



BOGNOR REGIS TOWN COUNCIL

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

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in the Council Chamber at the Town Hall, Bognor Regis at 6.30pm on MONDAY 2nd SEPTEMBER 2019.

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

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

TOWN CLERK

DATED THIS 27th DAY OF AUGUST 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 1st July 2019
 5. Reports from WSCC County and ADC District Councillors
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 Policy and Resources Committee Meeting of 29th July 2019 with resolutions, recommendations and reports including: -
 - Recommendation that the Terms of Reference for the Events, Promotion and Leisure Committee be adopted - Min. 33 refers
 - Recommendation to proceed with the possible acquisition by the Town Council of Bognor Regis Limited - Min. 38 refers
 - 9.2 Community Engagement and Environment Committee Meeting of 15th July 2019 with resolutions, recommendations and reports including: -
 - Recommendation that Mr Earl is Co-opted onto the Bognor Regis in Bloom Working Group - Min. 33.1 refers
 - 9.3 Planning and Licensing Committee Meetings of 16th July, 6th and 27th August 2019 with resolutions, recommendations and reports
 - 9.4 Events, Promotion and Leisure Committee Meeting of 5th August 2019 with resolutions, recommendations and reports including: -
 - Recommendation to a change in the agreed schedule of meetings to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings - Min. 24.2 refers
 - Recommendation that the Terms of Reference for the Allotments Sub-Committee be adopted - Min. 24.3 refers
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in June and July and to note the balances, bank reconciliations and financial reports (August not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, **click on 'Our Council', then 'Strategic Documents'**, where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 12. To further consider the Motion by Cllr. Smith referred from the Council Meeting held 1st July 2019 (Min. 63 refers): To consider a presentation from the Sir Richard Hotham Project, regarding regeneration in Bognor Regis at a future Town Council Meeting

13. To consider the Motion by Cllr. Cunard referred from the Council Meeting held 1st July 2019 (Min. 66 refers): To request that Bognor Regis Town **Council has a seat at ADC's Bognor Regis Regeneration Sub-Committee**, separate to any seat taken by a dual-hatted Councillor
14. To consider the Motion by Cllr. Stanley referred from the Council Meeting held 1st July 2019 (Min. 67 refers): This Council acknowledges the established tradition of Deputy Mayor transitioning to Town Mayor the following year as laid down in Standing Order 2.6. However, this Council believes all Councillors should get the opportunity to speak on the selection of Deputy Mayor and therefore this Council request that the Mayoralty Selection Committee is dissolved, and the selection of the Deputy Mayor takes place in the final Full Council meeting of the municipal year
15. Bognor Regis Ltd - to consider future banking arrangements
16. Further consideration of the reparishing of the wider Bognor Regis area most recently discussed at the Policy and Resources Committee Meeting held 29th July 2019 (Min. 41 refers)
17. To receive the Notes of the Meeting of the Arun District Association of Local Councils on 17th July 2019 incorporating the AGM, noting that apologies for absence for BRTC Representatives had been given, and to consider ADALC membership, including costs, going forward
18. Changes to representatives to outside bodies: To appoint a replacement reserve representative to the Bognor Regis Regeneration Board, and to note that a representative will no longer be appointed to VAAC with immediate effect
19. Regeneration including to note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 22nd July 2019 (if available)
20. **Town Mayor's Report** and duties undertaken
21. **Town Crier's Report** and duties undertaken
22. Reports from Representatives to other organisations
23. To receive Correspondence
24. To receive an update on future office provision
25. Picturedrome Site update - **Director's report, any urgent actions** taken for ratification including: -
 - To note receipt of the £13,250 Management Fee from The Bognor Pier Company Ltd. (second quarter)

Agenda item 25 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 1st JULY 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, W. Smith, Mrs. S. Staniforth and M. Stanley

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Inspector Steve Turner & Sergeant Paul Coles (Sussex Police)(part of meeting)
AC Alice West (Mayor's Cadet) (part of meeting)
Mrs. J. Smith (Town Crier) (part of meeting)
4 members of the public (part of meeting)
3 members of the Press (part of meeting)

The Meeting opened at 6.32pm

47. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

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

Apologies for absence had been received from Cllr. Mrs. J. Warr due to family commitments and Cllr. Miss. Needs who was unwell. Apologies for absence had also been received from the Mayor's Chaplain, Major Matt Butler, who had a prior commitment.

48. 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 14, as a Member of Arun District Council, and Agenda item 16 as a Member of Arun District Council's Bognor Regis Regeneration Sub-Committee

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 26 & 27, 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 26 & 27, 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 items 14, 16, 18 & 20 as a Member of Arun District Council, Chairman of ADC's Bognor Regis Regeneration Sub-Committee and his position as Cabinet Member for Technical Services

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

Meeting adjourned at 6.36pm

The Town Mayor welcomed Inspector Steve Turner and Sergeant Paul Coles, from Sussex Police, to the meeting.

Inspector Turner provided a report on local policing and an update was given, courtesy of Arun District Council (ADC), regarding rough sleepers in the Town Centre. Weekly outreach visits take place, with any new rough sleepers identified and offered support. The authorised removal of items left on highways by rough sleepers has improved the look of the Town and Health & Safety standards also.

The Inspector advised that Sussex Police resources had recently been deployed to occasions including the State Visit by US President Donald Trump, a European Biker's Convention, the Butlin's murder investigation, and the utilisation of anti-social behaviour legislation by issuing Orders.

Recent local issues have included:

- vehicle crime, which has seen an increase that is typical in the summer
- significant criminal damage at a local school
- roof running, which happens randomly making it difficult for the police to be in the right place, at the right time. However, six young people, previously unknown to the police, have been referred to Youth Referrals for their part in this
- low level fires have been deliberately set following a sporadic pattern, at random times and locations. There is a common pattern of the youths thought to be involved and police have focused their attention on certain evenings of the week in dealing with this issue
- cuckooing continues to be a focus and regular police disruption is making it more difficult for drug dealers to carry out their business.

Inspector Turner informed those present that the Joint Action Group (JAG) had been reinstated with agencies working in partnership to address public issues in the Arun District, with a local action team specifically focusing on Bognor Regis.

It was reported that action taken under four warrants relating to the supply of illegal drugs, resulted in the seizure of drugs equivalent to approx. £1.2m in street value.

Inspector Turner took questions from Members including issues such as reporting of incidents/crimes, the effect of poor lighting on crime numbers, perception of crime and how Bognor Regis compared to similar seaside Towns. Furthermore, Inspector Turner detailed the statistical data that can be found on the police.co.uk website. With regard to reporting, it

was stressed how important it is that crime is reported either by telephoning #101, #999 in an emergency or online. Assurance was given that all incidents reported online or via #101 are reviewed daily, with identified hotspots having additional resources applied.

The Town Mayor thanked Inspector Turner and Sergeant Coles for attending the Meeting

Meeting reconvened at 7.08pm

Inspector Turner and Sergeant Coles left the Meeting

50. TO APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 13th MAY 2019 AND SPECIAL COUNCIL MEETING HELD ON 3rd JUNE 2019

The Minutes of the Annual Town Council Meeting held on the 13th May 2019 and Special Council Meeting held on 3rd June 2019 were APPROVED by the Council as a correct record and were signed by the Town Mayor.

51. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

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

52. WRITTEN QUESTIONS FROM COUNCILLORS

None were received.

53. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 7.09pm

A member of the public spoke about re-parishing, regeneration, the cost implications of the transfer of community assets and the Motion regarding the Mayoralty Selection Committee.

Meeting reconvened at 7.14pm

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

There were none.

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

56. Policy and Resources Committee Meeting of 3rd June 2019

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

- 56.1 Min. 8 - Adoption of Terms of Reference for the Policy and Resources Committee; Joint Consultative Sub-Committee (Staffing); Bognor Regis Heritage Partnership Board; Community Engagement and Environment Committee; Bognor Regis in Bloom Working Group; Youth Worker Steering Group; Beach Access Topic Team; and Planning and Licensing Committee
Members RESOLVED to APPROVE the recommendation that the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Bognor Regis Heritage Partnership Board, the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Worker Steering Group, Beach Access Topic Team and Planning and Licensing Committee be adopted by the Town Council.
- 56.2 Min. 13.1 - Recommendation to continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023
Members RESOLVED to APPROVE the recommendation to continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023.
- 56.3 Min. 13.2 - Recommendation of an increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel noting that this will result in a budget overspend until the budget can be amended in 2020/21
Discussion on this item included the need to ensure that financial mobility was not a barrier to people becoming Parish Councillors and the impact that the increase, although not having been increased for a number of years, would have on the budget.

Following a tied vote, the Mayor used his second, and casting, vote (S.O. 6.5(i)) and it was RESOLVED to APPROVE the recommendation of an increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel NOTING that this will result in a budget overspend until the budget can be amended in 2020/21.
- 56.4 Min. 13.3 - Recommendation to continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the Town with all such approved duties being agreed at the appropriate Committee
Members RESOLVED to APPROVE the recommendation to continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the Town with all such approved duties being agreed at the appropriate Committee.

57. Community Engagement and Environment Committee Meeting of 20th May 2019

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

- 57.1 Min. 4.1 - Recommendation to appoint the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and a representative from Arun District Council

Members RESOLVED to APPROVE the recommendation for the appointment of the Co-opted members to the Bognor Regis in Bloom Working Group.

58. Planning and Licensing Committee Meetings of 14th May, 4th June and 25th June 2019

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

59. Events, Promotion and Leisure Committee Meeting of 10th June 2019

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

- 59.1 Min. 7 - Recommendation to appoint the following Co-opted members to the Allotments Sub-Committee: Mr. G. Delurey, Mr. J. Yeomans, Mrs. L. Russell and Ms. S. Trodd (Allotment Tenant Representatives)

Members RESOLVED to APPROVE the recommendations for the appointment of the Co-opted members to the Allotments Sub-Committee.

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

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

61. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JUNE NOT YET AVAILABLE)

The Council RESOLVED 'to note the payments and transfers made in April and May and to note the balances, bank reconciliations and financial reports'.

62. TO FURTHER CONSIDER APPOINTMENTS TO; PLANNING AND LICENSING COMMITTEE (TWO LIBERAL DEMOCRAT VACANCIES) – MIN. 13 REFERS; REPRESENTATIVES TO OTHER “OUTSIDE” BODIES - MIN. 14 REFERS

The Town Clerk’s report was NOTED.

There were no nominations from the Liberal Democrats to fill the two vacancies on the Planning and Licensing Committee. Furthermore, no nominations were received from other Members to fill these places and therefore two vacancies on this Committee would remain.

It was RESOLVED that Cllr. Mrs. Staniforth be appointed as the representative to Bognor & Bersted United Charities.

It was RESOLVED that Cllrs. Goodheart and Ms. Sharples be appointed as the representatives to the Parish Liaison Meetings and Cllrs. Brooks and Mrs. Daniells appointed as the reserves.

