Productivity are defined as:

- Ideas: the world's most innovative economy
- People: good jobs and greater earning power for all
- Infrastructure: a major upgrade to the UK's infrastructure
- Business Environment: the best place to start and grow a business
- Places: prosperous communities across the UK.

C2C have commissioned strands of research to further develop the evidence base  
Timescales: by the end of September further consultation at the C2C AGM, commissioning further research, engaging with stakeholders at the end of November on the draft LIS with sign off by government and publication in March 2020.

A Q&A session followed covering transport, urban centre prioritisation, and digital connectivity.

### **2. BID Update – Paul Wells Chairman**

Paul distributed the latest BID newsletter and reported that Easter activities went well, the warden service is proving popular and there is generally more engagement from businesses. BID is working closely with the ADC anti-social behaviour team with regard to rough sleepers. Footfall is slightly up on last year which is ahead of the trend in the south east. The market programme is attracting new stalls but there is work to enhance their general appearance.

A full time Bid Co-ordinator has been appointed with a part time administrator position to be interviewed in August bringing the staff to a full complement.

### **3. Saltbox Planning Application**

This was presented and supported by the Board at the June Development Control Committee. The decision was deferred due to concern around drainage on the site as the Environment Agency has reset flood plain levels. It is hoped that the application is resubmitted in September.

### **4. Town Centre Regeneration**

ADC reported that their new administration has decided not to go ahead with the proposed Pavilion Park development. Three new options will be put forward for consultation in the autumn all of which will retain the sunken gardens and exclude any residential development or the possible health centre site.

A number of members expressed their disappointment at this decision which they believed was retrograde and against the wishes of local businesses as there were real advantages in the scheme bringing people from the seafront into a broadened town centre area. Cllr. Oppler responded that the new administration believe it is the right decision reflecting public opinion on the previous scheme which did nothing for regeneration.

The Board's interim chairman, Raof Daud, commented that the Board would like to see schemes delivered in line with the Town Centre Masterplan which remains relevant. He

recognised that the Board would have to wait to see what schemes are to be brought forward, but said the lack of progress on the masterplan has brought a high degree of frustration.

Paul Wells, Bid Chairman, commented that the Regis Centre regeneration could take many more years therefore consideration should be given to improving the Place St Maur which needs an urgent uplift as it is a key link between the seafront and town centre. Cllr Erskine, Bognor Regis Town Council, expressed a similar view and he hoped any changes would be in line with public opinion.

#### **5. Appointment of the Board's Chairman and Vice Chairman**

The meeting appointed Raof Daud from Dicentra Developments as Chairman and Cllr Francis Oppler, Deputy Leader of ADC as Vice Chairman. They have been appointed for a two year period.

Raof Daud congratulated Cllr Oppler on his appointment and looks forward to continuing the successful public private partnership that the Board represents with the same ethos and offer, engaging with the new administration and wider interested parties around the Board's previously identified priorities.

#### **6. AOB**

##### **ADC Economic Strategy**

The second workshop was held for stakeholders in May and council members discussed the evidence base and draft in June. Priorities will be shared when these have been agreed by ADC

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 18 - TO RECEIVE, AND IF ACCEPTABLE, AGREE THE  
ADOPTION OF THE COMMUNITY WINTER RESILIENCE PLAN 2019/20**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

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

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

**DECISION**

Members are invited to receive the Community Winter Resilience Plan 2019/20 as detailed in **Appendix 1** and **AGREE** to adopt the Plan.



