



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in the Council Chamber at the Town Hall, Bognor Regis at **6.30pm on MONDAY 6th JANUARY 2020.**

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

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

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

TOWN CLERK

DATED THIS 23rd DAY OF DECEMBER 2019

AGENDA AND BUSINESS

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

- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
4. To APPROVE the Minutes of the Town Council Meeting held on 4th November 2019 and the Extraordinary Town Council Meeting held on 25th November 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 Extraordinary Meeting of 11th November, and the Meeting of 25th November 2019** with resolutions, recommendations and reports including: -
 - To note the recommendation that any unspent monies from the Grant Aid 2020 Budget goes into General Reserves towards the funding of the Town's Christmas Lights - Min. 89 refers

(**PLEASE NOTE:** recommendations in relation to the Budget from the Minutes of 2nd December 2019 will be considered under Agenda item 10)
- 9.2 **Community Engagement and Environment Committee Meeting of 18th November 2019** with resolutions, recommendations and reports
- 9.3 **Planning and Licensing Committee Meetings of 19th November, 3rd and 17th December 2019** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 9th December 2019** with resolutions, recommendations and reports
10. To Receive and Consider Minutes and Recommendations of **Policy and Resources Committee Meeting of 2nd December 2019** - to consider the **BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2020/21**
11. To decide the amount for the **PRECEPT TO BE ISSUED FOR 2020/21**
12. 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
13. To note the List of Payments and Transfers made in October and November and to note the balances, bank reconciliations and financial reports (December not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

14. To consider the Motion by Cllr. Stanley referred from the Council Meeting held 4th November 2019 (Min. 133 refers): *"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."*
15. To consider the Motion by Cllr. Stanley referred from the Council Meeting held 4th November 2019 (Min. 134 refers): *"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."*
16. To consider changes to Committee memberships - Min. 123 refers
17. To receive the Notes of the Meeting of the Arun District Association of Local Councils on 31st October 2019
18. Regeneration including: -
 - To note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 13th November 2019 (if available)
 - To receive a letter from the Chair of the Bognor Regis Regeneration Board
 - To consider requests for further regeneration proposal presentations
 - Regeneration presentations - To consider any further action
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
24. Redevelopment of the Picturedrome Cinema - risk report

Agenda item **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



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 4th NOVEMBER 2019

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard, Mrs. S. Daniells, Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones, Ms. A. Sharples, Mrs. S. Staniforth, 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)
Major Matt Butler (Salvation Army) (part of meeting)
3 members of the public (part of meeting)
2 members of the Press (part of meeting)

The Mayor's Chaplain, Major Matt Butler of the Salvation Army, led prayers prior to the Meeting

The Meeting opened at 6.35pm

115. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. Miss. C. Needs due to a bereavement.

116. 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 17, as he had personally submitted regeneration ideas for Bognor Regis to ADC's 2015 consultation, and stated that he would leave the Meeting when this Agenda item was discussed, and a vote taken

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 23 and 24, as the Tenant of the Picturedrome Cinema, and stated that he would leave the Meeting when these Agenda items were discussed

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

Cllr. Stanley declared an Ordinary Interest in Agenda item 17, as the Chairman of ADC's Bognor Regis Regeneration Sub-Committee

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

Apologies for absence had been received in an email from Inspector Steve Turner from the Arun Prevention Team.

The Town Clerk gave a brief verbal update to Members, as provided by Inspector Steve Turner, which included the following: -

- PCSO's - The way Sussex Police deploy their PCSO's is changing. This has been as a result of the investment opportunity provided by the precept increase, proposed by the Sussex Police and Crime Commissioner, Mrs Katy Bourne. The areas follow established electoral division boundaries, with each area having been allocated PCSO numbers according to crime, deprivation and indices of need. The electoral division areas of 'Bognor Regis East' and 'Bognor Regis West & Aldwick' have a combined total of 6 PCSO's allocated. The direction for these PCSO's is to get to know the area and spend as much time getting to engage with their community and key stakeholders, understand the issues within the community and work together to identify solutions.
- Police Officers - Four new community Police Officers will specifically be joining the Arun & Chichester Prevention Team. They are currently in training and should arrive with the team from January 2020.

A Councillor spoke about the road in which they live having a lack of street lighting. In what was described as a high-level area of crime the Councillor declared that this lack of street lighting made the area feel intimidating and asked the Town Council to support the installation of additional solar lights or a request being made to West Sussex County Council to leave the lights on at night.

It was **AGREED** that the matter would be **REFERRED** to the Planning and Licensing Committee.

118. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 2nd SEPTEMBER 2019

The Minutes of the Town Council Meeting held on the 2nd September 2019 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

119. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

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

120. WRITTEN QUESTIONS FROM COUNCILLORS

None were received.

121. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.42pm

A member of the public spoke about regeneration in Bognor Regis and raised a query in relation to one of the Motions proposed by Cllr. Stanley.

The member of the public was informed that both of these matters were Agenda items and would be discussed later in the meeting.

Meeting reconvened at 6.47pm

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

123. **TO NOTE CHANGE IN POLITICAL AFFILIATION OF FORMER LIBERAL DEMOCRAT COUNCILLOR**

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

Cllr. Smith made a brief statement outlining the reasons for his decision.

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

There were none.

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

126. **Policy and Resources Committee Meeting of 30th September 2019**

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

126.1 **Min. 69 - Corporate Strategy**

Members **NOTED** that the recommendation regarding the Corporate Strategy was to be received under Agenda item 15.

127. **Community Engagement and Environment Committee Meeting of 23rd September 2019**

A Member of the Committee, Cllr. Ms. Sharples, reported.

128. **Planning and Licensing Committee Meetings of 17th September, 8th and 29th October 2019**

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

128.1 **Min. 99 - 17th September 2019 - ADC's current Street Naming Policy**

A Councillor spoke about their disappointment that Members of the Committee had agreed to take no further action in relation to the level of input that the Town Council has with street naming in Bognor Regis.

Cllr. Stanley declared an Ordinary Interest as the Arun District Council Cabinet Member for Technical Services, having responsibility for street naming and numbering

129. Events, Promotion and Leisure Committee Meeting of 7th October 2019

Cllr. Mrs. Erskine presented the Minutes as acting Chairman for that meeting.

129.1 Min. 40 - Consideration to charge an entry fee for adults at Bognor Regis Town Council events

A brief discussion took place regarding the advantages and disadvantages of charging an entry fee for Town Council organised events.

130. 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

130.1 Members referred back to the recommendation of the Community Engagement and Environment Committee that Bognor Regis Town Council declare a Climate Emergency (Min. 42 refers).

Discussions took place about ways in which the Town Council could support this movement and what possible changes in practice, that were both proportionate and reasonable, could be implemented. It was stated that there is a need for the Town Council to recognise the importance of climate change, with people's strength of feeling on the subject palpable at the recent Climate Change & Green Issues Forum organised by the Town Council.

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

FOR

Cllr. Barrett
Cllr. Batley
Cllr. Brooks
Cllr. Mrs. Erskine
Cllr. Erskine
Cllr. Goodheart
Cllr. Jones
Cllr. Ms. Sharples
Cllr. Smith
Cllr. Mrs. Staniforth
Cllr. Stanley
Cllr. Mrs. Warr
Cllr. Woodall

AGAINST

Cllr. Cunard
Cllr. Mrs. Daniells

ABSTENTION

Members, therefore, **RESOLVED** to **APPROVE** the recommendation that Bognor Regis Town Council declare a Climate Emergency.

130.2 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'.

131. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2019 ACCOUNTS AND CONSIDER ANY ACTION

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

Members **RESOLVED**:

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

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

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.

A Councillor queried whether there was any requirement to increase the level of fidelity guarantee insurance that is currently held by the Town Council. The Town Clerk explained that the suggestion, in the External Auditor's Report, to increase the level was only an opinion.

Having been advised that any increase which resulted in an additional premium would need to be accounted for in the 2020/21 budget, a Member proposed that an assessment be carried out to identify the risks involved, before any suspension of Standing Orders to decide whether to revisit their previous decision.

Members **RESOLVED** to **AGREE** that this matter be **REFERRED** to the Policy and Resources Committee prior to ratification of any decision at a future Council Meeting.

132. 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)

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

133. 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."

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

Following the Motion being moved and then seconded by Cllr. Erskine, and as the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Full Council Meeting, in accordance with S.O. 9.5.

134. 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."

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

Following the Motion being moved and then seconded by Cllr. Mrs. Erskine, and as the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Full Council Meeting, in accordance with S.O. 9.5.

135. TO RECEIVE THE RECOMMENDATION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30th 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

The Town Clerk's report, and the recommendation from the Policy and Resources Committee regarding the "Purpose", "Vision" and "Main Priorities" points 1, 2 and 4, were **NOTED**.

Members considered the three suggestions put forward for point 3 of the "Main Priorities" and **RESOLVED** to **AGREE** that the following wording be incorporated into the Corporate Strategy, in relation to point 3 of the "Main Priorities": -

"Work to enable residents and community groups to live well and enjoy and take pride in our Town."

Furthermore, Members **RESOLVED** to **APPROVE** the **ADOPTION** of the Corporate Strategy 2019-2024.

136. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 31st OCTOBER 2019 (IF AVAILABLE)

The notes of the meeting were not yet available.

137. REGENERATION INCLUDING; TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 22nd 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

The Town Clerk's report, and the Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 22nd July 2019, were **NOTED**.

Having received the responses to the letters sent to those that had previously expressed an interest in talking to the Town Council, it was suggested that each be offered to make a 30-minute presentation, to include a 'Question & Answer' session, to run concurrently during a meeting of the Town Council.

Councillors spoke about the regeneration opportunities in Bognor Regis and how regeneration should be beneficial for the people of Bognor Regis in the long term.

A Councillor expressed concern that, by inviting these presentations, the Town Council might be giving false hope to those that had previously submitted proposals for regeneration in the Town when the Town Council are consultees in the regeneration of Bognor Regis, and not the owner of the land by whom the decisions are taken.

Members noted that this point had been made clear in the invitation, in which it had also been stated that, whilst the regeneration of Bognor Regis as a whole was important, for the time being ADC's focus was on the Sunken Gardens and the play area on the Hothampton site.

Following a vote, Members **RESOLVED** to **AGREE** that the five respondents to the letter sent by the Town Council be invited to make a 30-minute presentation, to include a 'Question & Answer' session, to run concurrently at an Extraordinary Full Council Meeting.

Following a second vote, Members **RESOLVED** to **AGREE** that Arun District Council be invited to attend the presentations and, if appropriate, be given the opportunity to update Members on their own plans for the regeneration of the Hothampton site.

It was **AGREED** that daytime and evening sessions for the presentations should be considered. The Town Clerk urged all Members to make themselves available for this meeting.

138. TO RECEIVE, AND IF ACCEPTABLE, AGREE THE ADOPTION OF THE COMMUNITY WINTER RESILIENCE PLAN 2019/20

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

Members **RESOLVED** to **AGREE** that the Community Winter Resilience Plan 2019/20 be **ADOPTED**.

Cllr. Smith left the Meeting

139. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was **NOTED**.

140. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was **NOTED**.

141. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

The Town Clerk stated that reports had been received from the following representatives to other organisations, and had been emailed to all Councillors:

141.1 Cllr. Mrs. Daniells - Bognor Regis Twinning Association; West Sussex ALC Ltd.

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

Verbal Reports:

141.3 Cllr. Woodall reported that he is to attend an AGM for Stonepillow at the end of this month.

Cllr. Smith returned to the Meeting

141.4 Cllr. Goodheart reported that the Southdowns Folk Festival had been very successful this year and that it had been good to see enthusiasm for an event the he considered to be of such high calibre.

142. CORRESPONDENCE

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

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

143. 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. (third quarter)

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

A Councillor asked whether there had been any update regarding the potential for a disabled ramp at the Picturedrome cinema and queried the responsibility for funding this. The Town Clerk advised that the Council had agreed to investigate installation of a disabled ramp at the previous meeting whilst noting that this would have to be funded by the Town Council. The Town Clerk further advised that the report from the disability access audit undertaken on Tuesday 22nd October 2019 had been received late that afternoon and would be reported back to Members.

- 144.** The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 23 and 24 (contractual).

Major Matt Butler left the Meeting

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

Cllr. Batley declared an Ordinary Interest in the confidential element of Agenda item 23, due to a personal connection, and left the Meeting

Members received and **NOTED** the confidential, written report from the Town Clerk in relation to 1b Linden Road.

Cllrs Mrs. Erskine and Brooks left the Meeting

Cllrs. Mrs. Erskine and Brooks returned to the Meeting

Members **RESOLVED** to **AGREE** that the Town Clerk be instructed to investigate certain matters further with any further consideration by Members **DEFERRED** until January.

The Town Clerk gave a verbal confidential update to Members on an issue that had arisen in connection with the remedial works and decoration to the central tower.

146. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT

Cllr. Batley returned to the Meeting

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

The Meeting closed at 8.27pm



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MINUTES OF THE EXTRAORDINARY MEETING **OF BOGNOR REGIS TOWN COUNCIL** **HELD ON MONDAY 25th NOVEMBER 2019**

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, A. Cunard, J. Erskine, Mrs. S. Staniforth, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public
1 member of the press

The Meeting opened at 8.08pm

147. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. K. Batley who had a prior engagement, Cllr. H. Jones who was out of area, Cllr. Miss. C. Needs for personal reasons and Cllr. W. Smith who was unwell.

No apologies were received from Cllrs: Mrs. S. Daniells, Mrs. I. Erskine and Ms. A. Sharples.

Cllrs. J. Brooks and S. Goodheart also excused themselves from the Meeting due to their connection to the presentations to which the Special Resolution relates.

148. 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. Stanley declared an Ordinary Interest due to his position of Chairman of ADC's Bognor Regis Regeneration Sub-Committee

149. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the public present.