Cllrs. Smith and Mrs. Staniforth left the Meeting

Members AGREED that the Rural Transport Partnership for Arun District should be removed from the list as meetings no longer seemed to take place. However, in the event that the Council is approached again in the future, the appointment of representatives can then be reconsidered.

It was RESOLVED that Cllr. Ms. Sharples be appointed as a reserve to the Bognor Regis Heritage Partnership Board and it was NOTED that there would remain two further reserve vacancies still to be filled.

Cllr. Smith returned to the Meeting

63. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. W. SMITH

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

Cllr. Mrs. Staniforth returned to the Meeting

The Town Clerk’s report was NOTED. As the Proposer, Cllr. Smith spoke to the Motion. Following the Motion being moved and seconded by Cllr. Barrett, the Mayor AGREED that the Motion be discussed immediately as the subject of Regeneration is a standard Agenda item at Full Council Meetings.

Cllr. Brooks declared an Ordinary Interest as he had personally submitted regeneration ideas for Bognor Regis to ADC’s 2015 consultation

Discussion included the option for the Town Council to consider presentations from all groups interested in the regeneration of Bognor Regis rather than Sir Richard Hotham Project exclusively. It was noted that Arun District Council's future plans for the Pavilion Park were, as yet, unknown with a decision due at a Cabinet Meeting to take place on 8th July 2019. It was therefore suggested that any further consideration on this item be deferred until after the Cabinet Meeting had taken place and clearer indication of ADC's intentions are known.

Members AGREED to await the outcome of the ADC Cabinet Meeting and to then bring the Motion back to a future Council Meeting for further consideration.

64. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. A. CUNARD

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

The Town Clerk's report was NOTED. As the Proposer, Cllr. Cunard spoke to the Motion. Following the Motion being moved and seconded by Cllr. Mrs. Daniells, the Mayor AGREED that the Motion be discussed immediately to enable any referral to the BRTC/ADC Liaison Meeting taking place on 9th July 2019.

Cllr. Smith left the Meeting

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

Cllr. Smith returned to the Meeting

Members debated the potential acquisition of assets and services with reference made to maintenance costs in relation to both the Town Hall and Hotham Park; the important heritage and asset value of both; the future suitability and size of the Town Hall and Council Chamber should reparishing be undertaken; the need to understand the impact in the precept of any additional responsibilities; the benefit to be gained by the Town Council being responsible for Hotham Park rather than ADC; and that this should be seen as the opening of a dialogue with no commitments at the current time.

Cllr. Stanley proposed that the Motion be amended as dialogue was already underway at ADC regarding the potential transfer of assets such as the Town Hall but could not see any benefit of the Town Council

running Hotham Park as he was not aware of any complaints about its management or maintenance. However, Cllr. Cunard considered that the amendment, as suggested, would substantially change the intention of the Motion and as proposer, rejected the amendment.

The Town Clerk suggested that preliminary discussions with Arun be opened at the Liaison Meeting on 9th July, before Council agree to anything that materially affects the Precept, with full public consultation carried out before any decisions are made.

Following debate, three amendments were proposed and accepted by Cllr. Cunard, who had tabled the Motion with the final, amended Motion reading: -

“To consider opening dialogue with Arun District Council for the transfer of community assets, at a nominal fee of £1, including (but not limited to) Bognor Regis Town Hall (including old Fire Station annex and associated parking), Hotham Park and the Sir Richard Hotham portrait currently housed in the Town Hall, together with transfer of services including Concessions, the Promenade and Parking and furthermore, request that in view of the scheduled ADC/BRTC Liaison Meeting on 9th July 2019, the Motion be considered as urgent by the Town Mayor and discussed immediately.”

The amended Motion was CARRIED, and it was AGREED that the matter be referred to the forthcoming BRTC/ADC Liaison Meeting.

65. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. A. CUNARD

“To request that ADC restore the graffiti partnership agreement.”

The Town Clerk’s report was NOTED. Following the Motion being moved and seconded by Cllr. Goodheart, the Mayor did not deem the issue as urgent. Members RESOLVED to instruct that the issue be placed on the agenda for the next Policy and Resources Committee Meeting, in accordance with S.O. 9.5.

66. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. A. CUNARD

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

The Town Clerk’s report was NOTED. Following the Motion being moved and seconded by Cllr. Ms. Sharples, the Mayor did not deem the issue as urgent. Members RESOLVED to instruct that the issue be placed on the agenda for the next Council Meeting, in accordance with S.O. 9.5.

67. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. M. STANLEY

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

The Town Clerk's report was NOTED. Following the Motion being moved and seconded by Cllr. Erskine, the Mayor did not deem the issue as urgent. Members RESOLVED to instruct that the issue be placed on the agenda for the next Council Meeting, in accordance with S.O. 9.5.

68. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. MRS. S. DANIELLS

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

The Town Clerk's report was NOTED. Following the Motion being moved and seconded by Cllr. Brooks, the Mayor AGREED that the Motion be discussed immediately as it required a simple vote with little discussion.

The Motion was moved and following a vote the Motion was CARRIED.

69. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. MRS. S. DANIELLS

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

The Town Clerk's report was NOTED. Following the Motion being moved and seconded by Cllr. Brooks, the Mayor did not deem the issue as urgent. Members RESOLVED to instruct that the issue be placed on the agenda for the next Policy and Resources Committee Meeting, in accordance with S.O. 9.5.

70. CONSIDERATION OF ANY RESOLUTIONS MADE AT THE ANNUAL TOWN MEETING OF ELECTORS ON 18th MARCH 2019

The Town Clerk's report was NOTED including confirmation of the Resolutions agreed at the Annual Town Meeting of Electors on 18th March 2019 as follows:

- 70.1 ***This Annual Meeting of Electors : Thanks, the Town Council for conducting the survey of views concerning the proposed Linear Park and the Sunken Gardens; Confirms the need for residents in the wider Bognor Regis Urban Area (6 parishes) to have a final say on which Regeneration Scheme goes forward and demands that Arun District Council facilitate this choice, laying out the viable schemes that are extant, with relevant status details; Failing this, requests the Town Council to further consider this matter to enable residents to make their views known; Reminds Arun District Council as landowner of the Regis Centre and Hothampton sites that it acts for the public interest, not as a private landowner.***

Members NOTED the Resolution and, in light of the recent changes at Arun District Council, RESOLVED to AGREE that no further action be taken.

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

Members NOTED that this was being progressed by the Planning and Licensing Committee and that the submission of a formal complaint to Arun District Council into the handling of planning application BR/191/18/PL regarding 2-4 Waterloo Square, Bognor Regis, was still in progress and had not yet been completed. In light of this, Members RESOLVED to AGREE to take no additional action regarding the Resolution as the matter was already in hand.

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

Members AGREED that the Resolution be REFERRED to the forthcoming BRTC/ADC Liaison Meeting.

- 70.4 A Member referred to the issue of Climate Change Emergency which had been raised by an Elector at the Meeting. Whilst no formal Resolution had followed, Members AGREED that this issue should be referred to the Community Engagement and Environment Committee.

71. REGENERATION INCLUDING TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 17th APRIL 2019

Members NOTED receipt of the Briefing Notes of Bognor Regis Regeneration Board Meeting held on 17th April 2019 that had been previously circulated to all Members.

72. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was NOTED.

73. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was NOTED.

74. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

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

74.1 Cllr. Brooks - Bognor Regis Regeneration Board; Chamber of Commerce; Joint Western Arun Area Committee (JWAAC); JWAAC Highways & Transport Sub-Group as reserve representative. However, no meetings attended.

Cllr. Mrs. Daniells - Arun District Association Local Councils (ADALC); Bognor Regis Heritage Partnership Board; Bognor Regis Twinning Association; Chamber of Commerce; International Bognor Birdman; VAAC Executive Board; WSALC Ltd as representative with an update given on the Bognor Regis Twinning Associations activities.

Verbal Reports:

Cllr. Mrs. Daniells also reminded Members of the forthcoming Twinning Reception and encouraged all Councillors to attend.

75. CORRESPONDENCE

The Committee NOTED receipt of correspondence as detailed in the lists. The Town Clerk highlighted the ADALC Meeting that was scheduled to take place on 17th July 2019. However, it was noted that there is also a Full Council Meeting at Arun District Council on the same date. The Deputy Clerk advised that this clash of dates would be relayed back to ADALC.

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

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

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

Cllr. Brooks declared an Interest as the owner of light in the Picturedrome tower

Cllr. Brooks informed Members that the light had been on loan to showcase the Picturedrome tower and the intention is that it be returned to him, in liaison with the Town Clerk.

77. 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 26 and 27 (contractual).

Meeting adjourned at 8.27pm to enable Press and public to leave the room

Meeting reconvened at 8.31pm

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

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

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

Cllr. Mrs. Erskine left the Meeting

80. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT

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

Cllr. Mrs. Erskine returned to the Meeting

The Meeting closed at 8.41pm



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

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th JULY 2019

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of the meeting)
1 Councillor in the public gallery: Cllr. Brooks

The Meeting opened at 6.31pm

28. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Mrs. Staniforth who was unwell.

29. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

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

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 28, as the Tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Goodheart declared an Ordinary Interest in Agenda item 7 as Chairman of Bognor Regis Community Gardeners

Cllr. Woodall declared an Ordinary Interest in Agenda item 25 owing to his association in the matter relating to the Mayor's Consort

30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd JUNE 2019

The Committee RESOLVED to APPROVE the Minutes of the Meeting held on 3rd June 2019 and these were signed by the Chairman.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.36pm

A Councillor seated in the public gallery spoke in support of funding for a roller track/deck on the beach, by way of funding the costs associated in levelling the beach where the track would be installed, to be discussed under Agenda item 17.

A member of the public asked if the Town Council would consider looking at the formation of a joint partnership/tourism board for event organisers in Bognor Regis. Comment was also made in relation to International Bognor Birdman.

Cllr. Cunard declared an Ordinary Interest as a sponsor of an element of the International Bognor Birdman event

Another member of the public spoke about the poor condition of the surface area in Place St Maur, asking if the Town Council could do anything about the situation.

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

Meeting reconvened at 6.47pm

In relation to the comments made by the member of the public concerning the surface area of Place St Maur, Cllr. Stanley stated that as ADC Cabinet Member for Technical Services he would be happy to take the matter forward and place on a future agenda at ADC.

32. CLERK'S REPORT FROM PREVIOUS MINUTES

32.1 8th April 2019 - Min. 154.1 - Signposting for the Town Centre
Members were informed that there were no further updates on this issue as there had been no Board meetings for a few months, but the issue would be followed up at the next meeting.

32.2 8th April 2019 - Min. 154.3 - Olby's Clock
Officers continue to chase the building owner regarding completion of the legal agreement, but the matter is yet to be finalised.

32.3 8th April 2019 - Min. 155 - Offer of Graffiti services to the BID
A letter was sent to the Chairman of the BID on 25th June regarding this and a response is awaited.