# **BOGNOR REGIS TOWN COUNCIL**

## **Community Winter Resilience Plan 2019/20**

Adopted by the Council at its Meeting held on **4<sup>th</sup> November 2019**



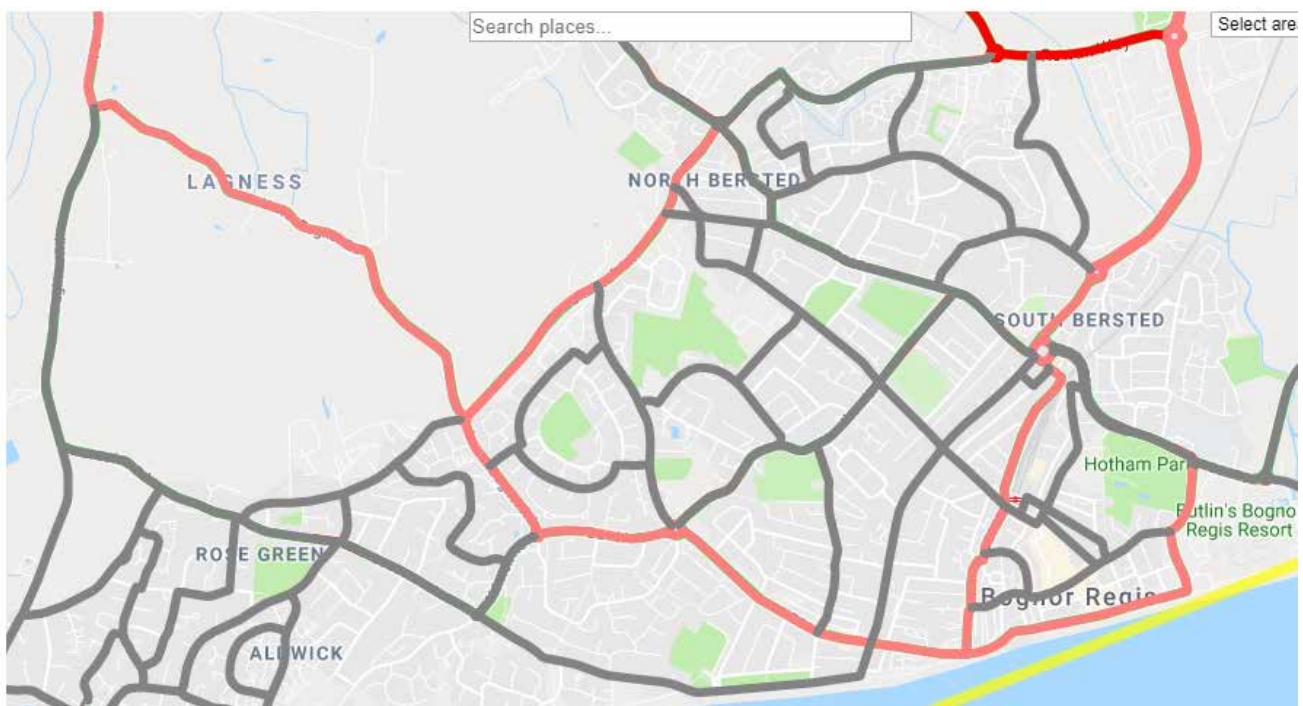
## Community Winter Resilience Plan 2019/20

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

WSCC Highways undertakes to do the following:

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

### WSCC Gritting Routes within the six Wards of Bognor Regis



### How WSCC decide which roads to grit

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

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

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

## Precautionary Salting Network (PSN)

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

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

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

Salt bins are:

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

## Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

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

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

| <b>Area</b>   | <b>Quantity</b> |
|---|-----------------|
| Town Force Lock Up<br>Unit G2<br>Beeding Close<br>Southern Cross Trading Estate<br>Bognor Regis | 2 bags          |

## Problem areas identified within Bognor Regis

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

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

## Identified volunteers

Bognor Regis Town Force team (paid staff)

## Advice on hand salting

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



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



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



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



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

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

When you clear snow and ice:

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

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

## Advice from WSCC on how to prepare for winter

### Keep an eye on the weather

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

### Protect your home

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

### Protect your business

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

### Protect your health

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

### Winter travel

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

### Other resources

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

## Useful contact details/websites in an emergency

|  |   |
|--|---|
| Bognor Regis Town Council              | 01243 867744<br><a href="mailto:bognortc@bognorregis.gov.uk">bognortc@bognorregis.gov.uk</a>  |
| Arun District Council (Enquiries)      | 01903 737500<br>info@arun.gov.uk  |
| BBC Sussex (104.8 & 95.3 FM)           | <a href="http://www.bbc.co.uk/bbcsussex">www.bbc.co.uk/bbcsussex</a>                          |
| British Gas and Transco Gas            | 0800 111 999  |
| Emergency Services                     | 999   |
| Environment Agency                     | <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>              |
| Heart (97.5 & 96.7 FM)                 | <a href="http://www.heart.co.uk/sussex">www.heart.co.uk/sussex</a>                            |
| Highways England                       | 030 012 35000<br>info@highwaysengland.co.uk   |
| National Flood Forum                   | <a href="http://www.floodforum.org.uk">www.floodforum.org.uk</a>                              |
| NHS out-of-hours                       | 111   |
| Police (non-urgent)                    | 101   |
| Portsmouth Water                       | 023 924 77999   |
| Power Cut                              | 105   |
| St Richard's Hospital                  | 01243 788122  |
| Southern Water                         | 0330 303 0368   |
| Spirit FM (102.3 & 106.6 FM)           | <a href="http://www.spiritfm.net">www.spiritfm.net</a>  |
| West Sussex County Council (Enquiries) | 01243 777100<br><a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>              |
| West Sussex Highways                   | 01243 642105<br><a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>              |
| WSCC Resilience & Emergencies          | 033 022 22400<br><a href="mailto:emergency@westsussex.gov.uk">emergency@westsussex.gov.uk</a> |
| West Sussex Fire & Rescue Service      | 01243 786211<br><a href="mailto:wsfrs@westsussex.gov.uk">wsfrs@westsussex.gov.uk</a>          |

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR  
CLLR PHIL WOODALL FROM 2<sup>nd</sup> SEPTEMBER - 4<sup>th</sup> NOVEMBER 2019**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

|                    |   |   |
|--------------------|---|---|
| Thursday 05.09.19  | : | Blue Plaque unveiling for William Butlin, Cassino Arcade, BR Prom   |
| Saturday 07.09.19  | : | Bognorphenia Event 2019, Hotham Park  |
| Saturday 07.09.19  | : | Stonepillow 30 <sup>th</sup> Anniversary Celebrations, followed by 'Evensong', Bishops Private Garden and Chichester Cathedral      |
| Sunday 08.09.19    | : | RAFA BR Battle of Britain Parade and Service, Methodist Church, Waterloo Square, BR   |
| Sunday 08.09.19    | : | Opening of Charcoal Meze Bar, 31A Station Road, BR  |
| Sunday 08.09.19    | : | BR Concert Band Performance, Alexandra Theatre, Regis Centre, Belmont Street  |
| Sunday 08.09.19    | : | <i>Deputy Mayor attended: Rustington Parish Council Annual Civic Thanksgiving Service, St. Joseph's Catholic Church, Rustington</i> |
| Wednesday 11.09.19 | : | <i>Deputy Mayor attended: Lifecentre Charity Open Evening (address confidential)</i>  |
| Saturday 14.09.19  | : | BRTC Proms in the Park, Hotham Park (Mayor attended)  |
| Sunday 15.09.19    | : | <i>Deputy Mayor attended: Mayor of Arundel's Civic Service, St Nicholas' Church, Arundel</i>  |
| Friday 20.09.19    | : | The Regis School of Music's 23 <sup>rd</sup> Anniversary Concert, Regis School of Music, Sudley Rd, BR                              |
| Saturday 21.09.19  | : | Opening of Southdowns Folk Festival, London Road Precinct, BR   |
| Saturday 21.09.19  | : | Sussex Partnership NHS Foundation Trust Annual Member Mtg, Butlin's, BR   |
| Monday 23.09.19    | : | Scope West Sussex 'At the Point' AGM, Little Breach, Chichester   |