150. TO CONSIDER A SPECIAL RESOLUTION RECEIVED FROM COUNCILLORS ADAM CUNARD, MATT STANLEY, MRS JEANETTE WARR AND PHIL WOODALL TO REVERSE PART 1 OF RESOLUTION UNDER MINUTE NUMBER 137 OF FULL COUNCIL ON THE 4th NOVEMBER 2019 THAT THE FIVE RESPONDENTS TO THE LETTER SENT BY THE TOWN COUNCIL BE INVITED TO MAKE A 30 MINUTE PRESENTATION TO INCLUDE A 'QUESTION & ANSWER' SESSION, TO RUN CONCURRENTLY AT AN EXTRAORDINARY FULL COUNCIL MEETING

Members **NOTED** the full Special Resolution dated 19th November 2019, as previously circulated, from Cllrs: Cunard, Stanley, Mrs. Warr and Woodall as follows:

Having given due consideration to the Council's resolution under Minute Number 137 relating to receiving presentations from groups interested in the regeneration of Bognor Regis, we welcome the opportunity to receive ideas and projects from interested parties. However, until the Council has developed its own vision and strategic

regeneration objectives for the Town which would assist in prioritising support for ideas and projects then the presentations should be regarded as fact finding and an idea building opportunity. However, this must be done in a way which allows Councillors to be more creative and enable idea building without governance restrictions. It is therefore recommended that the five presentations referred to in the original resolution be considered at a Members Awareness Seminar rather than at an Extraordinary Council Meeting.

The second part of the resolution relating to inviting Arun District Council remains unchanged.

RECOMMENDATION

That the Council Resolution under Minute Number 137 part 1 be reversed and replaced with the following recommendation: That the five respondents to the letter sent by the Town Council be invited to make a 30 minute presentation to include a 'Question & Answer' session, to run concurrently at a Members Awareness Seminar.

Following discussion it was **RESOLVED**, with all in favour, to **ACCEPT** the Recommendation as included in the Special Resolution and therefore the five respondents to the letter sent by the Town Council will be invited to make a 30 minute presentation to include a 'Question & Answer' session, to run concurrently at a Members Awareness Seminar.

The Meeting closed at 8.14pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY

POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 11th NOVEMBER 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard,
J. Erskine, Mrs. S. Staniforth, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)
3 members of the public (part of the meeting)
2 Councillors in the public gallery: Cllrs. Brooks and Mrs.
Daniells

The Meeting opened at 6.34pm

86. 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. Jones who was working. No apologies for absence had been received from Cllr. Goodheart.

87. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that

they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Cunard declared an Ordinary Interest as a member of Arun Arts Ltd and as a member of the Twinning Association. Cllr. Cunard also declared an Ordinary Interest as a sponsor of Pride Bognor Regis and International Bognor Birdman

Cllr. Erskine declared an Ordinary Interest in Bognor Regis Local History Society, Bognor Regis Seafront Lights, The Regis School of Music and West Sussex Guitar Club as a result of personal connections

Cllr. Mrs. Staniforth declared an Ordinary Interest as a stallholder at an EcoSwap event. Cllr. Mrs. Staniforth also declared an Ordinary Interest in Family Support Work as a result of personal connections

Cllr. Stanley declared an Ordinary Interest as a fundraiser for EcoSwap, My Sisters' House, Radio Respect and Stonepillow

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

Cllr. Woodall declared an Ordinary Interest as a member of Bognor Regis Carnival Association and of the Twinning Association. Cllr. Woodall also declared an Ordinary Interest as a Patron of Stonepillow

Cllr. Brooks, seated in the public gallery, declared an Ordinary Interest as a member of Arun Arts Ltd. Cllr. Brooks declared a Disclosable Pecuniary Interest in Armed Forces Day, Bognor Regis Kite Festival, Pride Bognor Regis and Southdowns Folk Festival as a supplier to these events

88. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements.

89. CONSIDERATION OF GRANT AID FUNDING 2020

The Committee Clerk asked Members to note that the International Bognor Birdman event was included in the summary of applications, tabled at the meeting, purely for information purposes. The Grant Aid 2019 funds awarded to them last year had been returned to the Town Council and, as previously agreed, earmarked for the Birdman event in 2020 subject to meeting all relevant criteria (Min. 52 refers).

The Chairman made comment on the large number of Grant Aid requests received by the Town Council which, combined, amounted to more than double the budget available. As a result, some difficult decisions were to be made by Members when awarding grant funding. Nonetheless, the Chairman found it encouraging that new applicants had come forward this year in applying for Town Council Grant Aid funding.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

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

Cllr. Cunard redeclared an Ordinary Interest in Pride Bognor Regis and stated that he would not take part in any vote in relation to their Grant Aid application

Members were keen, in some instances, to award monies where an event/project was a new initiative, with an interest in seeing what an applicant could achieve with the support of a Town Council grant. There was also support from some Members where an application was reflective of the Town Council's recent decision to declare a Climate Emergency.

The popularity of events such as the Bognor Regis Carnival and Illuminations Gala was acknowledged by Members and it was agreed that these events, as well as Bognor Regis Museum, bring many visitors to the Town and should, therefore, be supported by the Town Council.

Cllr. Stanley redeclared an Ordinary Interest in Stonepillow and stated that he would not take part in any vote in relation to their Grant Aid application

The applications from The Regis School of Music, West Sussex Guitar Club and 60 Minutes of Classical Music were well received by the Committee.

Cllr. Mrs. Warr redeclared an Ordinary Interest in Bognor Regis Seafront Lights and stated that she would not take part in any vote in relation to their Grant Aid application

Credit was given to those applicants who go to great lengths in trying to raise funds themselves through bake sales, raffles, quiz nights etc.

Cllr. Mrs. Staniforth left the Meeting

The Committee then reviewed their initial suggestions in relation to the amounts awarded, if any, to each application and, in the process, further considered the number of people in the five Wards of Bognor Regis that might benefit from a particular event/service proposed in the application.

Cllr. Mrs. Staniforth returned to the Meeting

Members fully considered the individual applications for Grant Aid 2020 and the list of decisions as **RESOLVED** is attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

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

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2020 Budget goes into General Reserves towards the funding of the Town's Christmas Lights.

The Meeting closed at 8.27pm

	Amount requested for Grant Aid 2020	P&R Decision from Grant Aid 2019	Committee Decision for Grant Aid 2020	Comments
Arun Arts Co Ltd	£10,000.00	<i>Refuse</i>	£5,000.00	Conditional
ROX Music and Art	£10,000.00	<i>£7,500.00</i>	£5,000.00	Conditional
Southdowns Folk Festival	£10,000.00	<i>£7,500.00</i>	£5,000.00	Conditional
Pride Bognor Regis	£8,000.00	<i>N/A</i>	£4,000.00	
Eco Swap CIC	£5,760.00	<i>N/A</i>	£3,500.00	Conditional
Bognor Regis Shopmobility	£5,000.00	<i>£500.00</i>	£500.00	
Making Theatre, Gaining Skills	£5,000.00	<i>N/A</i>	£0.00	
Bognor Regis Carnival Association	£4,500.00	<i>£4,500.00</i>	£4,500.00	
Stonepillow	£4,262.00	<i>N/A</i>	£0.00	
My Sister's House Women's Centre	£3,732.00	<i>N/A</i>	£0.00	
60 Minutes of Classical Music Trust	£3,100.00	<i>£1,000.00</i>	£1,500.00	
Citizens Advice Arun and Chichester	£3,000.00	<i>£1,500.00</i>	£1,500.00	
Bognor Regis Seafront Lights	£2,500.00	<i>£1,500.00</i>	£2,500.00	
Bognor Regis Amateur Boxing Club	£2,245.61	<i>N/A</i>	£900.00	
The Regis School of Music	£2,000.00	<i>£1,700.00</i>	£1,500.00	
Livability Ashley Place	£1,791.15	<i>N/A</i>	£0.00	
Bognor Regis Kite Festival	£1,600.00	<i>£1,800.00</i>	£1,600.00	
Armed Forces Day Committee	£1,500.00	<i>N/A</i>	£1,500.00	
Bognor Regis Local History Society	£1,500.00	<i>£1,500.00</i>	£1,500.00	
4Sight Vision Support	£1,260.00	<i>Refuse</i>	£500.00	
Radio Respect	£1,116.99	<i>N/A</i>	£1,000.00	
Family Support Work	£1,070.00	<i>Refuse</i>	£0.00	
Homestart Arun, Worthing & Adur	£1,000.00	<i>Refuse</i>	£0.00	
West Sussex Guitar Club	£1,000.00	<i>N/A</i>	£1,000.00	
Arctic Fox Explorer Scout Unit	£900.00	<i>£250.00</i>	£250.00	
Tsunami Explorer Scout Unit	£895.71	<i>£250.00</i>	£250.00	
Bognor Regis Twinning Association	£700.00	<i>£700.00</i>	£500.00	
West Sussex Mediation Service	£250.00	<i>Refuse</i>	£0.00	
	£93,683.46		£43,500.00	
			£2,500.00	



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 25th NOVEMBER 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard,
J. Erskine (during Min. 90), S. Goodheart,
Mrs. S. Staniforth, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

90. 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. H. Jones who was out of the area.

91. 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
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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

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

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

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

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 18, as the Tenant of the Picturedrome Cinema and advised that he would leave the room for this item

92. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th SEPTEMBER 2019 AND THE EXTRAORDINARY MEETING HELD ON 11th NOVEMBER 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th September 2019 and the Extraordinary Meeting held on 11th November 2019 and these were signed by the Chairman.

93. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.33pm

A resident congratulated the Town Council on the new Christmas illuminations in the Town Centre which he thought looked fantastic.

Meeting reconvened at 6.34pm

94. CLERK'S REPORT FROM PREVIOUS MINUTES

94.1 8th April 2019 - Min. 154.1 - Signposting for the Town Centre

An update on this matter is provided in the report from the Projects Officer for Agenda item 8 - Town Centre Issues.

94.2 8th April 2019 - Min. 154.3 - Olby's Clock

There is no further update on the draft legal agreement, but it was last chased on 11th October 2019.

94.3 8th April 2019 - Min. 155 - Offer of Graffiti services to the BID

The BID initially rejected the Town Council's offer of a graffiti removal agreement as it had been mistakenly understood that the agreement would

include coverage wider than the BID area. The matter will be reconsidered by the BID in due course and the BID Chairman has requested further information.

94.4 29th July 2019 - Min. 51 - Car Parking Contribution

A report by the Chief Executive of ADC was presented to their Environment & Leisure Working Group on 7th November in which it was recommended that the Scheme will be extended until 31st December 2022. This recommendation is due before ADC's Full Council for ratification in January 2020.

Cllr. Stanley declared an Ordinary Interest in the issue of car parking due to his involvement with the matter as an ADC Councillor

94.5 30th September 2019 - Min. 68 - Town Crier Review

It has not yet been possible to speak to the Managing Director of Butlin's and revisit the possibility of the Town Crier accessing the resort on a regular basis throughout the summer, but an update will be provided as soon as possible.

94.6 30th September 2019 - Min. 78 - Social Media Platform

Following this Committee's identification of funding for this initiative, the service was reviewed by the Events, Promotion and Leisure Committee at their meeting on 7th October 2019 and it was agreed that the exercise would not progress past the free trial period and therefore, no expenditure would be required.

A Member requested that a copy of the Clerk's Report be available with the other Committee reports prior to the meeting.

95. TO RECEIVE THE TOWN FORCE REPORT

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

Following discussion, Members **AGREED** to have two shields manufactured for the Seafront Beacon at a total cost of £545 plus VAT.

Members discussed the situation regarding a new water supply connection to feed the seafront showers and following discussion, during which the cost of a new supply was noted, it was **AGREED** that the Town Force Manager should seek permission from ADC for the alternative, cheaper proposal to link into the existing connection to the water fountain and then report back to this Committee for further consideration.

A Member suggested that, when appropriate, the Town Council consider replacing the cherry picker vehicle with a newer model that has greater capabilities.

96. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 16th OCTOBER 2019

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 16th October 2019, was **NOTED**.

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

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

Members welcomed the report that the BID's premises in Linden Road would include either vinyl wraps with appropriate displays or a Bognor Regis BID Office sign.

Members also noted that, as requested, the matter of signage from the Promenade to the Town Centre was raised with the BID and they have confirmed that they will be installing this.

In response to a query from a Member as to why only Officers attended the BID Board Meetings, it was noted that the Town Council had previously chosen not to pay the contribution required for a non-voting seat on the Board and therefore, as it was purely an observational role, the BID Board had requested only Officer attendance.

Following a suggestion from a Member, it was **AGREED** that a letter of congratulations be written to those newly appointed to the BID Board.

Finally, a Member raised the issue of the metal gateway banners in the Town Centre and it was noted that whilst the Town Council is able to use these sites, the decision regarding any banners would be within the remit of the Events, Promotion and Leisure Committee.

98. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING WAS HELD ON 22nd NOVEMBER 2019

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

Following the recent meeting, the Deputy Clerk updated Members on an issue relating to graffiti which is being increasingly used to send underground subliminal messages to criminals regarding a number of subjects such as; County Lines, Terrorism, Radicalisation and Pornography. There are a number of symbols that purvey certain codes which are being incorporated into what would appear to be normal graffiti. The Police have stressed the importance of removing graffiti promptly and that all graffiti content is photographed for intelligence. However Members were reminded that with the changes to the WSCC funding for graffiti removal, the "clear

all" approach has now ceased and, as noted earlier in the meeting, the BID have yet to agree to enter into a partnership with the Town Council for removal of all graffiti from the BID area. Therefore, at the current time, only graffiti from WSCC assets is being removed by the Town Council and this may need to be revisited by the Town Council in the future.

99. TO NOTE AND RECEIVE SUGGESTIONS FROM MEMBERS FOR CONTENT OF THE 2020 TOWN NEWSLETTER - MIN. 74 REFERS

The Deputy Clerk's report, including the suggestions provided by a Councillor prior to the meeting, was **NOTED**.

Cllr. Cunard declared a Disclosable Pecuniary Interest as the Tenant in the suggestion of an article about the Picturedrome being its centenary year and advised that he would leave the room if required

Members were also reminded that the format of 8-page, A4, matte finish had been agreed at the previous meeting as was the decision that a photograph competition be run with the winning photo being used as the front cover (Min. 74 refers).

A Member circulated a draft design of a possible cover for the Newsletter, based on an old-style, period newspaper.

Members discussed the proposal and it was felt that the whilst the design could work, it would be dependent upon the winning photo in the front cover competition. It was therefore **AGREED** that when the winning photo is known, the design of the front cover is reconsidered as part of the proof circulation via email, with two alternatives drafted; an old-style, period design together with a contemporary similar to the 2019 edition.

A Member supported the use of more infographics and photos to make the publication more visually attractive and interesting.