32.4 3rd June 2019 - Min. 11 - Annual Accounts
As required, the Notice of Public Rights and Publication of Annual Governance and Accountability Return was published on 3rd June 2019, with the period of inspection ending on Monday 15th July 2019 with there being no requests to inspect the records during the published period.

32.5 3rd June 2019 - Min. 13 - Councillors' Allowance
The Town Clerk reported that the necessary forms had been submitted to the Town Council's payroll services provider with the first payment made on 24th July. Unfortunately, there had been some incorrect payments made which the Clerk is rectifying with WSCC.

32.6 3rd June 2019 - Min. 14 - Town Force Report
Following Members agreement to the planting by the Town Council of WSCC owned planters in Frith Road, the following has been received from WSCC:

"I can confirm that in taking on the planting, for however long it wishes, the Town Council won't be accepting liability for the structure which will remain with WSCC."

The planting will therefore now be renewed and after the works are completed, local groups will be contacted to see if they wish to become involved.

32.7 3rd June 2019 - Min. 18 - Billy Bulb Storage
F&G Transport have confirmed that they are happy to continue to store Billy at their facility with reciprocal sponsorship of the roundabout.

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

- Events, Promotion and Leisure Committee
- Allotments Sub-Committee

The Deputy Clerk's report, including the recommended amendments to the Terms of Reference for the Allotments Sub-Committee as referred from the Events, Promotion and Leisure Committee, was NOTED.

The Committee reviewed the Terms of Reference for the Events, Promotion and Leisure Committee.

It was RESOLVED to RECOMMEND to Council that the Terms of Reference for the Events, Promotion and Leisure Committee be adopted.

It was suggested that in light of the comments made by a member of the public during Public Question Time and Statements, regarding the formation of a joint partnership/tourism board for event organisers, the Projects Officer be asked to liaise with the member of public and more information be provided to allow for the item to be put on the Agenda for the Events, Promotion and Leisure Committee to consider at the meeting to be held on 5th August 2019. This was AGREED.

The Committee reviewed the Terms of Reference for the Allotments Sub-Committee including the recommended amendments from the Events, Promotion and Leisure Committee.

Members AGREED to RECOMMEND to the Events, Promotion and Leisure Committee the following additional amendments to the Terms of Reference for the above, with amendments/additions shown below in bold italics:

Point 1. Functions of Sub-Committee: To maintain **good** liaison between the Council and Allotments Tenants

Point 3. Functions of Sub-Committee: To promote the use of Allotments by young people **who live** within the 5 Wards of Bognor Regis

Members AGREED to REFER these recommendations to the Events, Promotion and Leisure Committee, inviting them to RATIFY and then RESOLVE to RECOMMEND to Council that the Terms of Reference for the Allotments Sub-Committee be adopted.

34. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was NOTED.

Members NOTED the reinstallation of the refurbished Seafront Beacon. With regard to the additional charge of £250 plus VAT (to be ratified later in the meeting) arising from ADC's late notification of a new concession opening around the Beacon location, it was AGREED that ADC be approached to reimburse the Town Council for the full cost of the additional charge levied arising as a result of the late notification.

35. TO CONSIDER CURRENT LEVEL OF FIDELITY GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER ANY INCREASE IS REQUIRED

The Deputy Clerk's report was noted.

Members AGREED to APPROVE the current level of Fidelity Guarantee Insurance held at £50,000 and confirmed that this level of cover remains appropriate for the Council's requirements given the financial controls that the Council has in place.

36. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETINGS HELD 5th JUNE AND 17th JULY 2019

The Deputy Clerk's report, including the Notes of the Meetings of the Heritage Partnership Board held on 5th June and 17th July 2019, were NOTED.

Furthermore, Members RATIFIED the RECOMMENDATION from the most recent meeting that the Heritage Trail Sub-Group should be disbanded.

37. TO RECONSIDER THE DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING TO REVIEW THE GRANT AID 2020 APPLICATIONS - MIN. 17.3 REFERS

The Deputy Clerk's report, including notification that an evening Extraordinary Meeting on Monday 18th November would not be possible owing to a meeting of another Committee already scheduled to be held that evening, was NOTED.

Following discussion, Members AGREED that the Extraordinary Policy and Resources Committee Meeting for the consideration of Grant Aid 2020 should be held on the evening of Monday 11th November 2019.

38. TO CONSIDER THE POSSIBLE ACQUISITION BY THE TOWN COUNCIL OF BOGNOR REGIS LIMITED

The Town Clerk's report was NOTED.

Members discussed the perceived benefit in acquiring the name Bognor Regis Ltd. and RESOLVED to RECOMMEND to Council that the acquisition, if possible, proceed.

Discussion also included a suggestion that the name Bognor Regis CIC be registered by the Town Council. Members RESOLVED to AGREE that the matter be placed on the Agenda at a future Policy and Resources Committee Meeting, to allow time for the costs to be investigated.

39. TO RECEIVE A REPORT FROM THE NEWLY REFORMED JOINT ACTION GROUP (JAG) MEETINGS HELD ON 17th MAY, 13th JUNE AND 19th JULY 2019

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

40. TO NOTE CONFIRMED DATE OF 14th AUGUST FOR THE CORPORATE STRATEGY REVIEW MEETING - MIN. 20 REFERS

The Deputy Clerk's report was NOTED.

All Members were urged to attend this important meeting as it will determine the focus for the Council during this Administration.

Members NOTED the date of 14th August and start time of 6.30pm, and that Mr. Chambers from EQH Ltd would be in attendance.

41. TO RECEIVE ANY RESPONSE FROM THE CHIEF EXECUTIVE OF ARUN DISTRICT COUNCIL REGARDING THE REPARISHING OF THE WIDER BOGNOR REGIS URBAN AREA AND AGREE ANY FURTHER ACTION - MIN. 21 REFERS

The Deputy Clerk's report was NOTED.

Members further NOTED that a response from Arun District Council (ADC) is still awaited. However, the Town Clerk advised Members that at the request of ADC, a meeting had been held with the Town Clerk, and Officers from ADC, to ascertain the background and objectives of the proposal to assist the Council in considering the issue and in the drafting of a formal response.

Members also noted the correspondence received from Aldwick Parish Council, Bersted Parish Council, Felpham Parish Council and Pagham Parish Council, having received copies of these at the meeting.

The reaction of the surrounding parishes was regrettable, and Members were keen to repair relations with these parishes. It was highlighted that the Committee, when considering this item at their meeting held on 3rd June 2019, had not instructed that the parishes be written to or copied into the letter sent to Arun District Council (ADC). However, some Members felt that, in hindsight, their instructions should have been to do so.

A Councillor reminded Members that the action of writing to Arun had arisen at the request of a member of the public in attendance at the Annual Town Council Meeting held in May 2019. A fellow Councillor added that Town Councillors were elected to represent the people living within the Wards of Bognor Regis and that the Committee had democratically asked for reparationing to be considered by the District Council.

Cllr. Woodall declared an Ordinary Interest as a Member of Bersted Parish Council

Discussion then followed regarding the higher precept amount paid by Bognor Regis residents, compared to residents in the surrounding parishes, and the feeling amongst some locals that this is unfair. The Town Council is committed to delivering events and services for the benefit of the Town, but the costs associated with this provision are consequently reflected in the precept rate. A Councillor stated that many of the people from the surrounding parishes also benefit from these events and services but, although welcome to share in the provisions made by the Town Council, do not contribute to the running of them by way of their precept.

Cllr. Mrs. Warr left the Meeting

A Councillor reminded Members that the spending commitments, and precept setting, was in the power of this Council and that if the precept for the community was an issue then the Town Council needed to look at reducing its services. In response to this, a Member suggested that rather than cut services, surrounding parishes could be asked for contributions towards events, or an entrance fee charged to attendees.

Cllr. Woodall left the Meeting

Cllr. Mrs. Warr returned to the Meeting

Cllr. Woodall returned to the Meeting

Reparationing, according to a Councillor, had not been looked at since the 1970's. It was not about abolishing parishes but may be the case that parishes are reclustered whereby two parishes, perhaps, are unified. The Councillor suggested that looking at the parish boundaries could allow for fairer precept contributions across the wider Bognor Regis urban area.

Following full debate, Members RESOLVED to AGREE that upon receiving a response from ADC, this would first be discussed at the next Policy and Resources Committee Meeting with a copy of the response then being sent to the surrounding parishes.

Members further RESOLVED to AGREE that, whilst awaiting a response from ADC, a letter be sent to the surrounding parishes to acknowledge the issues raised by them and to confirm that the Town Council will update them following receipt of a response.

42. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON WEDNESDAY 17th JULY 2019 INCORPORATING THE AGM (IF AVAILABLE)

The Deputy Clerk's report, including an update on attendance at the ADALC Meeting incorporating the AGM held 17th July 2019, was NOTED.

Members were further advised that the Notes of this Meeting had not yet been received and this item would therefore be DEFERRED until they became available.

43. TO IDENTIFY A BUDGET FOR THE PURCHASE OF LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA TO BE DISCUSSED AT THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING ON 5th AUGUST 2019

The Deputy Clerk's report was NOTED.

Members RESOLVED to AGREE that Cllr. Brooks be allowed to speak on this item from the public gallery.

Following discussion, Members AGREED that a budget of £200 be allocated for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala 2019 and NOTED that this budget would need to be funded by General Reserves. Furthermore, Members AGREED that a budget for ongoing maintenance should be reallocated going forward which should be considered as part of the budget setting process.

44. TO RECEIVE AND CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE FOR FUNDING IN THE CURRENT FINANCIAL YEAR OF £3,000 TO PURCHASE A ROLLER TRACK/DECK FOR THE BEACH AS DISCUSSED AT THE COMMITTEE MEETING HELD 15th JULY (CE&E MIN. 27 REFERS)

The Deputy Clerk's report was NOTED.

The Town Clerk informed Members that, to date, nothing has been received in writing to confirm the agreement made by Mr. Nigel Lynn for Arun District Council (ADC) to fund the capital expenditure required in relation to a roller track/deck for Bognor Regis beach. Additionally, Members were advised that the Town Clerk had spoken with ADC's Director of Services, Ms. Philippa Dart, regarding this initiative who had indicated further information would be needed.

Members RESOLVED to AGREE that Cllr. Brooks, seated in the public gallery, be permitted to take part in discussions on this matter due to his involvement.

Cllr. Brooks was keen to point out that it was his fellow District Councillor, Cllr. Mrs. Worne, that had requested a meeting with Nigel Lynn to discuss beach access, to which he had been invited.

Attention was drawn to the Deputy Clerk's report. Cllr. Brooks advised Members that the Beach Access Topic Team's proposal to the Community Engagement and Environment Committee had been based on a quotation to hire a roller track/deck, and not to purchase as suggested in the title of the report. Cllr. Brooks also went on to inform Members that, as highlighted in the report, the quote on which the Topic Team had based their proposal was given without a site visit having taken place. Upon such a visit being carried out, the supplier of the roller track/deck informed the Town Council that the equipment originally requested, and on which the original quote had been based, was no longer deemed suitable. However, Cllr. Brooks had received a revised quotation which he handed to the Town Clerk moments before the meeting began, which had also been forwarded to ADC, whilst apologising for not having done so sooner.