## AGENDA ITEM 19

- Wednesday 25.09.19 : Presentations to School Council during Collective Workshop Assembly, South Bersted School, Church Lane, BR
- Friday 27.09.19 : Chichester College Graduation Ceremony 2019, Chichester Cathedral
- Thursday 10.10.19 : BR Shopmobility AGM, Regis Centre, BR
- Thursday 10.10.19 : Bognor Regis in Bloom Awards Evening 2019, 'Seasons', BR Football Club, Nyewood Lane, BR
- Tuesday 15.10.19 : 1<sup>st</sup> Felpham Beaver Scouts Visit and Tour of Town Hall, Clarence Rd, BR
- Thursday 17.10.19 : Arun & Chichester Citizens Advice AGM, Chichester District Council, East Pallant House, Chichester
- Sunday 20.10.19 : Southdowns Concert Band 'Strike Up the Band' Performance, Regis Centre, Belmont Street, BR
- Tuesday 22.10.19 : 1<sup>st</sup> Felpham Beaver Scouts Presentation Evening, Scout Hall, Vicarage Lane, Felpham
- Wednesday 23.10.19 : *Deputy Mayor attended: Allotment Tenants Awards Meeting, Council Chamber, Town Hall*
- Thursday 24.10.19 : Coffee Morning & Reception at Livability Ashley Place, Kings Parade, Aldwick
- Thursday 24.10.19 : University of Chichester Postgraduate Ceremonies, Chichester Cathedral
- Friday 25.10.19 : *Deputy Mayor attended: 'Mini Lights' Soft Play first Halloween Party, Durban Road, BR*
- Saturday 26.10.19 : RBL Poppy Launch 2019, Sainsbury's, Shripney Road, BR
- Saturday 26.10.19 : Opening of Roller Rink, Place St Maur, BR
- Saturday 26.10.19 : Mayor of Bognor Regis' 'Birthday Quiz' Fundraiser for Mayor's Charity SERV Sussex, Methodist Church, BR
- Wednesday 30.10.19 : Lion's Club International 'It's a Knockout' Sports Day, The Arena, BR



## AGENDA ITEM 19

- Friday 01.11.19 : 'Mini Lights' Soft Play second Halloween Party, Durban Road, BR
- Saturday 02.11.19 : Opening of Rox Halloween Party 2019, Hotham Park, BR

### Events Confirmed (But Not Attended):

- Saturday 14.09.19 : BRTC Proms in the Park, Hotham Park  
**(Mayor attended after Deputy Mayor's cancellation)**
- Wednesday 18.09.19 : West Sussex Scout Council AGM, The Charis Centre, Crawley **(Mayor did not attend)**
- Sunday 22.09.19 : High Sheriff of West Sussex' Judges Service and Garden Party, The Hyde Estate, Handcross **(Mayor did not attend)**
- Tuesday 01.10.19 : Age UK 'National Older Persons Day' Event, Laburnum Centre, BR **(Deputy Mayor did not attend)**

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 20 - EVENTS ATTENDED BY TOWN CRIER  
MRS JANE SMITH FROM 2<sup>nd</sup> SEPTEMBER - 4<sup>th</sup> NOVEMBER 2019**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

|                   |   |   |
|-------------------|---|---|
| Friday 27.09.19   | : | Talk on role at 'Ladies Lunch Club', Aldwick Hotel, Princess Avenue, Aldwick            |
| Tuesday 01.10.19  | : | Opening of new 'Mumpreneurs' Networking Meeting, BR Golf Club, Downview Rd, Felpham     |
| Sunday 06.10.19   | : | Original Pearly Kings and Queens Harvest Festival 'Cry', Trafalgar Square, London       |
| Thursday 10.10.19 | : | Bognor Regis in Bloom 2019 Awards Evening, 'Seasons' BR Football Club, Nyewood Lane, BR |
| Friday 11.10.19   | : | Informal 'Breakfast' Meeting, Town Hall   |
| Saturday 19.10.19 | : | Hastings National Town Criers Championships, Priors Meadow Shopping Centre, Hastings    |