With regard to the other content Members **AGREED** with the suggestions as previously circulated and that the final content of the 2020 Town Newsletter would include:

- Message from the Mayor, including a focus on the Mayor's Charities
- Report from Chairman of the P&R Committee
- Illustrated breakdown of Budget for coming year
- Parking Disc Scheme
- Events diary
- 'Your Councillors' article similar to the 2018 edition together with photo and contact details for each Town Councillor, with Ward map. This article was well received, and is considered important for inclusion in the 2020 Newsletter given the new Administration

- VE Day and VJ Day - focus on local celebrations, at the end of World War II, on the 75th anniversary of VE and VJ Day, featuring stories of local people who fought and those back at home in Bognor Regis
- Picturedrome
- Climate
- Arts and Music
- Heritage
- Inclusion and Accessibility
- Town Force
- New Tree Wardens

100. TO CONSIDER REVISITING THE DECISION MADE AT THE COMMITTEE MEETING HELD 29th JULY (MIN. 35 REFERS) REGARDING THE LEVEL OF FIDELITY GUARANTEE INSURANCE AS REFERRED FROM THE COUNCIL MEETING HELD 4th NOVEMBER 2019 (MIN. 131 REFERS)

Having **NOTED** the content of the Deputy Clerk's report, Members **AGREED**, in accordance with S.O. 16.1, to suspend Standing Orders to enable the Committee to decide whether to revisit the decision taken at the Committee Meeting on 29th July 2019 regarding Fidelity Guarantee Insurance (Min. 35 refers).

Members discussed the comment arising from the External Auditor and **AGREED** that the matter warranted reconsideration.

Following the reinstatement of Standing Orders, Members went on to discuss any change to the level of Fidelity Guarantee Insurance noting the Internal Controls already in place and the value of Town Council owned equipment. Members subsequently **AGREED** that quotations be sought to increase the cover from the current level of £50,000 to £70,000, £120,000 and £150,000 with a report being made back to this Committee in due course for further consideration.

101. TO CONSIDER INTERNAL AUDIT REPORT 2019-2020 (INTERIM)

The Town Clerk's report including the Internal Audit Report 2019-2020 (Interim), was **NOTED**.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor.

102. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 31st OCTOBER 2019 (IF AVAILABLE)

The Notes of the Meeting were not yet available.

103. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £500 PLUS VAT FOR ROLLING REPLACEMENT OF 1 PC

The Town Clerk's report was **NOTED** and Members subsequently **RATIFIED** expenditure of £500 plus VAT for the replacement of 1 PC as part of the ongoing rolling replacement programme to ensure the future security of the Town Council's IT systems.

104. TO RECEIVE A REPORT ON THE RECENT HEALTH & SAFETY AUDIT

The Deputy Clerk's report, including the Executive Summary and Safety Action Plan for both Town Council sites as prepared by the consultants Ellis Whittam, was **NOTED**.

105. FINANCIAL REPORTS INCLUDING:-

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

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

105.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 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**.

105.3 A Member asked for further details of the services and terms of the Town Council's IT support contract.

106. CORRESPONDENCE

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

Cllr. Cunard redeclared his Disclosable Pecuniary Interest in the following item and left the Meeting

107. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING RECEIPT OF AN ACCESSIBILITY AUDIT REPORT

The Director's report as published was **NOTED** and Members were informed that with regard to three of the issues referred to, further reports would be given under confidential business.

108. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda items 18 and 20 (contractual).

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

109.1 Accessibility Audit

As referred to in the report under Min. 103, the Accessibility Audit Report had been completed and a copy made available to all Committee Members via the Members' Area of the Town Council website.

Following discussion, Members **AGREED** to move forward with investigations into a ramped entrance and furthermore, **AGREED** expenditure of £750 for plans. The cost for Planning Permission and Listed Building Consent would be additional to the price quoted and would be reported back when known.

109.2 Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower

Members **NOTED** the confidential report and update as circulated at the Meeting.

109.3 1b Linden Road

Members **NOTED** the confidential report, including advice received and details of the legal costs to date, as circulated at the Meeting and **AGREED** that the Town Clerk should proceed with the identified investigations as detailed.

109.4 A Member also raised the issue of railings outside the building to protect those queuing for the cinema and whilst it was noted that this has been requested but refused before, a further approach would be made to WSCC Highways.

Cllr. Mrs. Staniforth left the Meeting briefly and then returned

Cllr. Brooks, seated in the public gallery, left the Meeting

Cllr. Cunard rejoined the Meeting

110. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 8.05pm



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 18th NOVEMBER 2019

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks,
Mrs. I. Erskine and Ms. A. Sharples

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
3 members of the public
1 Councillor in the public gallery: Cllr. S. Goodheart

The Meeting opened at 6.33pm

52. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs: Miss. C. Needs, due to personal reasons and Mrs. S. Staniforth due to a family illness. No apologies had been received from Cllrs. A. Cunard or H. Jones.

53. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

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

There were no declarations of Interest

54. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd SEPTEMBER 2019

The Minutes of the Meeting held on the 23rd September 2019 were approved by the Committee as a correct record and were signed by the Chairman.

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

The Chairman adjourned the Meeting at 6.36pm

The Projects Officer read out the following statement:

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

The following items were raised with Members:

Will we receive a response tonight into how the Town Council see it supporting itself and the community moving forward in working towards the goals for the parish and building a vehicle to attach themselves to regarding the issues raised?

Arun District Council are appointing a Climate Change Officer.

Grandads Front Room (GFR) are looking to create a community space by the Cinema and have put in an offer take over the lease and open a community café. The current lease requires a personal guarantor, which is something that GFR cannot offer so they would like to ask for Councillors help in waiving this.

Every plan is moving forward so fast it is not dealing with what is left behind, such as the homeless. The Town Centre is embarrassing. Stonepillow do an amazing job but can't do it overnight and some of the homeless do not want to use their facilities. Why is the Council not working with them? There should be designated areas for the homeless - give them a place. Developers should be given a brief to include a footprint in planning.

The Community Street Sheet has been a success and West Sussex County Council Officers are taking it to County.

The Meeting was reconvened at 7.04pm

56. CLERK'S REPORT FROM PREVIOUS MINUTES

56.1 20th May 2019 - Min. 8.1 - Update on Old Town Area

There is no update at this stage.

56.2 23rd September 2019 - Min. 41.3 - Update on Street Sheet in partnership with GFR

The Community Street Sheet has been produced and circulated and the feedback has been very positive. Since production more organisations have expressed a wish to be included. As some of the original funding has been ringfenced for a future print run, preparations are underway for an updated version to be produced.

56.3 23rd September 2019 - Min. 41.4 - Update on re-listing the Alexandra Theatre as an Asset of Community Value

Confirmation has been received from ADC that the nomination has been accepted and the Council now has an eight-week period in which to make a decision on the application i.e. by 27th December 2019.

During this period the Council will:

- notify all other parties (as determined by the Council) of the nomination. These will include the owner of the property, any lessees or persons with an interest in the property, Ward Members and Town and Parish Council if applicable;
- assess the nomination, requesting further information if necessary;
- make a decision within eight weeks and notify the decision within nine weeks from the date of confirmation.

56.4 23rd September 2019 - Min. 42 - Update on the Recommendation to Council that Bognor Regis Town Council declare a Climate Emergency

At the Council Meeting on the 4th November 2019 Members agreed that Bognor Regis Town Council should declare a Climate Emergency. This matter will be discussed later in the Meeting under Agenda item 6.

56.5 30th September 2019 Policy and Resources Committee - Min. 63 - Referral from Policy and Resources Committee Meeting

During Public Questions Time and Statements, at the Policy and Resources Committee Meeting on the 30th September 2019, a member of the public asked whether there had been any progress between ADC and the BID regarding signposting from the seafront, with a suggestion that the existing monoliths be adapted for these purposes.

It is understood that a Councillor raised this matter directly with Arun District Council on the 7th October and was informed of the following:

Since the signs have been installed, the sightlines towards the town centre have been significantly opened up by the removal of the mounds in Place St Maur. This means that the shops are now clearly visible from the seafront, making it more intuitive to walk towards them if you are looking for shops and the town centre regardless of the sign.

When we undertake a full review of the town-wide signage we can reconsider if anything more is required to sign people towards the town centre.

At the BID Meeting on the 14th November 2019, the BID agreed to install signage from the Promenade to the Town Centre utilising existing signposts.

57. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 23rd SEPTEMBER 2019 (MIN. 40 REFERS) INCLUDING CONSIDERATION OF THE NOTES AND RECOMMENDATIONS FROM THE OPEN FORUM HELD 17th OCTOBER 2019 ON CLIMATE CHANGE AND GREEN ISSUES AND THE ADDITIONAL COMMENTS RECEIVED POST MEETING

The Projects Officer's report, including the Notes from the Public Question Time and Statements of the meeting 23rd September 2019, the Notes and Recommendations from the Open Forum held 17th September 2019 and the additional comments received post meeting, were **NOTED**.

Members noted that at the Council Meeting held 4th November 2019 (Min. 130.1 refers), Members approved this Committee's recommendation that Bognor Regis Town Council declare a Climate Emergency.

As a result of the Council's decision, discussion turned to the Climate Change and Green Issues, and a Member proposed that a Topic Team be appointed with representatives from Council, Environment Groups and Officers for cross party individual thinking on how to progress. Other suggestions included actively gathering real data and thoughts ahead of the first Topic Team meeting and to set up a social media site to collate information. Officers requested that any meeting be postponed until the

New Year, however some Members felt that as the name "Climate Emergency" would suggest, the topic should be dealt with urgently.

Following discussion Members **AGREED** the following:

- To set up a Climate Emergency Topic Team and to schedule the first meeting of the group in the New Year;
- To set up a new dedicated Town Council Email address, i.e. climateemergency@bognorregis.gov.uk and a social media platform ahead of the meeting to collate information and ideas on how to tackle Climate Change;
- To immediately address the issue relating to car idling (leaving the engine running whilst stationary) by sending a letter to local schools to ask them if they would, in principle, be willing to display a banner/sign advising that idling was an offence and could incur a fine if the engine was not switched off when asked to do so;
- To fund the production of any banners from the Flexible Community Fund or Ward Allocation Budget (subject to receipt of any relevant applications);
- To write to Arun District Council to ask Traffic Wardens to police car idling and issue fines where necessary to discourage future offences.

58. BEACH ACCESS TOPIC TEAM - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 10th OCTOBER 2019

The Projects Officer's report, including the Notes of the Beach Access Topic Team Meeting held on 10th October 2019, was **NOTED**.

Members considered the recommendations from the Beach Access Topic Team and **AGREED** the following:

- That a letter be sent to Arun District Council to seek assurances that the proposed Beach Access Project would be progressed at the earliest opportunity and to ask for some indication as to when the matter would be raised with ADC Councillors. They would also like assurances from ADC that the Beach Access Topic Team will be involved in the progress of the project and consulted wherever appropriate;
- That the Town Council officially lobby County Councillors and following the General Election in December, to write to the newly elected MP for their support of the project and assistance wherever necessary to ensure delivery;
- To suspend the Beach Access Topic Team but keep a watching brief and receive regular updates to ensure the project does not fall off the radar;

- For dual hatted Town Councillors to lobby their fellow ADC Councillors to support the project and press for an early progression.

59. YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES AND RECOMMENDATIONS OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 6th NOVEMBER 2019

The Projects Officer's report, including the Notes of the Youth Worker Steering Group Meeting held on the 6th November 2019, was **NOTED**.

Members considered the recommendations and **AGREED** the following:

- To invite a wider range of Youth Service providers to the Steering Group Meetings;
- To appoint a reserve representative from the Committee to attend future meetings should the Chairman be unable to attend. Members **AGREED** to appoint Cllr. Ms. Sharples as the representative and appoint Cllr. Mrs. Erskine as second reserve.

60. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND INCLUDING RATIFICATION OF THE £90.00 PAID TO CREATE AS AGREED BY THE TOWN CLERK, THE CHAIRMAN AND VICE-CHAIRMAN UNDER DELEGATED AUTHORITY

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

Members **AGREED** to **RATIFY** the payment of £90.00 to CREATE from the Flexible Community Fund to fund a 1-day training course for 2 young people as part of their mentoring programme, as approved by the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee under delegated authority.

Members further **NOTED** the remaining balance of £1,630.00.

61. COUNCILLOR SURGERIES INCLUDING UPDATE ON ROCK GARDENS AND OTHER ISSUES RAISED

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

Members felt it important to hold the surgeries and **AGREED** for another session to be arranged in the New Year in London Road.

Members further considered an idea to have a facility that would allow members of the public to "let off steam" by recording their views and opinions. A Member of the Committee is able to supply the recording equipment required and it may be possible for Town Force to construct some sort of booth. Following discussion, Members **AGREED** to trial this idea and

asked Officers to work with the Councillor to see if this can be organised for a future surgery, with details of costs referred back to this Committee for consideration.

62. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20

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

A Member confirmed that all the money for the defibrillator in the West End had been raised and it would be installed soon. A Member felt that all Councillors should be fully trained on how to operate a defibrillator and asked for this to be referred to Council for consideration.

A Member asked if the budgets were transferrable between Wards, for example; could the Orchard Ward fund be used to support a project in Pevensey Ward? Members were advised that if there was no pending proposal and that **all** Ward Members agreed, this would be possible.

63. UPDATE ON CONSIDERATION TO ERECT NOTICES DISCOURAGING THE FEEDING OF BIRDS ON THE PROMENADE - MIN. 43 REFERS

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

Following discussion, Members **AGREED** to take up the offer from ADC for their Graphic Design Team to come up with a poster as suggested in the report. Officers will make the necessary arrangements and report back at a future meeting.

A Member requested that ADC be asked to make arrangements for extra poster sites to be made available to accommodate these new posters as the current sites were already being utilised.

64. CONSIDERATION OF A REQUEST TO RE-LOOK AT THE PLAYING OUT SCHEME - MIN. 47 REFERS

The Projects Officer's report, including details of the extensive work that was undertaken in 2018 to try and launch this initiative, was **NOTED**.

Following discussion, Members **AGREED** not to revisit the Playing Out scheme at this time.

65. WEST SUSSEX COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS

The Projects Officer's report, including the literature provided by WSCC on the initiative, was **NOTED**.

As this initiative is being considered by the Planning and Licensing Committee in the first instance, Members **AGREED** that the item be referred to a future Agenda for the consideration of any community element. Members further **AGREED** to familiarise themselves with the initiative in preparation as detailed in the WSCC literature.