Members discussed the capital expenditure funding apparently being offered by ADC for the equipment rental, whilst noting that liability would fall to ADC. The costs to level the stones on the beach that the Town Council were being asked to contribute towards were also discussed. It is understood that the stones must continue to provide for sea defence and that if a suitable gradient for the roller track/deck to be utilised cannot be achieved then ADC would not be prepared to proceed. It was noted that a meeting was being arranged with the appropriate officer at ADC and Cllr. Brooks to discuss this in more detail.

The importance of having a beach that is accessible to all was agreed and Members were keen for the Town Council to be proactive in doing so. Whilst the offer from ADC to achieve easier access down onto the beach was well received by Members, it was requested that, should the project be successful, a longer-term commitment be made by ADC/BRTC to repeat the project over the next 3 years whilst works on a more permanent solution are being progressed.

In respect of DDA compliancy, Cllr. Brooks informed Members that temporary ramp systems do not need to meet these specifications.

Following discussion, Members RESOLVED to AGREE for funding in the current financial year of up to £3,000 be made available from General Reserves. This would facilitate with the temporary installation of a roller track/deck for Bognor Regis beach by way of funding the costs for an operative to level the area of the beach where the temporary track would be laid. This is subject to written confirmation from ADC that they will fund the capital expenditure for, and will lead on, the project and on the proviso that a suitable gradient can be achieved to the satisfaction of ADC.

45. Members RESOLVED to APPROVE an extension to the Meeting of 30 minutes, whilst noting that the number of urgent items still to be considered could not be concluded within the usual extension of time as per S.O. 1.2.

46. TO RATIFY RELEASE OF YOUTH/YOUNG PERSONS 2019-2020 FUNDING OF £10,000 AS AGREED AS PART OF BUDGET

The Deputy Clerk's report, including notification that CREATE had successfully secured £10,000 grant funding from the National Lottery "Awards for All" Community Fund, was NOTED.

Members therefore went on to RATIFY the release of the 2019-2020 Match Funding of £10,000 for the Youth/Young Persons initiative, as agreed as part of the Town Council's budget provision for the current financial year.

47. TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 160 REFERS

Owing to time constraints, Members RESOLVED to AGREE that this item, and the following two, be DEFERRED for consideration at the next Policy and Resources Committee Meeting in September.

48. TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 65 REFERS): TO REQUEST THAT ADC RESTORE THE GRAFFITI PARTNERSHIP AGREEMENT

Members RESOLVED to AGREE that this item be DEFERRED for consideration at the next Policy and Resources Committee Meeting.

49. TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 69 REFERS): THAT WE RECORD ATTENDANCE AT WORKING PARTIES AND OUTSIDE BODIES, AS WELL AS FORMAL MEETINGS, AND PRESENT THIS AT THE ANNUAL ELECTORS MEETING ALONG WITH THE OTHER ATTENDANCE RECORDS

Members RESOLVED to AGREE that this item be DEFERRED for consideration at the next Policy and Resources Committee Meeting.

50. TO NOTE THE OFFER FROM THE BID BOARD OF A PRESENTATION TO COUNCIL ON THE BID AND ITS ACTIVITIES AND TO CONSIDER IF ANY PRESENTATION SHOULD TAKE PLACE AT A MEMBERS' BRIEFING PRIOR TO, OR AS PART OF, THE FORMAL AGENDA FOR THE COUNCIL MEETING ON 2nd SEPTEMBER 2019

The Deputy Clerk's report, including the offer from the BID Chairman for a presentation, was NOTED.

Following discussion, Members AGREED that a presentation from the BID would be extremely helpful. Furthermore, it was AGREED that this should be held as a Members Briefing prior to the Council Meeting scheduled for 2nd September 2019, at 6.00pm, without the public present.

The Town Clerk was therefore asked to write to the BID Chairman thanking him for the offer and to make the necessary arrangements.

51. TO CONSIDER THE CONTINUED SUPPORT AND FUNDING OF THE PARKING DISC SCHEME TOGETHER WITH THE TERMS OF ANY FUTURE PARTNERSHIP ARRANGEMENT

The Deputy Clerk's report was NOTED.

Following discussion, Members AGREED to RECOMMEND that the Council continue to financially contribute to the parking scheme.

Furthermore, Members AGREED to support the BID's request to ADC for a longer-term agreement, suggesting that this should run to the end of the current Administration, and instructed the Town Clerk to write to the Chief Executive of ADC in this regard. It was further AGREED that ADC should also be requested to consider the possibility of incorporating more car parks within the scheme.

52. TO CONSIDER THE REQUEST FROM THE ORGANISERS OF BOGNOR BIRDMAN TO RETAIN THEIR 2019 GRANT AID AWARD FOR USE TOWARDS THE 2020 EVENT

The Deputy Clerk's report was NOTED.

Members considered the request received from the Bognor Birdman organisers to retain the Grant Aid 2019 Award of £7,500. Comment was made that the decisions noted on the report for Members consideration were unclear.

The Clerk therefore suggested that a vote could be taken initially to establish whether Members were in agreement for the organisers to retain the grant for their 2020 event, or whether the funds should be returned to the Town Council.

Following a full debate, a recorded vote was requested, the results of which were as follows:

Members FOR retention of the grant by the organisers included Cllr. Cunard, Cllr. Goodheart and Cllr. Woodall.

Members AGAINST retention of the grant by the organisers, and therefore in favour of the grant being returned to the Town Council, included Cllr. Erskine, Cllr. Jones, Cllr. Stanley and Cllr. Mrs. Warr.

Members ABSTENTIONS included Cllr. Barrett.

It was therefore RESOLVED that the 2019 Grant Aid Award for Bognor Birdman of £7,500 should be returned to the Town Council by the organisers in line with Grant Aid guidelines/criteria as the event had not taken place.

Having agreed that the funding should be returned, Members were asked to consider whether the returned funds of £7,500 should be Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount, or whether the funds would be returned to General Reserves resulting in a fresh application needing to be made for Grant Aid 2020 for next years event.

Following further debate, a recorded vote was requested, the results of which were as follows:

Members FOR the returned funds of £7,500 being Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount included Cllr. Barrett, Cllr. Cunard, Cllr. Goodheart, Cllr. Mrs. Warr and Cllr. Woodall.

Members AGAINST the returned funds of £7,500 being Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount and therefore in favour of the grant being returned to General Reserves included Cllr. Erskine, Cllr. Jones and Cllr. Stanley.

Members ABSTENTIONS - there were no abstentions.

As a result of the vote taken, it was RESOLVED to AGREE that the 2019 Grant Aid Award of £7,500 once returned to the Town Council would be Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount subject to confirmation at that time of the event going ahead in 2020.

53. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF:

The Deputy Clerk's report was NOTED.

- 53.1 £540 plus VAT for a replacement APC UPS battery server back up
Members RATIFIED the expenditure.
- 53.2 £141.98 plus VAT plus carriage for a retaining chain for the Consorts chain
Members RATIFIED the expenditure.
- 53.3 £250 plus VAT for the additional crane charges for the Seafront Beacon reinstallation
Members RATIFIED the expenditure.

54. FINANCIAL REPORTS INCLUDING:-

- a. To note Committee I&E Reports for the month of June 2019 - previously copied to Councillors
Members NOTED receipt of the financial reports for the month of June 2019.
- b. To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of May and June 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.

55. 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

56. 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. Members were informed that a further report would be given under confidential business.

57. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (CONTRACTUAL)

The Committee RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) - Agenda item 28 and 30 (contractual).

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

Members received and NOTED the Director's confidential, verbal, report in relation to 1b Linden Road and actions taken as reported were RATIFIED.

59. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential).

The Meeting closed at 9.05pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 15th JULY 2019

PRESENT: Cllr. W. Smith (Chairman); Cllrs. J. Barrett, J. Brooks,
Miss. C. Needs and Ms. A. Sharples

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
14 members of the public

The Meeting opened at 6.30pm

20. **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. A. Cunard and Mrs. S. Staniforth who were on leave and Mrs. I. Erskine and H. Jones who had a clash of meetings.

21. **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

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th MAY 2019

The Minutes of the Meeting held on the 20th May 2019 were approved by the Committee as a correct record and were signed by the Chairman.

23. **ADJOURNMENT FOR PRESENTATION FROM ST WILFRID'S HOSPICE**

The Chairman adjourned the Meeting at 6.34pm

A presentation was given by three Ambassadors of St Wilfrid's Hospice on their "Dying Matters" Campaign.

The Meeting was re-convened at 7.05pm

The Chairman thanked the Ambassadors on behalf of the Committee for their informative presentation.

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

The Chairman adjourned the Meeting at 7.05pm

The Projects Officer read out the following statement:

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

A written statement had been received from a member of the public regarding a number of issues in the Market Street area. A Member of the Committee reported that they had already been in contact with the member of public and was looking into the problems.

The following items were raised with Members:

It is well known that there is a lack of funding at West Sussex County Council, but the state of the roads and verges are now seriously being neglected, not just in the Town Centre but across the District. Gutters and

drains are not being cleared and this will cause problems during the winter. The BID and community groups would welcome a conversation with the Town Council to see if Town Force can assist in anyway especially in the Queensway area.

The Bognor Community Gardeners are working with WSCC to find an alternative to the use of Glyphosate.

There are serious concerns regarding the decline of bees.

Could there be some talk with Town Force regarding the forced flowers that are used in the planters and bedding areas and the waste at the end of the season.

Will the Town Council look at cutting out single use plastic?

Reference was made to the Which report - enough is enough!

Beach Access - Members were urged to accept the recommendations made by the Beach Access Topic Team to help move the project forward.

Will the Town Council recognise that carbon emissions and global warming is a real threat and by 2100 Bognor Regis will be underwater?

Have the Councillors read the IPCC report?

Given the talk about the beaches, Southern Water have been fined £26m for misreporting and have not revealed where spillages have occurred.

How can they be trusted with our waste?

Could Town Force be issued with re-fillable water containers?

Will the Town Council advise/give guidance on waste and the carbon footprint?

Can something be done about the fly tipping and the waste refuse area at King George Court?

Can we think outside the box regarding recycling - keep it local.

There should be more Councillor activity regarding these subjects.

The elderly and frail are vulnerable and forgotten. The little changes such as sorting out the bin situation at King George Court can make a huge difference to them - remember the people who ask for little things.

Can anything be done to keep the art on the hoardings at Waterloo Square when they come down and can something similar be done at the Royal Hotel?

The Meeting was reconvened at 7.44pm

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

25.1 25th March 2019 - Min. 116 - Community Space Audit

A recommendation was made by this Committee to Full Council to approve a nominal budget of £30.00 to cover any printing costs in relation to the Community Spaces information and this was approved at the Annual Town Council Meeting held 13th May 2019.