**BOGNOR REGIS TOWN COUNCIL MEETING  
4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 22 - CORRESPONDENCE**

**FOR INFORMATION**

1. Tuesday 29th October 7pm - Presentation by Felpham PC at Bersted (tbc 'WSFR What if' attending) -Councillor - circulated to Councillors
2. Public Sector Mapping Agreement - Your PSMA Newsletter September 2019
3. WSCC - Town and Parish News - circulated to Councillors
4. Westminster Insight Digital Channel Shift Forum | Monday 9th December | Central London
5. Parish Online Newsletter
6. Minutes for August Twinning Meeting and October Agenda
7. VAAC – Weekly E-Bulletin Updates – circulated to Councillors and on Social Media
8. Neighbourhood Alert - Weekly Bulletin - Arun District -23-29 September 2019 – circulated to Councillors and on Social Media
9. ADC – Brexit Campaign posters and banners for social media – posted on website and social media
10. Twinning Association - next foreign film evening at the Picturedrome is on Monday, October 14th, starting in the new Screen Two at 8.00 sharp
11. NALC - Chief Executives Bulletin - circulated to Councillors
12. Ellis Whittam - October Newsletter
13. Office of Sussex PCC - Support for Victims of Stalking - circulated to Councillors
14. Coastal West Sussex MIND training programme
15. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
16. AirS Village Halls & Community Buildings Advisory Service - Social Media Training for Village Halls & Community Buildings
17. Email re a young martial arts group from Bognor Regis participating in competitions in Australia
18. Vision ICT Autumn Newsletter
19. Rialtas Business Solutions - Annual Fees 2020-2021
20. Neighbourhood Alert - Review of the Delivery of National Neighbourhood Watch Strategy - Circulated to Councillors
21. VAAC Weekly Updates - circulated to Councillors and on Social Media
22. Email from member of the public regarding Remembrance Sunday and Town Council newsletter
23. Email from a member of the public regarding seagull-proof bin bags
24. Arun District Council - PCSO Allocation and Deployment Briefing for Partners - circulated to Councillors
25. SALC - Named PCSO for every local community – Sussex Police
26. Neighbourhood Alert - Weekly Bulletin - Arun District 10/10/2019 - circulated to Councillors and on Social Media
27. NALC - Chief executive's bulletin
28. Sussex Police and Crime Commissioner - A week of welcome news for local policing - circulated to Councillors
29. Neighbourhood Alert - Manchester City Centre Incident - circulated to Councillors

## AGENDA ITEM 22

30. Neighbourhood Alert - Update on Significant Planned Road Works on the M23
31. CAGNE Aviation Town and Parish Council Forum - October Meeting Agenda
32. Westminster Insight - Third Sector Commissioning Conference - Friday 29th November - Central London
33. Arun and Chichester Citizens Advice AGM - circulated to Councillors
34. Public consultation: Proposed budget savings within the Library Service - circulated to Councillors, on Social Media and on Town Council Website - closing date Wednesday 13<sup>th</sup> November
35. VAAC - Essential training to ensure your organisation is running safely and efficiently - circulated to Councillors
36. Twinning Minutes 2<sup>nd</sup> October and November Agenda
37. VAAC - Weekly E-Bulletin
38. B&Q Dishwasher safety recall - circulated to councillors and post shared on social media
39. REMINDER - West Sussex Pension Fund Actuarial Valuation Initial Results Meeting
40. Neighbourhood Alert Weekly bulletin 17/10/19 Circulated to Councillors and on Social Media
41. Neighbourhood Alert - Anti-Slavery Day 18/10/19 circulated to Councillors and on Social Media
42. NALC Chief Executive's Bulletin - circulated to Councillors
43. SSALC - Seeking new trainers for SSALC Training Programme
44. Sussex Police and Crime Commissioner - National Hate Crime Awareness Week - circulated to Councillors
45. Neighbourhood Alert - Update on Significant Planned Road Works on the M23
46. PSIN - The latest from the UK's largest Public Sector Network - October 2019
47. NALC Larger Councils Committee — vote now!
48. LCR Official Magazine of NALC - Autumn 2019
49. Email from a member of the public - Please nominate heritage buildings, important to you and reflect their local area and identity - forwarded to the Heritage Partnership
50. Neighbourhood Alert - Weekly Bulletin - Arun District 23/10/2019 - circulated to Councillors and on Social Media
51. Twinning Association Beaujolais Bistro - 23rd November – Rowland Rank Centre
52. VAAC Weekly Bulletin Updates – circulated to Councillors and on Social Media
53. Key stakeholder message re PCSO Deployment for Arun and Chichester for Parish and Town Councils – circulated to Councillors
54. Westminster Insight - Customer Insight Conference - 21st November
55. Hampshire Pension Services – Employer Focus Group - Wednesday 13th November 2019
56. Parish Online - Newsletter October 2019
57. Regis School - Newsletter - circulated to Councillors
58. Arun District Council - Group Head of Council Advice and Monitoring Officer - Standards in Public Life - Your Views Please!
59. NALC - Chief Executive's Bulletin - circulated to Councillors
60. Email from Civic and Office Manager regarding the cancellation of part of the planned Roller Rink Event due to adverse weather conditions - circulated to Councillors