66. CONSIDERATION OF AN INITIATIVE BEING PROMOTED BY ARUN DISTRICT COUNCIL CALLED ACCESSABLE, AN ORGANISATION THAT PROVIDE INFORMATION TO DISABLED PEOPLE ABOUT ACCESSIBILITY, INCLUDING; A PROPOSAL TO RECEIVE A PRESENTATION FROM AN ACCESSABLE REPRESENTATIVE AND ANY RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ANY BUDGETARY REQUIREMENTS FOR ASSOCIATED COSTS

The Projects Officer's report, including the information provided by ADC's Group Head of Policy, was **NOTED**.

Following discussion Members **AGREED** to receive a presentation from AccessAbility in the New Year and noted that any financial commitment would need to be deferred to the 2021/22 budget.

Members further asked that Arun District Council be updated with this decision.

67. PROPOSALS AND REQUIRED BUDGETS FOR 2020 INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES AND OPEN FORUMS, AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

67.1 Flexible Community Fund - Current Budget £5,000

Members **NOTED** that a budget for the financial year 2020/21 of £5,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

67.2 Youth Provision - Current Budget £10,000 (for match funding opportunities)

Members **NOTED** that a budget for the financial year 2020/21 of £10,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

67.3 Playdays - Current Budget £3,500

Members **NOTED** that a budget for the financial year 2020/21 of £3,500 has been allocated as part of the recommendations to the Policy and Resources Committee.

67.4 Ward Allocation - Current Budget £2,000 equating to £125 per Member

Members **NOTED** that a budget for the financial year 2020/21 of £3,200 (equating to an increased sum of £200 per Member) has been allocated as part of the recommendations to the Policy and Resources Committee.

67.5 Community Engagement - Current Budget £1,000

Members **NOTED** that a budget for the financial year 2020/21 of £1,000 has been allocated as part of the recommendations to the Policy and Resources Committee.

67.6 Bognor Regis in Bloom - Current Budget £1,750 - (Competition Expenses £750 & Environmental Projects £1,000)

Members **NOTED** that a budget for the financial year 2020/21 of £1,750 has been allocated as part of the recommendations to the Policy and Resources Committee.

68. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd OCTOBER 2019

The Projects Officer's report, including the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 3rd October 2019, was **NOTED**.

Members considered the recommendations from the Bognor Regis in Bloom Working Group and **AGREED** to **RATIFY** the following:

- Expenditure of £86.00 for trophy engraving to be funded from the current year's Competition Expenses;
- Expenditure of £35.00 for Gift Vouchers to be funded from the current year's Competition Expenses;
- The appointment of the new Tree Wardens, Gillian Edom and Edward Fane as co-opted members of the Bognor Regis in Bloom Working Group.

69. CORRESPONDENCE

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

The Meeting closed at 8.29pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 19th NOVEMBER 2019

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

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

The Meeting opened at 6.33pm

135. 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. Smith who was working.

136. 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

137. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 29th OCTOBER 2019

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 29th October 2019 as an accurate record of the proceedings and the Chairman signed them.

138. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present.

139. CLERK'S REPORT FROM PREVIOUS MINUTES

139.1 Min. 83 - 27th August 2019 - Windsock proposal

In response to an enquiry made by the Town Council, regarding the installation of a windsock on an existing pole to the east of the Pier, a letter was received from ADC's Group Head of Community Wellbeing. The Town Council's Planning and Licensing Committee were thanked for the suggestion and the matter was discussed by relevant colleagues at ADC.

The letter stated that, in ADC's experience, visitors to the coast, particularly those that participate in water sports, are inclined to look at sport specific weather 'apps' when planning their activity as they want to know not only the prevailing conditions but also the forecasted conditions. Weather 'apps' are apparently very sophisticated and provide a wide range of detailed and specific information from wind speed, wave height, tides to rating the condition of the surf.

ADC have suggested that it may be more helpful for the Town Council to promote weather 'apps' alongside the webcam to assist visitors to Bognor Regis in gauging the conditions for their visit.

139.2 Min. 129.1 - 29th October 2019 - Application for Variation of Premises Licence Number: 9528 - Bognor Pier Leisure Ltd, Club Vision and Sports Bar, Bognor Pier, The Esplanade, Bognor Regis

Following on from the objection submitted to Arun District Council, as agreed by the Planning and Licensing Committee at the meeting held 29th October 2019, the Licensing Team contacted the Civic & Office Manager to advise of a change to the application.

The agent for the applicant agreed on their behalf to reduce the hours for the supply of alcohol off the premises with food from 08:00 to 05:00 to 08:00 to 00:00. The Licensing Team at Arun District Council regard this as a substantial reduction resulting in the Town Council's representation being successful.

140. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2019

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

140.2 The Committee noted that representations had been received from the public in respect of planning applications BR/208/19/PL, BR/233/19/PL and BR/298/19/PL. There had been no representations received from neighbouring parishes in respect of these applications.

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

141. 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 25th OCTOBER, 1st AND 8th NOVEMBER 2019

There were none.

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

Members were informed that the ADC Development Control Committee Meeting scheduled for 4th December 2019 has been cancelled as a result of the General Election.

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

There were no Premises Licence applications to consider.

144. TO CONSIDER WSCC IMPROVING LOCAL PLACES AND SPACES SCHEMES

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

Members were keen to explore ways in which the local area could be improved by adopting some of the schemes promoted in the 'Improving Local Places and Spaces' report. There was already evidence that local residents might be interested in participating in these schemes and comment was made that every little bit, that each person could do, would have a positive impact in the Town.

Members **RESOLVED** to **AGREE** that ways in which the Town Council could support the delivery of the schemes be investigated and that the matter be **REFERRED** to the Community Engagement and Environment Committee to discuss how to progress with these schemes.

145. TO DISCUSS THE ISSUE OF STREET LIGHTING, AS RAISED AT THE COUNCIL MEETING HELD 4th NOVEMBER 2019 - MIN. 117 REFERS, AND AGREE ANY ACTIONS

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

Members were informed that West Sussex County Council (WSCC) are not actively installing any additional lighting in unlit roads or areas due to budget constraints. However, a request could be logged for a particular road, by sending an email to westsussexpfi@sse.com. These requests are then recorded and presented to WSCC once a year to be reviewed on a case by case basis.

Members **RESOLVED** to **AGREE** that any resident contacting the Town Council in relation to concerns about a lack of street lighting in a particular road would be supported in reporting the issue through the relevant channels.

146. CORRESPONDENCE

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

Additional correspondence included: -

- 146.1** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) High Street, Bognor Regis from junction with York Road to the junction with Bedford Street with works taking place outside Bubbles in temporarily prohibited from 05/12/19 at 20:00 until 05/12/19 at 23:59. This closure is necessary to allow for carriageway channel works. Shared on social media.

The Meeting closed at 7.57pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th NOVEMBER 2019**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 25th OCTOBER, 1st AND 8th NOVEMBER 2019

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

<p>BR/243/19/PL 130 Longford Road Bognor Regis PO21 1AF</p>	<p>Change of use from house in multiple occupation and single storey side extension to create 5 No. self-contained flats, together with two storey rear extension to form bathrooms</p>	<p>OBJECTION Members of the Town Council's Planning and Licensing Committee considered the proposed extension, to form five residential units to be sold or rented on the open market, would create a cramped form of development with insufficient garden amenity area, thereby resulting in detrimental living conditions of future occupiers and out of character with the locality. Given the shape of the site, Members felt that the amount of building proposed and its proximity to the highway the proposal would appear cramped on site.</p> <p>There is serious concern that the scale of the proposed extensions and alterations to form 5 No. self-contained flats, with no parking provision, will contribute to the generation of excessive parking demands on traffic in the area. There are regularly problems with vehicles, such as buses and lorries, passing one another on Longford Road.</p> <p>Members felt that these proposals were no better than all the previous proposals for this site by the applicant that have been refused, appealed or withdrawn.</p>
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BR/255/19/PL 34 & 36 Southdown Road Bognor Regis PO21 2JR	Change of use of houses in multiple occupation (Sui Generis) to create 2 No. 1 bed, 2 No. 2 bed self-contained flats & single storey rear extension to form 2 No. studio flats (C3 Dwelling House)	NO OBJECTION
BR/264/19/PL 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN	External alterations for separation of building into 2 separate buildings for use as A1 (Shops) & new pedestrian access from new rear unit to Sudley Road	NO OBJECTION
BR/280/19/PL 5 Victoria Drive Bognor Regis PO21 2RH	Redevelopment of existing retail site to a mixed-use development comprising a single ground floor retail unit with 5 residential units at first, second and third floor levels	NO OBJECTION
BR/262/19/HH 181 Chichester Road Bognor Regis PO21 5AF	Pavement crossing and dropped kerb	NO OBJECTION
BR/272/19/PL Sussex Court Park Road Bognor Regis PO21 2PY	Replacement of existing failed balcony slabs together with the railings on like for like basis & repair canopy roof. This application affects the character & appearance of the Aldwick Road Conservation Area	NO OBJECTION

<p>BR/233/19/PL 77 Aldwick Road Bognor Regis PO21 2NW</p>	<p>Part change of use of ground floor & formation of a first-floor rear extension to create 2 No self-contained studio flats with associated refuse/ recycling & cycle store (resubmission following BR/63/18/PL)</p>	<p>OBJECTION The scale of the proposed first-floor extension to the rear of 77 Aldwick Road will result in an overbearing impact on - and loss of outlook to - the amenity of the existing windows of residential flats in the rear of 73-75 Aldwick Road to the east and 79 Aldwick Road to the west. In addition, there will be a harmful loss of sunlight and overshadowing of the two large residential windows on the closest part of the rear of 79. The proposal is therefore contrary to policy GEN7 of the Arun District Local Plan; the National Planning Policy Framework; and policies DDM1 & DDM4 of the Arun Local Plan 2011-2031.</p> <p>The new first floor studio windows will look out towards the rears of Nos. 10 & 14/16 Stocker Road at a distance of only around 8.8m. This will result in a loss of privacy to number 10's private residential garden. The new first floor kitchen, hall and stair windows will face towards the flank residential windows of 79 Aldwick Road, resulting in a loss of privacy to these windows and a harmful effect on the amenity of existing occupiers. The proposal is therefore contrary to policy GEN7 of the Arun District Local Plan; the National Planning Policy Framework; and policies DDM1 & DDM4 of the Arun Local Plan 2011-2031.</p>
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<p>BR/233/19/PL (cont.) 77 Aldwick Road Bognor Regis PO21 2NW</p>		<p>There is no parking provision within the proposal and this development will contribute to the generation of excessive parking demands on 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>BR/298/19/PL Homebeech Nursing Home 19-21 Stocker Road Bognor Regis PO21 2QH</p>	<p>Retention of timber shelter</p>	<p>OBJECTION As a result of the noise, disturbance and smells caused by the timber shelter being used for smoking with no apparent hours of operation being applied.</p> <p>The location of the shelter, on the boundary line with neighbouring residential units, has been cause for complaint with residents reporting littering, noise, smoke entering their properties through windows, and loss of privacy. The shelter appears to be some 2.7m in height, exceeding the 1.9m high boundary fence against which it sits and is regarded as overbearing.</p> <p>There is doubt that the shelter complies with the requirements of the Smoke-Free (Premises and Enforcement) Regulations 2006 with the shelter appearing to be substantially enclosed by more than 50% as a result of the close board fence panels on the east and west elevations, with the south elevation being the solid boundary fence.</p>

BR/208/19/PL <i>RE-ADVERTISED</i> The Hatters Inn 2-8 Queensway Bognor Regis PO21 1QT	Re-develop & extend external drinking area complete with new railings, gates and wall to boundary	NO OBJECTION
BR/300/19/T 5 Crescenta Walk Bognor Regis PO21 2YA	Crown reduction by up to 2m to 1 No. Oak tree	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/302/19/PL Chandos Elm Grove Bognor Regis PO21 2SW	Demolition of outbuildings & construction of 1 No. 2-bed dwelling & associated works (amendment to planning permission ref: BR/46/19/PL)	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd DECEMBER 2019

PRESENT:

Cllr. S. Goodheart (Chairman) (during Min. 150), Cllrs:
J. Barrett, J. Erskine (during Min. 152), Ms. A. Sharples
and Mrs. J. Warr

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

147. 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 had another meeting, and Cllr. Smith on medical grounds.

148. 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

149. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th NOVEMBER 2019

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 19th November 2019 as an accurate record of the proceedings and the Chairman signed them.

150. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.31pm

Cllr. Goodheart arrived at the Meeting and took the Chair

A member of the public spoke in objection to planning application BR/306/19/HH.

Meeting reconvened at 6.34pm

151. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

152. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th NOVEMBER 2019

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

152.2 The Committee noted that representations had been received from members of the public in respect of planning applications BR/191/19/PL, BR/306/19/HH, BR/313/19/HH and BR/256/19/PL. There had been no

representations made from neighbouring parishes in respect of these applications.

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

153. 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 15th, 22nd AND 29th NOVEMBER 2019

P/70/19/RES - Land North of Summer Lane, Pagham, PO21 4NG - Approval of reserved matters following outline consent P/58/15/OUT for 90 No. dwellings. Also seeking to address the terms of planning conditions 6 (Phasing), 8 (ecology), 9 (Surface Water), 12 (Vehicular Access), 15 (Parking), 18 (Travel Plan), 20 (Landscape Management), 24 (Parking Control), 25 (Dwelling Parking) and 26 (Materials)

It was noted that in May 2017 the Town Council's Planning and Licensing Committee had resolved to agree that a letter be sent supporting the Call In application to the Secretary of State, made by Pagham Parish Council, in respect of 3 large-scale housing developments as proposed in applications P/134/16/OUT, P/140/16/OUT and P/6/17/OUT.

Furthermore, in April 2019 the Town Council submitted an objection to planning application P/30/19/OUT, a resubmission following P/6/17/OUT.

In regard to these 3 large-scale housing developments, under whatever planning application reference they may be referred to, the Town Council's concerns regarding the impact on the infrastructure of Bognor Regis remain the same.

Therefore, having considered Planning Application P/70/19/RES (associated with P/140/16/OUT), Members **RESOLVED** to **OBJECT** to the application on the grounds that it will impact significantly on the infrastructure of Bognor Regis and exacerbate problems regarding the weight of traffic. As stated in previous representations, submitted by the Town Council, the approval of these large-scale housing developments is considered to be over-development in Pagham.