25.2 25th March 2019 - Min. 118 - Beach Litter posters

When the Minutes of the Community Engagement and Environment Committee Meeting held 25th March 2019 were received at the Annual Town Council Meeting on 13th May 2019, a Member expressed disappointment regarding the small size and roadside positioning of the poster to raise awareness to tackle Beach Access and asked for this Committee to look into the matter. Members are asked to note that at the

Committee Meeting on the 25th March, Members were given a number of options regarding posters sizes and where they should be displayed. It was agreed to purchase 3 x A1 posters and 20 x A4 posters and these have been printed and positioned as instructed. There is a remaining budget of £48.00 earmarked for additional and/or replacement posters and should Members wish to consider this further it would need to be made an Agenda item for the next meeting. Members NOTED the update and no further action was requested.

25.3 3rd June 2019 - Min. 8.1 - Update on Old Town Area

There was no update.

25.4 3rd June 2019 - Min. 17 - Update on "Beat the Street" Initiative

The Projects Officer gave a verbal update on the progress of the "Beat the Street" Initiative. Members were also encouraged to sign up and align themselves to CREATE to help them gain awards.

26. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 20th MAY 2019 (MIN. 7 REFERS) INCLUDING:

The Projects Officer's report was NOTED.

26.1 Discussion on the Power to Change funding opportunities to help fund public ownership

Members AGREED to defer this item to allow for more research.

26.2 Discussion on applying for BognorCAN to be made an Asset of Community Value

It was reported that a community group had already made the nomination but are in the process of gathering evidence to support the application. Members AGREED to support this process where possible.

26.3 Discussion on raising funds from recycling and the possibility of starting a scheme in association with other community groups

Members noted that there was a lot of discussion regarding recycling, climate change and the need to address a variety of environmental issues during the public question and statement session. It was therefore AGREED that a forum be set up inviting all interested parties to participate to discuss these needs and requirements. Officers will make the necessary arrangements. There were no requests for any budgetary requirements.

26.4 Discussion on <http://www.hothampark.co.uk/> a website that appears on the top of a Google search for Hotham Park that is out of date

Following discussion, Members AGREED for Officers to undertake some investigation to see if the owners of the site would be willing to update it.

26.5 Members had no further items for inclusion on a future agenda.

27. BEACH ACCESS TOPIC TEAM INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON THE 9th JULY 2019; TO RATIFY THE APPOINTMENT OF CLLR. MRS. S. STANIFORTH TO THE TOPIC TEAM; TO RECEIVE AN UPDATE ON BYELAWS AND REGULATIONS REGARDING DOGS ON THE BEACH - MIN. 12 REFERS

Members NOTED both the **Projects Officer's** initial report and the additional report including the Notes from the Beach Access Topic Team Meeting on the 9th July 2019, and considered the following recommendations:

27.1 To determine the level of support from Arun District Council and to secure written confirmation of any agreement

Members AGREED that a letter should be sent to ADC to determine the level of support and secure written confirmation of any agreement.

27.2 To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use the Gloucester Road ramp when Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones

Members AGREED that a letter should be sent to ADC to also seek permission to open a pedestrian access point at the Gloucester Road ramp. Should a favourable response be received from ADC then further consideration will need to be given to Town Force resources.

27.3 To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access, and to further recommend that a budget of £3,000 is allocated to this part of the project

Members AGREED to make a RECOMMENDATION to the Policy and Resources Committee to allocate a budget from General Reserves of £3,000 to the project to install a Roller Track/Deck.

27.4 Members AGREED to RATIFY the appointment of Cllr. Mrs. S. Staniforth to the Beach Access Topic Team.

27.5 The Projects Officer read out a response from the ADC Group Head of Technical Services in response to a letter sent relating to the Byelaws and Regulations regarding dogs on the beach and in particular the area west of the dog zone, as follows:

"The ramp is close to the western extent of, but within, the seasonal dog-ban on the beach zone. I understand and accept that it would be useful for dog walkers to use the ramp to access the beach to the west of the ramp. No enforcement will take place in relation to use of the ramp for the purpose of accessing the beach to the west of the ramp.

A review of the dog controls giving rise to the seasonal dog ban on beach zones is due to be conducted by October 2020. This will include a public consultation. That review would appear to be a sensible opportunity to

revise the western extent of the Bognor seasonal dog-ban on beach zone to overcome the issue you have raised."

Members were pleased with the comments, NOTED the response and AGREED that no further action was required at the current time.

28. YOUTH SERVICES INCLUDING UPDATES ON CREATE AND THE SUMMER HOLIDAY PLAYDAY SESSIONS AS RECOMMENDED BY THIS COMMITTEE AT THE MEETING HELD 12th NOVEMBER 2018 - MIN. 78.3 REFERS

The Projects Officer's report was NOTED, and Members were pleased to hear that CREATE had been successful in its application for £10,000 of **funding from National Lottery "Awards for All" Community Fund. It was noted that the ratification of the release of the Town Council's match funding would now be undertaken by the Policy and Resources Committee.**

Members also noted the cost of the 10 Playday sessions over the school summer holidays of £3,500, as included in the 2019/20 budget, and this expenditure was RATIFIED.

29. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND TOGETHER WITH:

- Consideration of letter of endorsement from this Committee regarding Bognor Rugby Club
- To receive an update regarding the previous application from Grandads Front Room - Min. 115, 25th March 2019 refers

The Projects Officer's report was NOTED, and Members were asked to consider the following applications for the Flexible Community Fund, noting also that a further two applications had been received since the **Projects Officer's report had been published:**

29.1 Bognor Rugby Academy - £500 to help fund young people from low income families to attend a rugby summer camp

Members AGREED to APPROVE this application. Members further AGREED to write a letter of endorsement in support of the Club and its aims which will be of assistance to them when applying for other funding.

29.2 Bognorphenia C.I.C. - £600 to facilitate three workshops for two to twelve year olds at their annual Our Generation event

Members AGREED to APPROVE this application.

29.3 Ecoswap C.I.C. - £380 to supply safe storage for material and equipment at the workshops they are running during the summer holidays

Members AGREED to APPROVE this application.

29.4 Grandads Front Room previous application

The Projects Officer's comments regarding the progress of the Street Sheet production were NOTED when receiving the report.

30. TO NOTE THE EXPIRATION OF FIVE-YEAR LISTING PERIOD FOR THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE AND AGREE ANY ACTION

The Projects **Officer's report was** NOTED, including that notification had been received from Arun District Council that the current Asset of Community Value ACV39 - Alexandra Theatre, Belmont Street, Bognor Regis will reach the end of the five-year listing period on the 13th August 2019.

Following discussion, Members AGREED to resubmit a new nomination to list the Alexandra Theatre as an Asset of Community Value for a further five years.

31. UPDATE ON COUNCIL SURGERIES

The Projects **Officer's report was** NOTED and following discussion, Members AGREED to postpone any Drop-in Surgeries until after the summer holiday season. Officers will therefore make arrangements for a suitable date in September.

32. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET FOR 2019/20

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

Members were reminded that the written support of all Ward Members was required before any proposal would be progressed.

33. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 27th JUNE 2019

The Projects **Officer's report was** NOTED including the notes of the Bognor Regis in Bloom Working Group Meeting held on the 27th June 2019 as previously circulated.

Members AGREED to RATIFY the following recommendations from the non-quorate Meeting held 27th June 2019:

- 33.1 That Mr Earl is Co-opted onto the Bognor Regis in Bloom Working Group with the appropriate RECOMMENDATION to COUNCIL for ratification.
- 33.2 The costs of £20.70 for refreshments and £280.00 for plants for the Guides **Competition to be funded from the current year's** Competition Expenses budget.
- 33.3 The costs of £22.00 for refreshments for the visiting French Students **Beach Clean to be funded from this year's Environmental Projects** budget.

33.4 The recommendation to withdraw the objection of the Stopping Up Order at 224 London Road.

34. REPORTS:

a. To note Financial Reports, previously circulated

The reports were NOTED.

b. Any further reports

There were no further reports.

35. CORRESPONDENCE

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

The Meeting closed at 8.37pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 16th JULY 2019

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Norman (Deputy Clerk)
2 members of the public

The Meeting opened at 6.30pm

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

In the absence of Cllr. Goodheart, the Vice-Chairman Cllr. Mrs. Warr chaired the meeting. Members further AGREED that Cllr. Barrett should act as Vice-Chairman for this meeting only.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Goodheart who had another meeting and Cllr. Ms. Sharples for family reasons. No apologies were received from Cllr. Smith.

44. **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

45. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 25th JUNE 2019

The Committee RESOLVED to agree and approve the Minutes of the Meeting held on 25th June 2019 as an accurate record of the proceedings and the Chairman signed them.

46. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.32pm

A member of the public referred to recent publicity surrounding changes to affordable housing allocations after planning permission was agreed. The speaker expressed concern that this was happening often and asked if the Committee would write to ADC to prevent this happening.

Meeting reconvened at 6.35pm

Having noted the comments made by the member of the public, Members requested that this issue be investigated further and included on a future Agenda for formal consideration.

47. CLERK'S REPORT FROM PREVIOUS MINUTES

Four applications relating to Bognor Regis were considered by the Development Control Committee at ADC on 10th July 2019 and Members were notified of the decisions as follows:

- 47.1 BR/14/19/L - Coopers Yard, Shripney Road, Bognor Regis
Approved conditionally

- 47.2 BR/35/19/HH - Culver Cottage, 37 Aldwick Road, Bognor Regis
Approved conditionally
- 47.3 BR/36/19/L - Culver Cottage, 37 Aldwick Road, Bognor Regis
Approved conditionally
- 47.4 BR/87/19/PL - Various sites along Bognor Regis Promenade
Approved conditionally

48. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

- 48.1 The Committee noted that there were no views from other Town Councillors to report.
- 48.2 The Committee noted that no representations had been received from the public, or from neighbouring parishes, in respect of these applications.
- 48.3 The Committee, having considered the applications, RESOLVED that its representations be forwarded to ADC (Appended to these Minutes as Appendix 1).

49. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

There were none.

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

There were no notifications.

51. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 112391: CO-OPERATIVE, 33 CHICHESTER ROAD, BOGNOR REGIS

Licensing Act 2003

Premises: Co-operative, 33 Chichester Road, Bognor Regis

Licence Number: 112391

The Committee noted the Licence application received for the sale of alcohol for consumption off the premises between Monday-Sunday 06:00-23:00, with conditions applying.

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

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

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

53. TO NOTE THE RESPONSE TO THE QUESTIONS RAISED WITH THE WSCC CABINET MEMBER FOR HIGHWAYS, AND TO CONSIDER ANY FURTHER ACTION - MIN. 26 REFERS

The Civic & Office Manager's report, including the comments from Mr. Roger Elkins WSCC Cabinet Member for Highways, was NOTED.