- 61.** Sussex Police and Crime Commissioner - Local support for all victims of sexual abuse - circulated to Councillors

**BOGNOR REGIS TOWN COUNCIL MEETING  
4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 22a - ADDITIONAL CORRESPONDENCE**

**FOR INFORMATION**

1. Next Foreign Film at The Picturedrome - Monday November 11<sup>th</sup> - Shoplifters
2. VAAC - Training and Networking Events Questionnaire for 2020 - circulated to Councillors and on social media
3. ADALC MEETING 31st October - reminder
4. Westminster Insight - Third Sector Commissioning Conference - Friday 29<sup>th</sup> November
5. SSALC Training Programme 2020/21
6. Westminster Insight - The Future of Digitising Public Services - Monday 9<sup>th</sup> December
7. The Digital Local Council - October 2019 edition from e-mango
8. VAAC weekly updates – circulated to Councillors and on Social Media
9. What3words information about this free location service
10. Funding Focus - November 2019 Edition of VAAC's monthly fundraising newsletter – circulated to Councillors and on Social Media
11. NALC - Chief Executive's Bulletin – circulated to Councillors
12. Sussex Police and Crime Commissioner - Taking road safety seriously – circulated to Councillors
13. Neighbourhood Alert - Additional Support Is Available In A Power Cut If You Act Now
14. VAAC Training and Events - Don't Miss Out! – circulated to Councillors and on Social Media

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 4<sup>th</sup> NOVEMBER 2019**

**AGENDA ITEM 23 - PICTUREDROME SITE UPDATE**

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

**TO NOTE RECEIPT OF THE £13,250 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (THIRD QUARTER)**

As previously advised, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan.

**DECISION**

Members are asked to **NOTE** receipt of the £13,250 Management Fee received from The Bognor Pier Company Ltd (third quarter payment).

**Balance Sheet for Bognor Pier Company Ltd** - a copy of the detailed Balance Sheet up to and including 30<sup>th</sup> September 2019 will be copied to Councillors for information under separate cover.

**Disabled Access** - at the September Council Meeting, Members agreed that the Town Council should investigate the potential for a disabled ramp to the front exterior of the building and noted that the cost for such works would need to be funded by the Town Council.

Having looked into this further, it was recommended that a full disability access audit be undertaken of the building to Equality Act 2010 standards. This would examine all possibilities along with the current compliance of the services provided at a cost of £1,400.00 plus VAT. Following liaison with the Chairman and Vice Chairman of the Policy and Resources Committee and the Town Mayor arrangements were put in place for a disability access audit to be undertaken on Tuesday 22<sup>nd</sup> October 2019 and the full report is now awaited.

**Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower** - unfortunately, external works to the tower windows including repainting of the front of the property either side of the tower has been delayed owing to the recent inclement weather. This resulted in the scaffolding finally being erected in the middle of October with final handover to the contractor hopefully taking place during week commencing 28<sup>th</sup> October once the balance of the scaffolding has been erected around the tower. Subject to the weather, it is hoped that these works will now be completed prior to the Christmas holidays.

**Additional external painting** - Town Force have undertaken some painting works to the surround of the external fire exit from Screen 1 and areas of the adjoining brick work, which has greatly improved the appearance of this area at a cost of £111.99 plus VAT.

## AGENDA ITEM 23

**Lightning Conductor retesting** - the annual testing of the Lightning Conductor on the Cinema is due in October. The cost of the test and inspection remains the same as last year at a cost of £140 which will be paid by BPCL. I am pleased to be able to report that the test was undertaken on 23<sup>rd</sup> October without any issues arising. The certificate of compliance is now awaited.

**Directors & Officers Insurance** - the policy has once again been renewed for another year at a cost of £987.49 which includes the Broker's administration fee. The premium has gone up by £87.49 from last year, which is owing to a small increase in Insurance Premium Tax and increases across the sector generally, especially where employment practices liability is present. The abolition of tribunal fees has meant a surge in such cases being brought to tribunal and impacting on premiums payable.

**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.