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

There had been no notifications received, and Members were reminded that the ADC Development Control Committee Meeting scheduled for 4th December 2019 had been cancelled as a result of the General Election.

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

There were no Premises Licence applications to consider.

156. TO RECEIVE PROPOSALS FROM ARUN DISTRICT COUNCIL IN RELATION TO LAND OFF SUDLEY ROAD, BOGNOR REGIS, AND AGREE ANY COMMENTS IN RESPONSE

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

A Councillor expressed disappointment that, since the hoarding had been erected in the passageway and with the proposed installation of palisade fencing and gates, there was now no external pedestrian access from Sudley Road to London Road which had been well-used in the past.

Members acknowledged that there are no covenants to confirm that any public right of way exists in this location and that the proposals are on land under Arun District Council's freehold ownership.

Therefore, Members **RESOLVED** to **AGREE** that in response to ADC's proposals, comment should be made that whilst the loss of pedestrian access from Sudley Road to London Road was regrettable, there was no objection to the proposal to install palisade fencing and gates as detailed in the report.

157. CORRESPONDENCE

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

Additional correspondence included: -

157.1 CPRE - Newsletter, 30th November 2019

157.2 WSCC - Highways, Transport & Planning update – November. Circulated to all Councillors

157.3 WSCC - Notes from the JWAAC Highways & Transport Sub-Group Meeting held 22nd October. Circulated to Committee

157.4 WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Town Cross Avenue, Bognor Regis is temporarily prohibited from 18/12/19 at 08:00 until 18/12/19 at 16:00 to allow crane access to rear of a property

157.5 Copy of correspondence sent to residents by Lidl Great Britain Ltd, regarding proposed new Lidl Foodstore at Oldlands Farm, Bognor Regis

The Meeting closed at 7.49pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd DECEMBER 2019**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 15th, 22nd AND 29th NOVEMBER 2019

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

BR/191/19/PL Ground Floor 6 Ockley Road Bognor Regis PO21 2HW	Change of use from factory workshop (B1 Business) to tyre fitting shop (Sui Generis)	NO OBJECTION Whilst Members have no objection to the change of use this was conditional on tyres being stored inside the building. It is evident from the comments of neighbouring property owners that the tyres stored in their current outdoor location not only poses a fire risk but has also attributed to criminal activity by providing means of escape for individuals being chased by the Police.
BR/306/19/HH 28 Arun Road Bognor Regis PO21 5PD	Proposed two storey side and rear extension, single storey rear extension, with replacement front porch	OBJECTION Members consider the proposed two storey side and rear extension to be a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration should not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties. The two storey proposals are of an unacceptable size in scale and bulk with the proposed extension being much larger than any other extension in the area. These extensions would unbalance the symmetry of the pair of semi-detached houses and would compromise, and be detrimental to, the existing spatial character and pattern of the street scene contrary to policies D SP1 and D DM1 of the Arun District Local Plan.

BR/307/19/HH 34 Hawthorn Road Bognor Regis PO21 2DD	Homeowner is severely disabled and requires the creation of new steps, handrail, a top step level platform with a level threshold door. Work was brought forward due to the homeowner being unable to access the community	NO OBJECTION
BR/313/19/HH 15 Whitfield Close Bognor Regis PO22 8DY	Single storey rear extension	NO OBJECTION
BR/304/19/PL 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN	Installation of new entrance doors to shopfront, installation of air conditioning & re-colouring of existing shopfront	NO OBJECTION
BR/305/19/A 9-11 Water Tower Buildings London Road Bognor Regis PO21 1PN	1no. internally illuminated fascia sign & 1no. internally illuminated projecting sign	NO OBJECTION
BR/286/19/PL 1-2 The Parade Argyle Road Bognor Regis PO21 1DT	Side & roof extension to existing mixed use building to provide retail storage, cycle, refuse/recycling store at ground level. Alterations to existing first floor 1 bedroom flat with an additional 1-bedroom studio & 1no. proposed studio flat to roof extension - Resubmission of BR/125/19/PL	OBJECTION Members are of the opinion that the proposed additional storey will result in the building dominating the immediate streetscene and, being out of character with buildings of the surrounding site, would compromise, and be detrimental to, the existing spatial character and pattern of the street scene contrary to policies D SP1 and D DM1 of the Arun District Local Plan.

<p><i>BR/286/19/PL (cont.)</i> <i>1-2 The Parade</i> <i>Argyle Road</i> <i>Bognor Regis</i> <i>PO21 1DT</i></p>		<p>There are concerns about the impact of the additional floor on the amenity of gardens to the east and also the neighbour to the south. There are unsatisfactory areas of open space, suitable for potentially 6 future occupiers, provided in this application.</p> <p>Members noted the reduction in scale of the side extension to the south elevation, however, its close proximity to the boundary wall is likely to cause harm to the neighbour's first floor windows. Members consider this to be a departure from the Arun Local Plan Policy D DM4 whereby any extension or alteration should not have an adverse overshadowing, overlooking or overbearing effect on neighbouring properties.</p>
<p>BR/316/19/PO Flat 1 Anglesea Court 11 Victoria Road South PO21 2NA</p>	<p>Application to discharge a Planning Obligation dated 06/04/1987 under Planning Reference BR/517/85 relating to age restriction</p>	<p>NO OBJECTION</p>
<p>BR/314/19/T Side of 2 Bramber Close Amberley Drive Bognor Regis PO21 5PF</p>	<p>Re-pollard to previous points by approx 8m height and 3m lateral spread & remove epicormic growth from mainstem to 1 No. Silver Maple tree (T1)</p>	<p>NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.</p>
<p>BR/319/19/HH 7 Marshall Avenue Bognor Regis PO21 2TH</p>	<p>Demolition of attached garage and erection of single storey side and rear extension</p>	<p>NO OBJECTION</p>

BR/318/19/HH 63 Nyewood Lane Bognor Regis PO21 2SD	Proposed garden wall	NO OBJECTION
BR/312/19/T 2 Monterey Gardens Bognor Regis PO21 2FY	Crown reduction by 2m to 1 No. Hawthorn tree and Crown reduction by 1.5m to 1 No. Bay tree	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/325/19/HH 2 Glenway Bognor Regis PO22 8BU	Single storey side extension to existing dwelling	NO OBJECTION
BR/256/19/PL 2 Cavendish Road Bognor Regis PO21 1JW	Conversion of existing store to 2 bed dwelling to the rear of 2 Cavendish Road, fronting Sutherland Close	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th DECEMBER 2019

PRESENT:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, J. Erskine (during Min. 162.1) and Ms. A. Sharples

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.31pm

158. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Smith on medical grounds, although Members noted that it would have been difficult for Cllr. Smith to have attended the meeting as the lift at the Town Hall was out of service. Apologies for absence were also received from Cllr. Mrs. Warr who had another engagement. No apologies for absence had been received from Cllr. Mrs. Daniells.

159. 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

160. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd DECEMBER 2019

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 3rd December 2019 as an accurate record of the proceedings and the Chairman signed them.

161. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present in the gallery.

162. CLERK'S REPORT FROM PREVIOUS MINUTES

Min. 152.3 - 3rd December 2019 - Planning Application BR/306/19/HH - 28 Arun Road, Bognor Regis

With Members of the Town Council's Planning and Licensing Committee having resolved to agree that an objection to planning application BR/306/19/HH be submitted, the District Councillors for the Ward within which the property is located were written to and asked to support the Town Council in requesting that the application be referred to Arun District Council's (ADC's) Development Control Committee for decision.

Members were informed that both District Councillors for the Ward had written to the Chairman of the Development Control Committee in support of the request. Having reviewed the matter, the Chairman agreed that the request fitted within the call in process as stated in ADC's Constitution and had asked that planning application BR/306/19/HH be added to the Agenda for the next Development Control Meeting for a Committee decision.

163. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 6th AND 13th DECEMBER 2019

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

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

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

164. 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 6th AND 13th DECEMBER 2019

There were none.

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

There had been no notifications received.

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

There were no Premises Licence applications to consider.

167. TO RECEIVE DETAILS OF ARUN DISTRICT COUNCIL'S FINAL REPORT INTO GREEN INFRASTRUCTURE IN READINESS TO CONSIDER ANY COMMENTS IN RESPONSE AT THE COMMITTEE MEETING TO BE HELD 7th JANUARY 2020

The Civic & Office Manager's report was **NOTED**. Members were reminded that individual responses to the Green Infrastructure document must be submitted to the Civic & Office Manager by no later than 5pm on Friday 3rd January 2020.

168. CORRESPONDENCE

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

Additional correspondence included: -

168.1 CPRE - Campaigns Update, December 2019.

The Meeting closed at 6.56pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th DECEMBER 2019
REPRESENTATIONS ON PLANNING APPLICATIONS ON LISTS DATED 6th AND 13th DECEMBER 2019

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

BR/324/19/HH Breeze Belmont Street Bognor Regis PO21 1LE	Single storey front and side extension. (This application may affect the setting of a Listed Building)	NO OBJECTION
BR/326/19/PL Flat 68A Aldwick Road Bognor Regis PO21 2PE	New entrance to flat	NO OBJECTION
BR/338/19/T 4 The Orchard Close Bognor Regis PO21 2PT	Trim branches over roof to 4m clearance 1 No. Oak tree	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 9th DECEMBER 2019

PRESENT:

Cllr. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine, S. Goodheart (from Min. 61) and
Mrs. S. Staniforth

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer - until Min. 61)
1 Councillor in the public gallery: Cllr. Mrs. J. Warr
1 member of the public in the gallery

The Meeting opened at 6.32pm

51. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement.

Apologies for absence had been received from Cllrs: Miss. Needs due to personal reasons, W. Smith due to medical reasons and M. Stanley who had another engagement.

52. 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 Ordinary Interests in Agenda items 7 and 9 as a supplier of event services

Cllrs. Brooks, Mrs. Daniells, 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

53. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th OCTOBER 2019

It was **RESOLVED** that the Minutes of the Meeting held on 7th October 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A written statement had been received from a member of the public asking the Committee to consider taking on the Chilli Fest Event now that West Dean had cancelled the event for the foreseeable future.

A member of the public, seated in the public gallery, asked if there would be any Arun District Council Officer in attendance at the planned meeting for Regeneration.

The Chairman reconvened the Meeting at 6.45pm

55. CLERK'S REPORT FROM PREVIOUS MINUTES

55.1 7th October 2019 - Min. 38.1 refers - Invitation to the ADC Events Officer to attend a meeting of the Town Council's Events, Promotion and Leisure Committee

A new Events Officer has been appointed to the position and will be invited to

attend a meeting at a future date once they have had the opportunity to familiarise themselves with the role.

55.2 7th October 2019 - Min. 38.2 refers - Update on Lamp Post Banner Sites

Following a formal request to ADC, the Environmental Services & Strategy Manager for Arun District Council has confirmed that they are willing for BRTC to manage the lamp post banner sites. Officers are in the process of sorting out the relevant paperwork and procedures for the handover. When this is complete the matter will be placed on a future Agenda and the Committee will be asked to advise how they wish to proceed.

56. REPORT FOLLOWING CHRISTMAS LIGHT SWITCH-ON EVENT INCLUDING UPDATE ON DISPLAYS AND ISSUES REGARDING POWER FEEDERS

The report prepared by the Projects and Events Officers was **NOTED**.

A Member of the Committee had a list of issues regarding the Switch-On event that he read out. The Events Officer responded to each concern and the Projects Officer and a Member were surprised at the negative comments as the public response had been overwhelmingly positive. The Member's comments were noted.

Members were concerned to learn of the problems experienced with anti-social behaviour at the Railway Station during the Switch-On event and the lack of response from both Sussex Police and British Transport Police. Members **AGREED** that a letter should be sent to the Sussex Police & Crime Commissioner to request that she addresses the situation.

57. PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING CONSIDERATION OF THEMES AND DECISIONS WHERE REQUIRED

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

57.1 Book Day - 28th May 2020: Members **AGREED** that the theme for the Book Day event for 2020 would be Superheroes.

57.2 Funshine Days - 3rd to 28th August (weekdays) 2020: A Member asked why a certain local entertainer was not being booked for the Funshine Days. The Events Officer explained that it was usual to book a variety of acts to keep the content fresh and further reported that following one of the referred to entertainer's performances, she had received a number of complaints from parents regarding the suitability of the content for children.

57.3 Christmas Illuminations – 21st November 2020: A member of the public had contacted the Town Council to suggest that the date of the 2020 Switch-On event be changed from 21st to 28th November. Following discussion Members **AGREED** to change the date for the 2020 Switch-On event to 28th November 2020.

58. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 28th OCTOBER 2019

The Projects Officer's report, including the previously circulated Notes of the Allotments Sub-Committee Meeting held on 28th October 2019, was **NOTED**.

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 28th October 2019 and **AGREED** the following:

- To approve of the costs of £13.54 for refreshments and associated costs of £27.00 for the 2019 AGM, totalling £40.54 including VAT (Min. 23 refers).
- To approve the recommendation to earmark any unspent funds from the Gravits Lane Maintenance Budget at the end of this financial year to be used towards funding a shelter on the re-established site (Min. 24.3 refers).

59. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2020

The Events Officer's report, including the breakdown of Town Force hours used in 2019 and recommendations for 2020, was **NOTED**.

Following discussion, Members **AGREED** the recommended Town Force hours for 2020 events.

60. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2020 INCLUDING DESIGN AND FORMAT

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

Following a lengthy discussion Members **AGREED** to produce a DL Events Leaflet for 2020 to promote the events taking place in Bognor Regis.

Members further **AGREED** that the leaflet would be split into two print runs to allow for any programme changes throughout the year. The leaflet would include a small map to show the West End and East End of Bognor Regis and some advertising on the second print run. The Events Officer will have some draft designs produced for the next Committee meeting and at that time Members will be asked to consider the delivery options to the wider area.

The Events Officer left the Meeting

61. 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 AND FOR HOW LONG - MIN. 42 REFERS

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

Following discussion, Members asked for a map to be produced marking the Town Council's assets for them to determine which areas should be included within any displays. Members **AGREED** to refer this item to a future meeting to allow time for the map to be produced.

62. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 44 REFERS

The Projects Officer's report, including the breakdown of costs for lighting the Beacon, was **NOTED**.