Members welcomed the news that work to improve the junction by Halfords/Lidl would take place this year. Discussion then turned to the three sites with lack of parking as highlighted in the report namely Durban Road, Station Road and Aldwick Road. Members noted that any changes to the parking regime would have to be by way of a Traffic Regulation Order (TRO) and that only two TRO's can be permitted by JWAAC per year. Members therefore agreed that the process of requesting a TRO be confirmed and the matter placed on a future Agenda, to prioritise the three sites and agree which should be applied for initially.

54. CORRESPONDENCE

The Committee NOTED receipt of correspondence previously circulated including the items highlighted that related to the ADC Consultations on Street Naming and "Public Open Space" & "Arun Parking Standards" SPD, the former of which will be included as a future agenda item. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 54.1 Arun District Design Guide Supplementary Planning Document (SPD) – Parish and Town Council Consultation
- 54.2 Arun District Council - Gypsy and Traveller and Travelling Showpeople Site Allocations Development Document Consultation 2019
- 54.3 ADC - Non-Strategic Sites DPD Issues and Options Consultation
- 54.4 WSCC - Planned roadworks in West Sussex between 10 July 2019 and 9 August 2019 - circulated to Committee and shared on social media

The Meeting closed at 6.55pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2019
REPRESENTATIONS ON LISTS DATED 21st, 28th JUNE AND 5th JULY 2019

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

BR/171/19/HH 4 Highcroft Crescent Bognor Regis PO22 8DH	Rear single storey extension	NO OBJECTION
BR/150/19/T Homecroft House Sylvan Way Bognor Regis PO21 2NG	Remove 2 lowest branches back to main stem of 1 No. Oak tree that directly overhangs roof of building	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/183/19/HH 37 Hillsboro Road Bognor Regis PO21 1DX	Single storey rear extension & bedroom in roof, following demolition of existing kitchen extension & conservatory	NO OBJECTION
BR/181/19/HH 4 Gatehouse Mews Sudley Road Bognor Regis PO21 1FJ	Erecting of two dormer windows. Converting existing attic into a bedroom and storage room. This application may affect the setting of a Listed Building	NO OBJECTION
BR/194/19/PL 33 Chichester Road Bognor Regis PO21 2XH	Installation of replacement plant equipment, new external freezer all within an existing compound with a new timber hit & miss fence to enclose. <i>(N.B. This is an application that ADC has chosen to advertise and invite comment, although there is no statutory requirement to advertise).</i>	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 6th AUGUST 2019

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, and Ms. A. Sharples

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

The Meeting opened at 6.31pm

55. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Goodheart, it was RESOLVED that Cllr. Ms. Sharples should chair the meeting. In the absence of the Vice-Chairman, Cllr. Erskine, it was RESOLVED not to appoint a Vice-Chairman for the meeting.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllrs. Erskine and Goodheart, who were both away. No apologies for absence had been received from Cllrs. Smith and Mrs. Warr.

56. 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

57. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 16th JULY 2019

The Committee RESOLVED to agree and approve the Minutes of the Meeting held on 16th July 2019 as an accurate record of the proceedings and the Chairman signed them.

58. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present at the meeting.

59. CLERK'S REPORT FROM PREVIOUS MINUTES

26th June 2018 - Min. 33.3 - Planning Application BR/229/17/PL - Land to rear of 41 - 47 Pevensey Road, Bognor Regis
Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/229/17/PL.

60. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th JULY 2019

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

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

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

61. 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 12th, 19th AND 26th JULY 2019

There were none.

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

ADC Development Control Meeting – 7th August 2019.

P/30/19/OUT - Land North of Hook Lane, Pagham - Outline application with some matters reserved for the construction of up to 300 No. new homes, a care home of up to 80 beds, D1 uses of up to 4,000 sqm including a 2 form entry primary school, the formation of new means of access onto Hook Lane and Pagham Road, new pedestrian and cycle links, laying out of open space, new strategic landscaping, habitat creation, drainage features and associated ground works and infrastructure. This application may affect the setting of a listed building (resubmission following P/6/17/OUT)

It was noted that the Planning and Licensing Committee had raised an OBJECTION to Planning Application P/30/19/OUT at the meeting held on 23rd April 2019 (Min. 251 refers).

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

63. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 112477: PERI PERI HOUSE, 10-12 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU

Licensing Act 2003

Premises: Peri Peri House, 10-12 Waterloo Square, Bognor Regis
Licence Number: 112477

The Committee noted the Licence application received for the extension of hours for Late Night Refreshment on Tuesdays to 23:00 until 03:00 the following morning, and to extend the opening hours on Tuesdays to 11:30 until 03:30 the following morning.

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

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

There was no report available.

65. TO CONSIDER ANY TRAFFIC REGULATION ORDER REQUESTS AND IDENTIFY TWO AREAS AS A PRIORITY - MIN. 53 REFERS

The Civic & Office Manager's report was noted.

It was further noted that in Mr. Roger Elkin's response, WSCC Cabinet Member for Highways, it had been suggested that the Aldwick Road matter could be considered by JWAAC under a Community Highways Scheme. Members were informed that the application deadline for schemes to be considered for inclusion in WSCC's 2020/21 design programme had passed, and that applications received after 31st July 2019 would be considered the following year.

Members RESOLVED to AGREE to take no further action at this time in relation to making an application to JWAAC to provide additional car parking spaces on Aldwick Road, Bognor Regis under a Community Highways Scheme.

Members considered Traffic Regulation Order (TRO) applications in relation to the other two sites referred to in the report, Durban Road and Station Road, Bognor Regis.

A Councillor brought to the attention of the Committee the issue of problem parking that was presently blighting residents on Applegate Way, Bognor Regis. The local MP, Councillors and newspapers are already involved in the matter and it was suggested that the Town Council focus their attention for possible TROs on Applegate Way.

Members RESOLVED to AGREE to proceed with making an application for a TRO, in relation to Applegate Way and Durban Road, and instructed the Civic & Office Manager to write to the relevant authorities. Cllrs. Mrs. Daniells and Ms. Sharples offered to make contact with local residents/businesses in the area affected by the proposed TROs and ask them whether they would support the idea.

66. TO CONSIDER SUBMITTING COMMENT ON ADC'S STREET NAMING CONSULTATION - MIN. 54 REFERS

The Civic & Office Manager's report was noted.

Having noted the criteria set out in the consultation, and following discussion, Members RESOLVED to AGREE that the following suggestions be put to ADC in response to their Street Naming consultation;

- David Purley
- Henry Seagrave
- Mary Wheatland
- William Blake
- Michael Ayres
- William Fletcher
- Mahatma Gandhi
- Birdman
- Rox
- Weil am Rhein
- Trebbin

67. TO NOTE THAT ARUNDEL TOWN COUNCIL HAS SUBMITTED A NEIGHBOURHOOD DEVELOPMENT PLAN REVIEW PROPOSAL TO ADC AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER 28th AUGUST 2019

The Civic & Office Manager's report was noted.

Members further NOTED that Arundel Town Council had submitted a Neighbourhood Development Plan Review Proposal to ADC, and RESOLVED to AGREE to submit no comments in response to this proposal.

68. TO DISCUSS CHANGES TO AFFORDABLE HOUSING ALLOCATION FIGURES, POST-APPROVAL, AS RAISED BY A MEMBER OF THE PUBLIC AT THE PREVIOUS MEETING - MIN. 46 REFERS

The Civic & Office Manager's report was noted.

Members considered the findings of the investigation carried out into post-approval changes to affordable housing allocation figures.

Members were satisfied with the current policy that the Local Planning Authority has in place, concerning this matter, and therefore RESOLVED to AGREE that no further action be taken in this regard.

69. TO RECEIVE ADC'S REVISED STATEMENT OF LICENSING POLICY AND TO CONSIDER SUBMITTING ANY COMMENTS IN RESPONSE BY NO LATER THAN 29th AUGUST 2019

The Civic & Office Manager's report was noted.

Members discussed the updates to the policy, to reflect the changes to regulations, and the inclusion of local area issues such as street drinking and the expectations that ADC has in relation to applications in problem areas. Members welcomed the updates to the Statement of Licensing Policy, and the updates made to the guidance for applications, and RESOLVED to AGREE that ADC be notified that they have no objections.

70. CORRESPONDENCE

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

Additional correspondence included: -

- 70.1 WSCC - Latest Planned Roadworks Report, 31st July - 30th August 2019.
Circulated to Councillors and shared on social media
- 70.2 CPRE - Campaigns Update, 31st July 2019
- 70.3 ADC - Travellers Updates

The Meeting closed at 7.28pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2019
REPRESENTATIONS ON LISTS DATED 12th, 19th AND 26th JULY 2019

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

BR/184/19/L The Pier The Esplanade Bognor Regis	Application for Listed Building Consent to mount 1 No. Blue Plaque to exterior wall to the Pier	NO OBJECTION
BR/178/19/PL Delawarr House, Flat 1 144 Aldwick Road Bognor Regis PO21 2PA	Existing ground floor flat converted into 2 No. one bedroom apartments with single storey side extension & rear orangery	NO OBJECTION
BR/202/19/PL 11 Station Road Bognor Regis PO21 1QD	Conversion of first floor, extensions at ground & first floor & a new second floor within the new pitch roof to create Bed & Breakfast accommodation	NO OBJECTION Members resolved to agree to raise no objection to Planning Application BR/202/19/PL on the understanding that the property is strictly used as Bed & Breakfast accommodation and not, for example, as emergency housing.
BR/168/19/PL 2 Wellington Road Bognor Regis PO21 2RR	Change of use from house in multiple occupation (Sui Generis) to 4 No. self-contained flats (C3 Dwelling house)	NO OBJECTION
BR/192/19/CLE Holly Tree House 114 Victoria Drive Bognor Regis PO21 2EJ	Application for a Lawful Development Certificate for an Existing use - Use of property as a House in Multiple Occupation (HMO)	NO OBJECTION

BR/210/19/HH 21 Frith Road Bognor Regis PO21 5LJ	Front porch extension and single storey rear extension	NO OBJECTION
BR/212/19/A <i>RE-ADVERTISED</i> 33 Chichester Road Bognor Regis PO21 2XH	1x main building fascia sign, 1x 5.2m totem sign, 1x glass entrance feature sign, 1x customer parking directional sign, 6x post mounted customer parking signs, 1x post mounted disabled parking sign, 1x opening hours window vinyl sign, 50x Honda logo window manifestation vinyl	NO COMMENT Although published on List dated 26 th July 2019, the description for planning application BR/212/19/A was incorrect. This planning application has been re-advertised on List dated 2 nd August 2019, with comments due by 30 th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/212/19/A at the meeting to be held on 27 th August 2019.
BR/129/19/PL <i>RE-ADVERTISED</i> 75 Highfield Road Bognor Regis PO22 8PD	Demolition of existing building and erection of 4 No. dwellings (4 x 2-bedroom) with associated access and 1 off-street car parking space (resubmission following BR/215/18/PL)	NO COMMENT Although published on List dated 26 th July 2019, planning application BR/129/19/PL has been re-advertised on List dated 2 nd August 2019, with comments due by 30 th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/129/19/PL at the meeting to be held on 27 th August 2019.
BR/63/19/PL <i>RE-ADVERTISED</i> 15-17 Kew Gardens Bognor Regis PO21 5RD	Demolition of existing building and erection of 6 No. dwellings, 2 x 3-bedroom and 4 x 2-bedroom with associated access and car parking	NO COMMENT Although published on List dated 26 th July 2019, planning application BR/63/19/PL has been re-advertised on List dated 2 nd August 2019, with comments due by 30 th August 2019. The Town Council's Planning and Licensing Committee will consider planning application BR/63/19/PL at the meeting to be held on 27 th August 2019.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 27th AUGUST 2019

PRESENT: Cllr. S. Goodheart (Chairman) (during Min. 71), Cllrs:
J. Barrett, J. Erskine, Ms. A. Sharples, W. Smith and
Mrs. J. Warr

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

The Meeting opened at 6.31pm

71. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence were received from Cllr. Mrs. Daniells, who was away.

Cllr. Goodheart arrived at the Meeting and took the Chair

72. 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

73. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th AUGUST 2019

The Civic & Office Manager reported to Members that Cllr. Smith had, in fact, given apologies for absence from the meeting held on 6th August, however, these had not been received by the Committee Clerk in time for the meeting and, therefore, not reflected in the Minutes.

The Committee, having NOTED Cllr. Smiths' apologies for absence, RESOLVED to agree and approve the Minutes of the Meeting held on 6th August 2019 as an accurate record of the proceedings and the Chairman signed them.

74. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from the member of the press, seated in the public gallery.

75. CLERK'S REPORT FROM PREVIOUS MINUTES

- 75.1 20th November 2018 - Min. 134.3 - Planning Application BR/281/18/PL - 99 Victoria Drive, Bognor Regis, PO21 2DZ
Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/281/18/PL.

75.2 25th June 2019 - Min. 35.3 - Planning Application BR/155/19/PL - 1-6 The Mews, Mead Lane, Bognor Regis
Members were informed that an appeal had been made to the Secretary of State against the decision of Arun District Council to refuse planning permission in respect of Planning Application BR/155/19/PL.

75.3 25th June 2019 - Min. 35.3 - Planning Application BR/125/19/PL - 1-2 The Parade, Argyle Road, Bognor Regis, PO21 1DT
Members were informed that Planning Application BR/125/19/PL had been withdrawn at the request of the applicant.

76. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2019

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

76.2 The Committee noted that representations had been received from the public in relation to planning applications BR/129/19/PL and BR/63/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

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

77. 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 2nd, 9th AND 16th AUGUST 2019

There were none.

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

ADC Development Control Meeting - 4th September 2019.

78.1 BR/73/19/PL - Land to East of Royal Norfolk Hotel, Aldwick Road, Bognor Regis - Erection of 3 No. terraced residential dwellings, garden/cycle storage sheds and associated parking utilising the existing access (resubmission following BR/214/18/PL). This application affects the setting of a listed building and affects the character & appearance of The Steyne, Bognor Regis Conservation Area

It was noted that the Planning and Licensing Committee had raised an OBJECTION to Planning Application BR/73/19/PL at the meeting held on 14th May 2019 (Min. 9.3 refers).

Members RESOLVED to AGREE that a representative from the Town Council should attend the Development Control Meeting to speak in objection to Planning Application BR/73/19/PL. Members available to attend the meeting were asked to contact the Civic & Office Manager, by no later than 4pm on Tuesday 3rd September.

- 78.2 BR/154/19/PL - 8 Mead Court, Mead Lane, Bognor Regis - Change of use from single dwelling (currently used as a house in multiple occupation with 6 bedrooms) into a house in multiple occupation with 8 bedrooms including the conversion of existing integral garage into living area. This application may affect the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area & may affect the setting of a listed building

It was noted that the Planning and Licensing Committee had raised an OBJECTION to Planning Application BR/154/19/PL at the meeting held on 25th June 2019 (Min. 35.3 refers).

Members RESOLVED to AGREE that a representative from the Town Council should attend the Development Control Meeting to speak in objection to Planning Application BR/154/19/PL. Members available to attend the meeting were asked to contact the Civic & Office Manager, by no later than 4pm on Tuesday 3rd September.

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

There were no Premises Licence applications to consider.

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

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

81. TO RECEIVE AN UPDATE REGARDING TRAFFIC REGULATION ORDER REQUESTS, AS DISCUSSED AT THE PREVIOUS MEETING - MIN. 65 REFERS

The Civic & Office Manager's report was NOTED.

The Committee RESOLVED to suspend Standing Orders (S.O. 16.1 refers) to enable them to consider the rescission of the previous decision regarding a Traffic Regulation Order (TRO) application in relation to Applegate Way (Min. 65 refers).

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

Having noted in the report that a TRO application for Applegate Way had already been submitted, by another party, to West Sussex County Council, Members felt it unnecessary to submit a similar application. However, Members RESOLVED to rescind the previous decision and, therefore, no TRO application for Applegate Way would be submitted but did AGREE that a letter of support should be sent to the Chairman of the JWAAC Committee, who would be considering the TRO application submitted for Applegate Way in November 2019.

82. TO RECEIVE THE RESPONSE FROM ARUN DISTRICT COUNCIL IN RELATION TO THE SUGGESTIONS SUBMITTED TO THE STREET NAMING CONSULTATION - MIN. 66 REFERS

The Civic & Office Manager's report, which included confirmation of the suggestions that had been taken forward by Arun District Council, was NOTED.

83. TO INVESTIGATE THE POSSIBILITY OF INSTALLING A WINDSOCK ON THE EXISTING POLE, EAST OF THE PIER, THAT WOULD BE VISIBLE TO THOSE VIEWING THE LIVE WEBCAM, THEREBY ENABLING WINDSURFERS, SWIMMERS ETC TO HAVE A BETTER IDEA OF THE PREVAILING WIND CONDITIONS

The Civic & Office Manager reported to Members that, following suggestions from members of the public on a social media site, a Councillor had requested that investigations be carried out into the possibility of installing a windsock on an existing pole east of the Pier. With the windsock being visible to those viewing the live webcam, this would enable windsurfers, swimmers etc to have a better idea of the prevailing wind conditions.

Members RESOLVED to AGREE that investigations into the possibility of installing a windsock be carried out, and instructed the Civic & Office Manager to make preliminary enquiries with a report being made to Members at a future meeting of the Planning and Licensing Committee.

84. TO DISCUSS THE RECENT PRESENCE OF TRAVELLERS IN THE DISTRICT, AND TO CONSIDER ANY FURTHER ACTION

Members were informed that a Councillor had, at the beginning of August, contacted Arun District Council (ADC) to ask a number of questions relating to Travellers in the district that had been present over recent weeks. The questions put to ADC by the Councillor were as follows: -

- *Can you give an idea of the cost to the District Council of moving on and cleaning up after the visitors please?*
- *What are the long-term consequences, if any?*
- *Is there any evidence of crime figures spiking in the local areas when the Travellers are about?*
- *What is the Health & Safety risk? There are regularly allegations of travellers leaving behind human faeces amongst other debris - is this correct?*
- *Do the Travellers use the allocated sites in the district? If not, do you know why?*
- *Are there any figures for dog attacks related to the Travellers?*
- *Is it illegal for them to break into land by damaging padlocks etc, are they ever prosecuted by the Council? What is the outcome?*

Members RESOLVED to AGREE that if, upon checking with said Councillor, a response from ADC had not yet been received, then the Town Council should request this information from ADC under the Freedom of Information Act.

85. TO NOTE THE DECISION BY WEST SUSSEX COUNTY COUNCIL TO LEVY A CHARGE ON LOCAL BUSINESSES WHO USE THE PUBLIC HIGHWAYS FOR EXTERIOR SEATING, AND TO AGREE ANY FURTHER ACTION

The Civic & Office Manager's report was NOTED.

Following a brief discussion about the way in which this levy had been rolled out, Members were in full support of the Leader of Arun District Council in calling for the charges to be suspended whilst discussions take place.

Members felt it was important that Town Centre traders are supported in running successful businesses in the Town and, therefore, RESOLVED to AGREE that a letter be sent to the Leader of West Sussex County Council stating that the Town Council OBJECT to the charges being levied on local businesses who use public highways for exterior seating, and asking they the charges be suspended until full consultation has been carried out.

86. TO NOTE THE DETAILS OF THE ARUN DISTRICT COUNCIL DRAFT COMMUNITY INFRASTRUCTURE LEVY EXAMINATION IN PUBLIC

The Civic & Office Manager informed Members that the Examination would take place on Friday 18th October 2019, at 9.30am, and would be held at the Arun District Council Civic Centre, Maltravers Road, Littlehampton. As a consultee, the Town Council are invited to send a representative to attend the Examination.

Members RESOLVED to AGREE that, to allow time for each of them to fully digest the contents of the Draft Community Infrastructure Levy documents, the matter be placed on the Agenda for the Planning and Licensing Committee Meeting to be held on 17th September to discuss whether to send a Town Council representative to attend the Examination.