Following discussion regarding the possibility of offering a paid for service to light the Beacon for special events, Members **AGREED** that Officers should initiate a poll to judge public response to this proposal and furthermore, **AGREED** that the poll should be based on an estimated charge of £500 per event. Once results from the poll are known, the matter would be referred back to this Committee for further consideration.

Discussion continued around the possibility of producing a "selfie" opportunity by the Beacon and Members **AGREED** that some designs and costings be produced for a future meeting for Members to consider. The Projects Officer reminded Members that any attachment to the Beacon could interfere with the galvanisation and it may be necessary to undertake some checks with the manufacturer. Permissions would also need to be sought from Arun District Council.

63. CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 45 REFERS

The Projects Officer apologised for not having any costings available for Members. However, Cllr. Mrs. Daniells gave a brief overview of how the bulletins could work. Following discussion Members felt that E:bulletins could be a useful communication tool and **AGREED** to defer the item to a future meeting to allow time for associated costs to be obtained.

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

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

As highlighted in the circulated report, although agreed at the previous meeting (Min. 46 refers), no comments on the draft scoping report had been

submitted by Members and therefore it had not been possible to progress this matter any further.

Therefore, following further discussion, Members **AGREED** that the scoping report be circulated once again for comments from all Members of the Committee. All responses would be collated by the Projects Officer with the appropriate report back to this Committee at the next meeting.

A Member asked when a meeting of the Joint Partnership/Tourism Board could be expected to be held. The Projects Officer informed Members that a meeting could only be arranged following the outcome of the initial scoping report which was why their comments and feedback were so important.

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

66. **CONSIDERATION OF A PROPOSAL BY A COUNCILLOR TO CREATE POP UP SPACES FOR ART DISPLAYS AND EXHIBITIONS**

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

Members **AGREED** for Officers to contact Arun District Council in the first instance to see if they would be willing to allow the utilisation of any vacant ADC owned shop space for such an event.

67. **TO NOTE CORRESPONDENCE**

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

68. **DATE OF NEXT MEETING**

The date of the next meeting is scheduled for Monday 10th February 2020.

The Meeting closed at 8.40pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd DECEMBER 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, J. Erskine
(during Min. 111), S. Goodheart and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
2 Councillors in the public gallery: Cllrs. Brooks and
Ms. Sharples

The Meeting opened at 6.30pm

111. 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 away from the area.

No apologies were received from Cllrs. H. Jones and Mrs. S. Staniforth.

Cllr. Woodall subsequently provided belated apologies.

It was noted that all Councillors had been urged to attend this meeting and therefore apologies were noted from non-Committee Members, Cllrs. Batley, Miss. Needs and Smith.

112. 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. Goodheart declared an Ordinary Interest in any relevant discussion due to his involvement with local events

Cllr. Brooks, seated in the public gallery, declared a Disclosable Pecuniary Interest in discussions regarding the High Street Innovation budget of £25,000 as a potential supplier to events

113. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th NOVEMBER 2019

Prior to agreeing the Minutes, the Chairman requested that, following the discussion at the previous meeting regarding the replacement of the cherry picker (Min. 95 refers), a report also be made to the February meeting about the possibility of replacing the existing Town Force Vehicles with electric models and details of monthly running costs for both existing and electric identified.

The suggestion of an electric bike for use by Councillors on official business was raised. Mr. Kemp referred to the "Bike to Work Scheme" but Members were informed that this can only provide equipment for use by employees.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th November 2019 and these were signed by the Chairman.

114. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

No public were present.

115. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2020/2021 INCLUDING RECOMMENDATIONS FROM COMMITTEES

The Chairman welcomed Mr. D. Kemp, the Town Council's Accountant, who would be able to answer questions from Members on the Budget before them.

It was noted that confidential paperwork relating to the proposed Budget had been circulated previously by the Town Clerk to all and that this had also included a Budget Summary, together with breakdowns of Income and Expenditure.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

As was noted in the report circulated with the Agenda, the Budget proposals included suggestions from the Liberal Democrat group, received via the Chairman of the Policy and Resource Committee, as follows: -

Tourism Board project	£2,000	
High Street Innovation	£25,000	
Ward Allocations	£3,200	Increased from £125 to £200 per Member

It was also noted that national pay agreements for Local Government staff had not yet been agreed so assumptions had been made, as it was prudent to ensure that there is not a shortfall in the budget.

Before moving to any questions, Mr. Kemp informed Members that, in light of updated information received, it had been necessary to alter two elements of the working papers previously distributed as follows: -

- (i) Information had been received since the papers had been prepared, advising that with effect from 1st April 2020, there would be a reduction in the Employer's contribution to the Local Government Pension Scheme of 1% and therefore this reduced contribution rate had now been applied to the 2020/21 Budget workings;
- (ii) ADC have now provided an *estimated* Tax Base of 7374.1, which is the figure used to calculate the per household charge and this *estimated* figure has also been incorporated into the Budget workings.

As a result of these alterations, Members were provided with a revised Budget Summary which, to meet the Budget as prepared, resulted in a Precept for 2020/21 of £948,372 which would be funded by an increase in

the per household charge (based on estimated Tax Base figures) of 2.73% or £3.42 per annum (Band D).

A Member suggested that the relevant Committee look at income through advertising in the Council's Newsletter. The Town Clerk confirmed that advertising income was not guaranteed and could therefore not be reflected in the budget calculations.

It was **AGREED** that Standing Orders be suspended, and the meeting adjourned, to enable all Councillors, not just those on the Committee, to discuss the proposals.

Meeting adjourned

Members went on to discuss the breakdowns of Income and Expenditure at length with the two main areas of discussion as follows: -

High Street Innovation Fund Budget of £25,000

Some concern was expressed that there was no detail about who would be running any events, the content of the events or where the events would be held. Reference was made to the report from the Chief Executive of ADC, received by ADC's Cabinet in October, which stated that the events would be to support retailers.

Questions were also raised as to whether this was "match funding" and whether the sum could end up being simply paid across to ADC with no Town Council input. Could the Town Council pull away from the proposals if requested by Council?

It was noted that at the current time, the objective was to simply make allowance in the Budget for 2020/21 to enable partnership working in the future with ADC in this regard and that as yet, no decision had been taken by the Town Council as to the extent of involvement, if any.

Promotions Budget

Two Members expressed their disappointment that no allowance had been made for a Promotions Budget.

A Member highlighted the decisions recently taken at the Events, Promotion and Leisure Committee to not identify funding for poster sites and bunting.

It was noted that a sum remains in Earmarked Reserves for Promotion. These funds had been set aside some time ago for activities which will not now be progressing and therefore could be identified for future Promotions activities, subject to the approval of this Committee.

A Member noted that, as highlighted in the report, an allowance had been made in the draft Budget for an increase in the Ward Allocations from £125 to £200 per Member and expressed their objection to this increase which totalled £1,200 for the 16 Members.

Meeting reconvened

With Standing Orders reinstated, the Committee reviewed the debate and with regard to the £25,000 budget for High Street Innovation, **AGREED** that the allowance should be included in the 2020/21 Budget noting that Council would still have to discuss the proposals further and ultimately agree to press on with the initiative.

Furthermore, with regard to a Promotions Budget, it was suggested and subsequently **AGREED**, with all in favour, that the Ward Allocations remain at £125 per Member and that the now unrequired additional funding of £1,200 be reallocated as a Promotions Budget for the Events, Promotion and Leisure Committee for the 2020/21 financial year. It was also **NOTED** that the Events, Promotion and Leisure Committee could request for the release of previously identified Earmarked Reserves to fund suitable promotions activities as identified and agreed by the Committee by way of a recommendation to the Policy and Resources Committee.

Following full discussion, Members **AGREED** to **RECOMMEND** to Council the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2020/21 of £948,372.

Finally, a Member congratulated the Chairman on his first Budget and thanked him, the Accountant and Town Clerk for all their efforts to bring in a Budget with an increase to the Precept kept to a minimum.

The Meeting closed at 7.53pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020

REPORT BY TOWN CLERK

FOR DECISION

AGENDA ITEM 10 - TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 2ND DECEMBER 2019 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2020/21

AGENDA ITEM 11 - TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2020/21

Item 10 - To consider the Bognor Regis Town Council Budget for 2020/21

Please find below an excerpt from Min. 115 from the Policy and Resources Committee Meeting of 2nd December 2019 with the recommendation to Council:

*Furthermore, with regard to a Promotions Budget, it was suggested and subsequently **AGREED**, with all in favour, that the Ward Allocations remain at £125 per Member and that the now unrequired additional funding of £1,200 be reallocated as a Promotions Budget for the Events, Promotion and Leisure Committee for the 2020/21 financial year. It was also **NOTED** that the Events, Promotion and Leisure Committee could request for the release of previously identified Earmarked Reserves to fund suitable promotions activities as identified and agreed by the Committee by way of a recommendation to the Policy and Resources Committee.*

*Following full discussion, Members **AGREED** to **RECOMMEND** to Council the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2020/21 of £948,372.*

This recommendation followed consideration by Members of the Budget Summary including Revenue Expenditure and Revenue Income for 2020/21, a copy of which has now been updated to include the amendments as agreed at the Policy and Resources Meeting (and noted above), is attached as **APPENDIX 1**.

The detailed budget papers apart from the changes adopted in the Policy and Resources Committee Budget meeting (as noted above) have previously been circulated and are unchanged except as stated.

Members are therefore now invited to **RESOLVE** to **APPROVE** the recommended Draft Budget for 2020/21.

Item 11 - To decide the amount for the Precept to be issued for 2020/21

As noted above the agreed Budget requires a Precept of £948,372.

At the Policy and Resources Committee Meeting, Members were informed that the per household figures had been calculated using an estimated Tax Base, provided by Arun District Council, as the current year's figure was not available in time for the meeting.

The final Tax Base figure has now been received and therefore, to enable the agreed Precept of £948,372, Members are invited to **RESOLVE** to **APPROVE** an increase in the per household charge of 2.92% or £3.65 per annum to a Band D property (Budget Summary attached as **APPENDIX 2**).

DECISIONS

To **RESOLVE** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2020/21.

To **RESOLVE** to **APPROVE** the Precept amount for 2020/21 of £948,372 funded by an increase to the Band D household charge of 2.92% or £3.65 per annum.

Year Ended 31st March 2021

		<u>2019/20</u>		<u>2020/21</u>	<i>Budget</i>
		Projected	<i>Budgeted (Revised)</i>	Proposed	<i>Incr/Decr</i>
<u>Operating Budgets (Net)</u>					
Administration	101	271434	276599	284874	8275
Civic	102	30649	34193	30599	-3594
Mayor's Charity Activities	103	195	0	0	
Projects and Events	104	215097	217020	234004	16984
Town Force	105	59320	60768	67398	6630
B R Parking Scheme	106	21149	21149	21149	0
Street Scene Enhanc't	110	100	2334	100	-2234
Meteorological	202	10437	10252	10912	660
Floral Displays	204	76131	76659	75559	-1100
Roads & Streetlights	401	3850	3750	3850	100
Allotments	402	5852	5852	5852	0
Planning (General)	403	0	0	0	0
<u>Discretionary Spending</u>					
Grant Aid	107	55000	55000	55000	0
P & R Partnership	108	22000	22000	22000	0
Christmas Activities	207	37657	37657	34157	-3500
E & L Projects	208	14344	17944	15694	-2250
Events	301-5	34405	33711	39411	5700
<u>Revenue Expenditure</u>		857620	874888	900559	25671

Budget Summary**Revenue Income****Year Ended 31st March 2021**

		<u>2019/20</u>		<u>2020/21</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	7000	8500	7000	-1500
Civic	102	300	500	300	-200
Mayor's Charity Activities	103	195	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	15600	16200	15600	-600
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	2200	3200	2200	-1000
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	23000	26500	23000	-3500
Roads & Streetlights	401	0	0	0	0
Allotments	402	2100	2000	2100	100
Planning (General)	403	0	0	0	0
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	2125	0	0	0
<u>Revenue Income</u>		<u>52520</u>	<u>56900</u>	<u>50200</u>	<u>-6700</u>

Bognor Regis Town Council

(Updated 2/12/19)

Budget Summary**Year Ended 31st March 2021**

	2019/20		2020/21	Budget
	Projected	Budgeted (Revised)	Proposed	Incr/Decr
REVENUE EXPENDITURE				
Policy & Resources	674944	689063	715124	26061
Comm'y Eng't & Env't	90475	94603	91253	-3350
Events, Prom'n & Leisure	88351	87472	90332	2860
Planning	3850	3750	3850	100
	<u>857620</u>	<u>874888</u>	<u>900559</u>	<u>25671</u>
INCOME				
Policy & Resources	25295	28400	25100	-3300
Comm'y Eng't & Env't	25100	28500	25100	-3400
Events	2125	0	0	0
Planning	0	0	0	0
	<u>52520</u>	<u>56900</u>	<u>50200</u>	<u>-6700</u>
NET REVENUE EXPENDITURE	<u>805100</u>	<u>817988</u>	<u>850359</u>	<u>32371</u>
CAPITAL EXPENDITURE (NET)				
Loan Charges	89013	89013	89013	0
BPCL - Additional Income	-51000	-51000	-51000	0
Capital Funding Provision	60000	60000	60000	0
Policy & Resources	0	0	0	0
Env & Leisure	0	0	0	0
Planning	0	0	0	0
	<u>98013</u>	<u>98013</u>	<u>98013</u>	<u>0</u>
TOTAL NET EXPENDITURE	<u>903113</u>	<u>916001</u>	<u>948372</u>	<u>32371</u> 3.53%
Financed as follows				
Reserves at 1st April	286564	311652	299452	<div>Reserves Surplus</div> <div>86862</div>
Reserves at 31st March	299452	311652	299452	
Used to Fund Expenditure	-12888	0	0	0.00%
				(of Precept)
Precept Required	916001	916001	948372	32371 3.53%
TOTAL TAXATION FUNDING REQUIRED	<u>916001</u>	<u>916001</u>	<u>948372</u>	<u>32371</u> 3.53%
	<u>903113</u>	<u>916001</u>	<u>948372</u>	<u>32371</u>

ADJUSTED BASIS**Final 6/12**

Band D Equivalents	<u>7317</u>	<u>7361</u>	44	0.60%
Precept per Band D Equivalent (£/annum)	<u>£ 125.19</u>	<u>£128.84</u>	£3.65	2.92%
Precept per Band D Equivalent (p/week)	<u>240.09</u>	<u>247.09</u>	£0.0700	2.92%

NOTES

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	201275	204497	212590
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Earmarked Reserves	<u>31/03/2019</u> (Actual)	<u>31/03/2020</u> (Projected)	<u>31/03/2021</u> (Available)
Rolling Capital Fund	85129	136099	196099
Economic Development	298000	298000	273000
Others (Incl unapplied grants)	110584	74953	74953
	<u>493713</u>	<u>509052</u>	<u>544052</u>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

**AGENDA ITEM 14 - TO CONSIDER THE MOTION BY CLLR. STANLEY
REFERRED FROM THE COUNCIL MEETING HELD 4th NOVEMBER 2019
(MIN. 133 REFERS)**

REPORT BY TOWN CLERK

FOR DECISION

The following Motion was received at the Council Meeting held on 4th November 2019 and stood referred to this Council Meeting without discussion: -

"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."

DECISION

How do Members **AGREE** to proceed with regard to the Motion?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

**AGENDA ITEM 15 - TO CONSIDER THE MOTION BY CLLR. STANLEY
REFERRED FROM THE COUNCIL MEETING HELD 4th NOVEMBER 2019
(MIN. 134 REFERS)**

REPORT BY TOWN CLERK

FOR DECISION

The following Motion was received at the Council Meeting held on 4th November 2019 and stood referred to this Council Meeting without discussion: -

"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."

DECISION

How do Members **AGREE** to proceed with regard to the Motion?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

AGENDA ITEM 16 - TO CONSIDER CHANGES TO COMMITTEE MEMBERSHIPS - MIN. 123 REFERS

REPORT BY TOWN CLERK

FOR DECISION

As was noted at the Town Council Meeting held 4th November 2019 (Min. 123 refers), following notification that Cllr. W. Smith would no longer be sitting as a Liberal Democrats (Lib Dem) Member but rather as a totally Independent Councillor, grouped in with the A.N. Others for Committee place allocation, it would be necessary to review Committee memberships.

As noted previously, the change will have an effect on the Committee proportionality. It will increase the A.N. Other seats on each Committee from 1 to 2 places and reduce the Liberal Democrats seats to 5 places rather than as it currently stands at 6.

Group	Names	Total
Liberal Democrats	John Barrett Kenton Batley Inna Erskine John Erskine Henry Jones Claire Needs Samantha Staniforth Matt Stanley Jeanette Warr	9
Independent Group	Jim Brooks Adam Cunard Sandra Daniells Steve Goodheart	4
A.N. Others	Alison Sharples (Labour) Wayne Smith (Independent) Phil Woodall (Independent)	3

As advised in the report that accompanied the Agenda for the November Council Meeting, the allocation for each Committee is now as follows:

Liberal Democrats	5 Members per Committee
Independent Group	2 Member per Committee
A.N. Others	2 Member per Committee
Total	9 Members per Committee

Following liaison with interested parties, Members are asked to note and then ratify the following:

Policy and Resources Committee

One Lib Dem Member is required to relinquish their place on this Committee and the Lib Dem Group Leader has advised that this will be Cllr. Mrs. Staniforth.

Cllr. Woodall is already appointed to this Committee and Cllr. Ms. Sharples will take the second A.N. Other place on this Committee.

Community Engagement and Environment Committee

Cllr. Ms. Sharples is already appointed to this Committee and Cllr. Smith who was previously appointed to CE&E will continue to serve but as the 2nd A.N. Other Member. It should also be noted that, as Cllr. Smith is to continue on this Committee he will remain as the Chairman until positions are reconsidered at the Annual Meeting in May.

Planning and Licensing Committee

Cllr. Ms. Sharples is already appointed to this Committee and Cllr. Smith who was previously appointed to P&L will continue to serve but as the 2nd A.N. Other Member.

Members should note that there will continue to be two Lib Dem vacancies on this Committee.

Events, Promotion and Leisure Committee

Cllr. Goodheart (Ind Grp) is appointed to this Committee using an A.N. Other slot, because none of the A.N. Others wished to take the place at the Annual Council Meeting in May 2019 and this situation remains unchanged. Cllr. Smith, who was previously appointed to EP&L, will continue to serve but as the 2nd A.N. Other Member.

Other Notified Changes to Committee Membership

The Lib Dem Group Leader has also advised the following :

- (i) Cllr. Mrs. Staniforth will be relinquishing her seat on the Community Engagement and Environment Committee and replaced by Cllr. Mrs. Warr.
- (ii) Cllr. Miss. Needs will be relinquishing her seat on the Events, Promotion and Leisure Committee and replaced by Cllr. Mrs. Warr.

A summary of the revised Committee allocations, taking into account all of the above changes, is attached as **APPENDIX 1** for Members information.

DECISIONS

Members are therefore invited to **RATIFY** the changes as detailed in the report resulting in Committee Memberships as per the circulated summary.

Do Members **AGREE** to make further appointments to the Planning and Licensing Committee to fill the two Liberal Democrats vacancies?

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

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

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

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

PLANNING AND LICENSING COMMITTEE

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

EVENTS, PROMOTION AND LEISURE COMMITTEE

Chairman	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Sandra Daniells (Ind Grp)
Vice Chairman	Inna Erskine (LD)
(Using an A.N. Other place)	Steve Goodheart (Ind Grp)
	Wayne Smith (ANO)
	Samantha Staniforth (LD)
	Matt Stanley (LD)
	Jeanette Warr (LD)

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 6th JANUARY 2020

AGENDA ITEM 17 - TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 31st OCTOBER 2019

REPORT BY TOWN CLERK

FOR INFORMATION

The Notes of the meeting of the Arun District Association of Local Councils held on 31st October 2019 are attached to this report as **APPENDIX 1**. Attachments referred to in the Notes are available, upon request.

ARUN DISTRICT ASSOCIATION of LOCAL COUNCILS

Affiliated to the Sussex Association of Local Councils

Minutes of meeting held at Bersted Parish Council Offices on 31st October 2019.

Those Present: Chairman, Vice-Chairman, Treasurer, representatives from Bersted P.C., Aldwick P.C., Bognor T.C., Kingston P.C., Findon P.C., Pagham P.C., Middleton P.C.

Item 1: Apologies: Secretary.

Item 2: Minutes of meeting July 17th, 2019 were approved.

Item 3: A presentation was given by Sue Furlong, together with Ben Whiffen of WSCC in relation to the scheme being rolled out by the C.C, "Improving Local Places and Spaces". The presentation was to present to Councillors suggested ways that Parish Councils could be involved in some of the activities that the County would generally undertake. Owing to budget constraints, less Government contributions and the ever-increasing costs of all services, it is becoming more and more difficult to keep providing to the Communities at the present level.

The aim is to invite Parish Councils to take on some of the minor works within their immediate Communities as it is likely that some of the everyday activities would have to be cut or terminated. A document was handed out for attendees and all the information can be accessed on the County Council website, via

<https://westsussex.gov.uk/improvinglocalplacesandspaces>

Following the presentation a motion was proposed and passed: Members to discuss with their relevant Councils and to collate and produce any questions/queries to present to the WSCC officials at a future meeting to further clarify how Parishes can be involved if they wish to take on community activities.

Item 4: Funding: The Chairman stated that funding would come from previous sources, Parishes with a fee of £15.00 per year and as the Associations has been in limbo this year, payments have not been requested. Therefore it was agreed that the current year's subscription would be waived and invoices for payment would be issued for the coming year in due course. ADC have also agreed to continuing with a grant until 2021 and SSALC have also agreed to continue funding as before.

The Chairman was happy to announce that the Association now has a Secretary.

Item 5: Treasurers Report: The Treasurer, together with the Vice-Chairman are gradually untangling the problems with accessing the Bank Account, which arose because all signatories, bar one (Cllr Warden) had ceased their duties with the Association. New

signatories are having to be signed up and dealings are with the Business Banking arm of Santander, which is operated from the North of the Country, making it more difficult.

Item 6: Membership: Parish membership now stands at 17. It was suggested that adjacent Parishes to those not members could perhaps approach them to persuade them to join.

Item 7: The annual conference with ADC has at present been suspended by ADC. The members felt it appropriate to write to ADC and express their disappointment and concern that this did not help with creating better relationships with the Parishes. The Chairman will however contact the CEO and arrange a meeting to discuss.

Item 8: Cllr Yeates stated that she was now a member of the Police and Crime Committee in her position as a District Councillor and any questions or concerns that members wished to raise could be sent to her ADC email for consideration.

An increase in the number of PCSO's was noted and where they are to be used can be found on the Sussex Police website.

Item 9: It was agreed that the following dates would be advertised for 2020. Venues to be agreed later.

13th February, 11th June and 24th September. A date would be inserted if ADC agree to a Conference.

Item 10: It was agreed that the contents of the Constitution will continue at present. The Chairman agreed to collate all the comments that had previously been received by members and formulate them into the Constitution for a future meeting.

Item 11: As the Chairman was unable to attend the Bi-annual meeting with the Chief Constable, the Vice-Chairman attended. There was a lot of discussion and matters to report, which are far too many to take notes for, so attached to these Minutes are a summary of the meeting prepared by the Liaison Officer for the Chief Constable and the responses to questions sent in advance by Parishes.

Item 12: Questions ultimately revolved around the presentation from WSCC, its implications, how certain matters would or could be dealt with and the monetary commitment. Members were advised to take the matter to their respective Councils and as under the last paragraph in Item 3.

Discussion around future meetings and the content were raised and once again members were advised to speak to their respective Councils and put forward any matters or speakers from specific organisations that they wished to attend, and the Association would try to accommodate them.

Item 13: Future meeting date:

Thursday February 13th. Venue: Clapham & Patching Village Hall, 201 Long Furlong, Worthing, BN13 3UT.

13th February 2020.

11th June 2020.

24th September 2020.

Venues to be advised.

Post Meeting Information

The Chairman and Vice-Chairman are meeting with Nigel Lynn on January 15th to discuss issues raised at the meeting and will report back on the outcome. In the meantime, for your information, the bank account is now up and running and we will soon be sending out invoices for the 2020/21 subscriptions.

Please also note the dates for future meetings and get them into your diaries before your social calendars fill up the spaces.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

AGENDA ITEM 18 - REGENERATION

REPORT BY TOWN CLERK

FOR DECISION

**TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE
BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 13th
NOVEMBER 2019 (IF AVAILABLE)**

Members are asked to note the previously circulated Notes from the Bognor Regis Regeneration Board Meeting held on 13th November 2019 (if available).

**TO RECEIVE A LETTER FROM THE CHAIR OF THE BOGNOR REGIS
REGENERATION BOARD**

A copy of this letter can be found amongst the confidential papers for Full Council, within the Members Area of the Town Council website.

DECISION

Members are asked to **NOTE** that this matter will be placed on the next Policy and Resources Committee Agenda to discuss potential funding.

**TO CONSIDER REQUESTS FOR FURTHER REGENERATION PROPOSAL
PRESENTATIONS**

A complaint had been received by the Town Clerk, from Mrs. Rachel Searle, expressing disappointment that the Big Blake Project had not been included in the Member Awareness Session. It was explained that Members had agreed, at the Council Meeting held on 2nd September 2019, 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 (Min. 96 refers). Unfortunately, the Big Blake Project had not responded to the Town Council when they were initially contacted to enquire whether they would be interested. Therefore, the Big Blake Project had not been invited to give a presentation at the Member Awareness Session held on 16th December 2019.

Mrs. Searle has asked that her disappointment be **NOTED** by Members and has requested the opportunity to have 10 or 15 minutes, in which to give a presentation of the Big Blake Project's regeneration proposals, at a future meeting.

DECISIONS

Members are invited to **NOTE** the disappointment of Mrs. Searle in respect of the Big Blake Project not having been invited to give a presentation of their regeneration proposals at the Member Awareness Session held on 16th December 2019.

Do Members **AGREE** to receive a presentation from the Big Blake Project on their regeneration proposals at a Members Awareness Briefing prior to a future Council Meeting?

Additionally, the Pier Trust have been in touch with the Town Council and have offered to give a presentation, particularly for the benefit of its newer Members, to brief Members as to where the Trust got to with the Pier project and indeed what the future may hold for the Pier.

DECISION

Do Members **AGREE** to receive a presentation from the Pier Trust to brief Members as to where the Trust got to with the Pier project and indeed what the future may hold for the Pier, at a Members Awareness Briefing prior to a future Council Meeting?

REGENERATION PRESENTATIONS - TO CONSIDER ANY FURTHER ACTION

At the Town Council Member Awareness Session held on 16th December 2019, Members received presentations from five individuals/groups regarding their regeneration proposals for Bognor Regis. Each presentation was allowed 30-minutes in which to give an overview of their proposals with questions and answers included, time permitting.

In the lead up to, and during, these presentations it was made clear that Bognor Regis Town Council have the role of consultee in the regeneration of Bognor Regis and are neither landowners of potential sites for regeneration, or the Local Planning Authority with whom such decisions lie.

DECISION

Do Members wish to take any further action in respect of the five presentations made at the Member Awareness Session held on 16th December 2019?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

**AGENDA ITEM 19 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 4th NOVEMBER 2019 - 6th JANUARY 2020**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Thursday 07.11.19	:	Bulb Planting with BR In Bloom and 2 nd Bersted Rainbows, Hotham Park
Friday 08.11.19	:	Photo with the new planters, planted by BR In Bloom at BR Railway Station
Friday 08.11.19	:	'Small Business Big Heart Awards 2019' Presentation to Danny Dawes and Grandad's Front Room, 2-4 High St, BR
Sunday 10.11.19	:	Remembrance Day Service, War Memorial, Town Hall, BR
Sunday 10.11.19	:	BR War Memorial Hospital Remembrance Day Service, BR War Memorial Hospital
Sunday 10.11.19	:	<i>Deputy Mayor attended: Regis School of Music Recital, Sudley Rd, BR</i>
Monday 11.11.19	:	Chichester University Students Interview with the Mayor, 'Rainbows', Arcade, BR
Monday 11.11.19	:	Armistice Day Service, War Memorial, Town Hall, BR
Saturday 16.11.19	:	West Sussex Guitar Club Virtuoso Guitar Performance, Sudley Rd, BR
Thursday 21.11.19	:	Opening of Ice Skating on the Prom 2019, Place St Maur, BR
Thursday 21.11.19	:	11 th Bognor Beavers Tour of Town Hall and Talk by Mayor, Council Chamber, Town Hall, BR
Saturday 23.11.19	:	BR Christmas Lights Switch-On Event, London Rd/High St, BR
Thursday 28.11.19	:	The Regis School Christmas Bazaar, The Regis School, Westloats Lane, BR

AGENDA ITEM 19

Thursday 28.11.19	:	'An Evening with Stonepillow' & AGM, Chichester College, Westgate Fields, Chichester
Friday 29.11.19	:	Switching on of Charity Christmas Lights in aid of St Wilfrid's Hospice, 2 Mornington Crescent, Felpham
Saturday 30.11.19	:	High Sheriffs of East & West Sussex 'Stile Antico' Performance, St Nicholas Church, Arundel
Sunday 01.12.19	:	Mayor of Bognor Regis' Civic Carol Service, The Salvation Army Church & Community Centre, Canada Grove, BR
Sunday 01.12.19	:	World AIDS Day Memorial Service, Town Hall, BR
Sunday 01.12.19	:	<i>Deputy Mayor attended: The Friends of Arundel Cathedral Solemn Advent Vespers, Arundel Cathedral</i>
Wednesday 04.12.19	:	<i>Deputy Mayor attended: Chichester College Carol Service, Chichester Cathedral</i>
Thursday 05.12.19	:	University of Chichester Christmas Carol Service, St Wilfrid's Church, BR
Saturday 07.12.19	:	Sage House Christmas Fair, City Fields Way, Chichester
Saturday 07.12.19	:	Tori Productions 'Once Upon a Pantomime', The Windmill Theatre, Littlehampton
Sunday 08.12.19	:	Bognor Regis Concert Band Christmas Concert, St Wilfrid's Church, BR
Sunday 08.12.19	:	<i>Deputy Mayor attended: The Sussex Priory Group of the Order of St John 'Service of Carols & Celebrations', St Richard's Church, Gossamer Lane, Aldwick</i>
Sunday 08.12.19	:	RAFA BR Branch 381 Carol Service, Methodist Church, Waterloo Sq, BR
Monday 09.12.19	:	Christian Police & Fire Network Emergency Services Carol Service, St Peter's Church, Brighton

AGENDA ITEM 19

Tuesday 10.12.19	:	Bersted Parish Council's 'Christmas Tea & Chat' Carol Service, Jubilee Hall, Chalcraft Lane, Bersted
Thursday 12.12.19	:	Mayor of Chichester's 'Christmas at Home' Event, Assembly Room, Council House, Chichester
Friday 13.12.19	:	Chichester Community Choir Concert, St Paul's Church, Chichester
Saturday 14.12.19	:	The Salvation Army Carol Singing, High St, BR
Saturday 14.12.19	:	The Big Blake Project Pop-Up Art Exhibition, York Rd, BR
Saturday 14.12.19	:	2351 BR Air Cadets Presentation Evening, The Gordon Centre, Canada Grove, BR
Sunday 15.12.19	:	The Salvation Army Youth Group 'Kids Alive' Musical Nativity, The Salvation Army Church & Community Centre, Canada Grove, BR
Sunday 15.12.19	:	Southdowns Concert Band's Christmas Concert, Bersted Park Community Centre, BR
Tuesday 17.12.19	:	HMP Ford Christmas Carol Concert, Ford Prison, Ford Rd, Arundel
Wednesday 18.12.19	:	Elizabeth House 'Christmas Round the Tree' Event, Victoria Drive, BR
Wednesday 18.12.19	:	South Bersted School Nativity & Presentations, Church Lane, BR
Thursday 19.12.19	:	Sandmartin's Care Home Pantomime & Christmas Party, Stocker Rd, BR
Thursday 19.12.19	:	<i>Deputy Mayor attended: Mayor of Littlehampton Canape Civic Reception, Manor House, Church St, Littlehampton</i>
Friday 20.12.19	:	'The Wizard of Oz' Gala Evening, Alexandra Theatre, Belmont St, BR
Thursday 26.12.19	:	Pagham Pram Race 2019, The Lamb Inn, Pagham

AGENDA ITEM 19

Monday 06.01.20 : 25th Anniversary of Rose Green Postmaster,
Post Office, Rose Green Rd, Aldwick

Events Confirmed (But Not Attended):

None.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

**AGENDA ITEM 20 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 4th NOVEMBER 2019 - 6th JANUARY 2020**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Sunday 10.11.19	:	Remembrance Day Service, War Memorial, Town Hall, BR
Monday 11.11.19	:	Armistice Day Service, War Memorial, Town Hall, BR
Tuesday 19.11.19	:	Proclamation in Town Centre, High St, BR
Tuesday 19.11.19	:	Talk at 'BR Afternoon WI Lunch Club', Jeneses Art Centre, Linden Rd, BR
Thursday 21.11.19	:	Opening of Ice Skating on the Prom 2019, Place St Maur, BR
Friday 22.11.19	:	Introductions at the 22 nd RAFA Annual Dinner, Chichester Resort Hotel, Chichester
Saturday 23.11.19	:	BR Christmas Lights Switch-On Event, London Rd/High St, BR
Thursday 28.11.19	:	Opening of Hillier Garden Centre's Christmas Event, Hillier Garden Centre, Main Rd, Bosham
Sunday 01.12.19	:	Mayor of Bognor Regis' Civic Carol Service, The Salvation Army Church & Community Centre, Canada Grove, BR
Friday 20.12.19	:	'The Wizard of Oz' Gala Evening, Alexandra Theatre, Belmont St, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. NALC SPRING CONFERENCE 2020

2. Arun District Council Press Release regarding free parking in Bognor Regis and Littlehampton over the Christmas period - circulated to Councillors (not Cllr. C. Needs) and on Social Media
3. Westminster Insight - Managing Mental Health & Wellbeing in the Workplace - Tuesday 28th January 2020 - Central Manchester
4. Rental Property Which May Be Used For Criminal Purposes 26/11/2019 - circulated to Councillors and on Social Media
5. VAAC - Vacancy for a part-time Partnership Officer (Health & Wellbeing)
6. WSCC - Information and advice from West Sussex County Council about the Environment Agency Flood Warning
7. WSCC - Notice of Agenda for Cabinet Meeting 3/12/2019 circulated to Councillors (not Cllr. C. Needs)
8. Parish Online News and Updates November/December 2019
9. Local Councils Update Issue 235 December 2019
10. Neighbourhood Alert - Weekly Bulletin - Arun District 29/11/2019 - circulated to Councillors (not Cllr. C. Needs) and on Social Media
11. NALC Spring Conference 2020 - circulated to Councillors (not Cllr. C. Needs)
12. Sussex Police and Crime Commissioner - Listening to your concerns - circulated to Councillors (not Cllr. C. Needs)
13. Neighbourhood Alert - What Connections Will You Make This Christmas? - circulated to Councillors (not Cllr. C. Needs)
14. Bognor Regis Twinning Association - next foreign film - December 9th – Les Innocents
15. Funding Focus - December 2019 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors (not Cllr. C. Needs)
16. NALC - Chief Executive's Bulletin - circulated to Councillors (not Cllr. C. Needs)
17. Sussex ALC Bulletin
18. West Sussex County Council: Met Office Level 2 Cold Weather Alert - circulated to Councillors (not Cllr. C. Needs) and on Social Media
19. WSCC - Your Town and Parish Council News for December - circulated to Councillors (not Cllr. C. Needs) and appropriate articles on Social Media
20. Email from a member of the public to all Councillors re: Proposed Lidl Foodstore - Oldlands Farm, Bognor Regis
21. Neighbourhood Alert - Incident Information from WSCC Resilience and Emergencies Team 02/12/2019 - circulated to Councillors (not Cllr. C. Needs) and on Social Media
22. Neighbourhood Alert - Weekly Bulletin - Arun District 03/12/2019 - circulated to Councillors (not Cllr. C. Needs) and on Social Media
23. DCK Accounting Solutions - Year End Financial Reports 31st March 2020
24. NALC newsletter - circulated to Councillors (not Cllr. C. Needs)

25. Email correspondence between ADC Chief Executive and BRTC regarding invitation to attend the Members Awareness Session on Regeneration proposals
26. VAAC weekly updates - circulated to Councillors (not Cllr. C. Needs) and on Social Media
27. St Wilfrid's Hospice eNews - circulated to Councillors (not Cllr. C. Needs)
28. Arun District Council - Town/Parish Council Tax Base letter 2020/21
29. SALC Bulletin - circulated to Councillors (not Cllr. C. Needs)
30. Correspondence congratulating and thanking the Town Council for this year's Christmas lights
31. NALC - Chief Executive's Bulletin, 6th December 2019. Circulated to Councillors (not Cllr. C. Needs)
32. Sussex Police – details of newly launched Police Constable Degree Apprenticeship (PCDA)
33. Bognor Regis Twinning Association – invitation to 'Morning of Christmas Cheer'. Circulated to Councillors (not Cllr. C. Needs)
34. Sussex Police & Crime Commissioner – Newsletter, 6th December 2019. Circulated to Councillors (not Cllr. C. Needs)
35. Parish Online News & Updates, 11th December 2019
36. Littlehampton Town Mayor - Christmas ecard
37. VAAC – Weekly E-Bulletin Updates, 12th December 2019
38. Blake Project – Invitation to attend 'The Spirit of the South Art Exhibition'. Circulated to all Councillors (not Cllr. C. Needs)
39. Neighbourhood Watch - Update on significant planned roadworks on the M23
40. Sussex Police & Crime Commissioner - Newsletter, 13th December 2019. Circulated to Councillors (not Cllr. C. Needs)
41. NALC – Chief Executive's Bulletin, 13th December 2019. Circulated to Councillors (not Cllr. C. Needs)
42. The Regis School – Newsletter, Issue 7, 13th December 2019
43. Neighbourhood Alert - Weekly Bulletin - Arun District 13th December 2019 - circulated to Councillors (not Cllr. C. Needs) and on Social Media
44. Matthews Associates (UK) Ltd – Capital Grant Funding Workshops January 2020
45. Copy of letter sent by Town Mayor to congratulate Nick Gibb on being re-elected as MP for Bognor Regis & Littlehampton
46. WSCC - Draft Minutes of Cabinet Meeting held 3rd December 2019. Circulated to Councillors (not Cllr. C. Needs)
47. WSCC - Consultation on Admission Arrangements for 2021/22. Shared on Town Council website and social media
48. Public Sector Network - Newsletter, December 2019
49. HSE - Weekly Digest eBulletin, 17th December 2019
50. SSALC Bulletin 36-2019
51. Neighbourhood Alert - Weekly Bulletin - Arun District 18/12/2019 - Circulated to Councillors (not Cllr. C. Needs) and on social media
52. ADC - Advice on Council Tax Arrears and Restrictions on Voting
53. NALC Chairman's open letter to all Councillors - Circulated to Councillors (not Cllr. C. Needs)
54. VAAC weekly updates - Circulated to Councillors (not Cllr. C. Needs) and on social media
55. NALC Chairman's Open Letter to all Councillors - Circulated to Councillors (not Cllr. C. Needs)

56. SSALC - Sussex Uncovered
57. Stonepillow Winter Newsletter - forwarded to Mayor as Patron
58. Westminster Insight - Managing Mental Health & Wellbeing in the Workplace - Tuesday 28th January 2020 - Central Manchester
59. Your PSMA Newsletter December 2019
60. Neighbourhood Alert - Environment Agency Flood Warnings 20/12/2019 - circulated to Councillors (not Cllr. C. Needs) and on social media
61. NALC Chief Executive's Bulletin - New Year open letter from NALC chairman

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

**AGENDA ITEM 22A - ADDITIONAL CORRESPONDENCE
FOR INFORMATION**

1. Neighbourhood Alert - Monday 16 December - Sunday 22 December - circulated to Councillors and on Social Media
2. Neighbourhood Alert - What Goes Online Stays Online - circulated to Councillors and on Social Media
3. Westminster Insight - Digital Transformation in Public Services - Thursday 23rd April 2020 - Central London
4. NALC Spring Conference 2020
5. Email from a member of the public about another town's e-bulletin
6. Email from Andrew Clark (Re-invigoration) 'responses to questions raised by Councillors at Members Awareness Session held on 16th December 2019'. Circulated to Councillors (except Cllr. Jim Brooks)
7. Correspondence from Nicholas Prosser following a regeneration presentation given by him at the Members Awareness Session held on 16th December 2019. Circulated to Councillors (except Cllr. Jim Brooks)
8. Freedom of Information request from a member of the public regarding the Picturedrome building
9. Sussex PCC - Tackling serious violence in Sussex – circulated to Councillors
10. Twinning Minutes 12 December and Agenda 20 January
11. Twinning Association next Foreign Film
12. VAAC – Funding Focus – circulated to Councillors and on Social Media
13. SSALC Strategy Review
14. Matthews Associates - Reminder - Capital Grant Funding Workshops this Thursday and Friday
15. VAAC – Workshop in Billingshurst on working with older people

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 6th JANUARY 2020**

AGENDA ITEM 23 - PICTUREDROME SITE UPDATE

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Railings - at the Policy and Resources Committee Meeting held on 25th November a Member raised the issue of railings outside the building to protect those queuing for the cinema, Min 109.4 refers. A request was therefore put into the Area Highway Manager at WSCC and an excerpt of his response is detailed below: -

"As you are no doubt aware, local government funding is under extreme pressure, and therefore we have to target those areas of greatest need with the limited funding we have. Some of the factors to consider when looking at this request are below: -

- Queuing in this manner has happened for many years, to my knowledge without incident of an unsupervised child running into the carriageway.*
- Young children (the most likely group to inadvertently end up on the road) will be supervised by a responsible adult, and therefore the risk significantly reduced.*
- In my opinion, aluminium pedestrian guardrail (PGR) would significantly detract from what is a particularly pleasing street scene in a historic part of the town. It should also be noted that it is a Conservation Area.*
- PGR does not offer barrier protection to pedestrians, should a vehicle leave the road at that point.*
- There is no evidence of historic accidents involving pedestrians at the site*
- Traffic is generally slow in this location*

Whilst I appreciate that there are historic PGR locations in the town, this was clearly provided at a time when funding permitted it and may well have been due to evidence of specific accident patterns at the time.

Given the above, I'm afraid it's not something we would be able to consider at this time, although I do understand why the request has been made."

Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower - the scaffolding has now been removed and works suspended until the spring. Quotations are currently being sought for refurbishment to the damaged sign and a specification is being drawn up by the Project Manager for any other works that will be required, which is awaited.

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.