87. CORRESPONDENCE

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

Additional correspondence included: -

- 87.1 WSCC - Latest Planned Roadworks Report, 21st August - 20th September 2019
- 87.2 ADC - Notification that Planning Application P/134/16/OUT (Land North of Sefter Road & 80 Rose Green Road, Pagham) is being brought back to Development Control Committee, to allow Members to consider the Pagham Development Management Plan (published 19th July 2019) and the World War II Infantry Section Post located on the site which is a non-designated heritage asset
- 87.3 ADC – Notification of a pre-site inspection panel visit in relation to Planning Application BR/73/19/PL (Land East of Royal Norfolk Hotel, Bognor Regis) to take place at 10.15am on Thursday 29th August 2019. The Ward Councillors for Bognor Regis Marine Ward are invited to attend - Councillors Brooks and Stanley, together with a representative of Bognor Regis Town Council
- 87.4 WSCC - Details received of an internal Members' Task and Finish Group to produce an Electric Vehicle Strategy, with the main focus to be on improving awareness and acceleration of provision of charging infrastructure. Proposals are to be published in a Draft Strategy that will open for consultation on 27th August and run until 2nd October. The Town Council's Planning and Licensing Committee will consider the Draft Electric Vehicle Strategy at the next Committee meeting
- 87.5 WSCC - Details of forthcoming regional drop-in events for the launch of the Draft Transport for the South East (TfSE) Transport Strategy
- 87.6 ADC - Confirmation that an updated completions list, to demonstrate how the district is performing in comparison with the requirements of the Local Plan, is not currently available for release. It should, however, be available in Arun's Annual Authority Monitoring Report, which is due to be produced in October 2019
- 87.7 WSCC - Details of improvement works at the A259 Rowan Way/Bognor Regis Retail Park access road junction from Monday 30th September for a seven-week period. Circulated to all Councillors and shared on social media

The Meeting closed at 8.11pm

APPENDIX 1
PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th AUGUST 2019
REPRESENTATIONS ON LISTS DATED 2nd, 9th AND 16th AUGUST 2019

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

<p>BR/212/19/A 33 Chichester Road Bognor Regis PO21 2XH</p>	<p>Advertisement consent for 2 No. internally illuminated fascia signs, 7 No. Ali Panels, 8 No. Wall Mounted Signs, 3 No. Banner Frames, 4 No. Pole Mounted Signs and 1 No. internally illuminated Totem Sign</p>	<p>NO OBJECTION</p>
<p>BR/129/19/PL <i>RE-ADVERTISED</i> 75 Highfield Road Bognor Regis PO22 8PD</p>	<p>Demolition of existing building and erection of 4 No. dwellings (4 x 2-bedroom) with associated access and 1 off-street car parking space (resubmission following BR/215/18/PL)</p>	<p>OBJECTION Although the number of dwellings has been reduced from 6 to 4, the proposed parking spaces have also been reduced from 2 to 1. There is still the potential for the future occupiers of the proposed dwellings to have a number of cars/vehicles between them. Consequently, Members felt that the proposed development does not include sufficient parking provision to meet the needs of future occupiers in accordance with the residential parking standards in use at the time. This will result in an increase in pressure for on-street parking spaces which will be harmful to the amenity of local residents by way of increased conflict/competition for existing spaces and the need for residents to park further away from their dwelling. It is therefore contrary to policies T SP1 and QE SP1 of the Arun Local Plan.</p>

BR/63/19/PL <i>RE-ADVERTISED</i> 15-17 Kew Gardens Bognor Regis PO21 5RD	Demolition of existing building and erection of 6 No. dwellings, 2 x 3-bedroom and 4 x 2-bedroom with associated access and car parking	NO OBJECTION
BR/217/19/HH 52c Annandale Avenue Bognor Regis PO21 2EX	Single storey front extension and pitched roof over garage	NO OBJECTION
BR/221/19/HH 16 Madeira Avenue Bognor Regis PO22 8BY	Single storey side extension, part two storey part single storey rear extension and demolition of existing garage to incorporate garden area	NO OBJECTION
BR/216/19/A 20 Station Road Bognor Regis PO21 1QE	Replace existing shop sign with smaller in width but higher illuminated sign. 1x hanging sign with nylon flat attached to sign poles. Awnings with small edgings with brand name embellished	NO OBJECTION
BR/219/19/L The Royal Norfolk Hotel The Esplanade Bognor Regis PO21 2LH	Internal alterations to create additional bedrooms and form corridor bypass to main stairs. This application may affect the setting of The Steyne Conservation Area	NO OBJECTION

<p>BR/227/19/PL 3 Southdown Road Bognor Regis PO21 2JS</p>	<p>Removal of condition 5 imposed under BR/84/16/OUT(APP/C3810/W/16/3153767) relating to condition 5 - details of all trees/bushes/hedges to be retained along with measures to protect them during demolition and construction works</p>	<p>Based on the information available to them at the time, Members felt unable to fully consider Planning Application BR/227/19/PL until further clarity could be sought. Members agreed to request an extension of time from the Local Planning Authority, and to consider this application at the next Planning and Licensing Committee Meeting.</p>
<p>BR/180/19/PL 37 London Road Bognor Regis PO21 1PQ</p>	<p>Erection of demountable/removable commercial unit at front facing London Road with residential unit at rear</p>	<p>Based on the information available to them at the time, Members felt unable to fully consider Planning Application BR/180/19/PL until further clarity could be sought. Members agreed to request an extension of time from the Local Planning Authority, and to consider this application at the next Planning and Licensing Committee Meeting.</p>
<p>BR/230/19/HH 22-24 Oakhurst Upper Bognor Road Bognor Regis PO21 1FW</p>	<p>Replacement of tile hanging with black PVCu cladding to 2 No. bay windows. This application may affect the setting of listed buildings & may affect the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 5th AUGUST 2019

PRESENT: Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
S. Goodheart, Miss. C. Needs and M. Stanley

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

The Meeting opened at 6.35pm

16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. Mrs. I. Erskine who was on annual leave, Mrs. S. Staniforth who was on sick leave and W. Smith who was working.

In the absence of the Vice-Chairman, Members AGREED that Cllr. Goodheart would act as Vice-Chairman for the Meeting.

17. 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 a Disclosable Pecuniary Interest in Agenda item 6 as a service provider, and would leave the room if required, and an Ordinary Interest in Agenda item 14

Cllrs. Batley, Brooks, Mrs. Daniells, Goodheart, Miss. Needs and Stanley stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th JUNE 2019

It was RESOLVED that the Minutes of the Meeting held on 10th June 2019 be APPROVED by the Committee as a correct record and they were signed by the Chairman.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A member of the public asked if there had been any feedback from a previous question raised regarding the Hotham Park Website on Google.

The Projects Officer gave a brief update but did not have all the information to hand as the matter had originally been raised at a Community Engagement and Environment Committee Meeting and a full update will be provided for that meeting in September.

A member of the public asked if he may be allowed to speak during Agenda item 15, which was AGREED.

The Chairman reconvened the Meeting at 6.45pm

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

20.1 10th June 2019 - Min. 6.1 - Clerks Report further update on the Town map being produced by the BID

The BID Chairman has confirmed that he has received a further draft of the proposed map and it is just awaiting sign off by the BID Board. A request had been made for the BID to allow Members to view the draft. However, it was noted that the map has already been produced and a Member commented that he was disappointed that it did not extend to the wider area of Bognor Regis and was **displayed as the "Official" Bognor Regis Map and Visitors Guide.**

20.2 10th June 2019 - Min. 8.1 - a Member raised a query on the Town Council's remit regarding the power to promote Lotteries and asked for clarification on the Lotteries and Amusement Act 1976, S7

Local Councils can hold lotteries as long as they have an operating licence issued by the Gambling Commission. The Commission must attach a number of statutory conditions and may attach others. Though local Councils have been able to promote lotteries since at least 1976 there is no known case where this has been done.

<https://www.gamblingcommission.gov.uk/home.aspx>

Members requested that this item be made an Agenda item for a future meeting for further discussion.

20.3 10th June 2019 - Min. 10 refers - To receive details of changes to arrangements for the use of ADC owned land for events and agree any action

Whilst reviewing the new ADC Events Policy and Procedure Documents, Members asked for clarification on point 6.4 of the document as the opening paragraph reads:

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

The Closing paragraph reads:

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

The following response has been received from the ADC Events and Marketing Officer:

Apologies, I believed that we had removed the part in the opening paragraph around the decision being final. I will ask for this to be amended accordingly.

- 20.4 10th June 2019 - Min. 11 - Update on the proposal to ask ADC to allow events to be provisionally booked up to 3 years in advance - Min. 100 During discussion on this topic, Members agreed to invite the ADC Events and Marketing Officer to attend a meeting of this Committee.

The response below has been received following an invitation to attend this meeting:

Thank you for inviting me to attend this meeting, unfortunately this is the busiest time for Events and filming so I am unable to attend on this occasion, which is a shame as it would have provided a perfect opportunity to meet the Members of your Events, Promotion and Leisure Committee.

Perhaps if the Members of this Committee have any questions or would like any specific information from me, then these could be put in writing for me to respond to, alternatively, if there is another meeting date then I can check my availability for that.

Members requested that a further invitation be extended to the ADC Events and Marketing Officer to attend a future meeting.

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

The Events Officer's report was NOTED.

- 21.1 Book Day - 29th May 2019
The Events Officer's report as circulated was noted with no further discussion.

- 21.2 Drive Through Time - 14th July 2019
A Member demanded to know what the procedure was for accommodating "non-booked in" cars on the day of the event as there was a particularly nice car he saw being turned away. It was explained that any pre-booked cars that had not arrived by 11.00 are deemed as a no-show and the slot will be filled by those who just turn up on the day. There is a sign clearly displayed that outlines this procedure and the paperwork required. Members were also reminded that this year there was the additional problem of travellers being on site and only removed two days before the event. Therefore, it was even more important to ensure every car had the relevant paperwork to ensure it was a genuine exhibitor and could be accounted for. This would ensure that the Events Officer could be certain that every vehicle would be removed from site at the end of the event leaving the field totally clear so the area could be secured before departing.

Another Member asked if the cavalcade of cars along the promenade that used to happen could be a return feature of the event. The Events Officer will look at this for next year. She also reported that she would relook at bringing the event back to the seafront.

From the public gallery the Mayor asked why he and the Town Crier had not

been required to attend. The Events Officer explained that there was no official opening of the event nor any competitions or prizes to be presented this year. However, the Town Mayor is always invited and that would have to be taken up with the Mayor's Office. The same information had been given to the Town Crier who was also told she would be welcome, however, because of her heavy work schedule in the week she had been unable to attend.

21.3 Proms in the Park - 14th September 2019
The Events Officer's report as circulated was noted with no further discussion.

21.4 Funshine Days - 5th - 30th August 2019
 A Member said they had not been aware the Funshine Days had begun as they had not seen a lot of promotion for the events or the Roller Rink. It was explained that the Funshine Days had been advertised on all the usual platforms and details had gone out in 142k school bookbags covering Sussex, Surrey, London and Kent. The full programme had also been displayed on the Events Facebook page and had received 10,500 hits on the first day. It was hoped that Members would share the Facebook posts. However, the attendance on the first day would suggest that the message had gone out. The Roller Rink is a stand-alone event from the Funshine Days and as such would be promoted separately.

Members were asked to be mindful that the Funshine Days are a 4-week, 5-days a week, event. In the past there had been 3 members of staff on the Events team now there is just one. It was suggested that some sort of social media software scheduling package would be of benefit.

Members also discussed the Funshine Days programme and questioned some of the content. The Events Officer reported that the scheduling for the programme began in February and was reported at the meeting on 11th February 2019 as follows:

The content of the weeks will include many of the favourites such as donkey rides, dance, music with new attractions sourced to keep the event fresh and interesting.

At the meeting of 15th April 2019, the following programme update was reported to Members:

The Funshine Days programme is nearly complete, pending a few confirmations on a few days:

SEASIDE CLASSICS		
MONDAY 5 th AUGUST	SOFT PLAY BUS	BANDSTAND
TUESDAY 6 th AUGUST	BALLOON MODELLING	BANDSTAND
WEDNESDAY 7 th AUGUST	PUNCH & JUDY	BANDSTAND
THURSDAY 8 th AUGUST	SANDCASTLE COMP	BANDSTAND
FRIDAY 9 th AUGUST	MALCOLM THE MAGICIAN	BANDSTAND

H2O WEEK		
MONDAY 12 th AUGUST	DRIFTWOOD CREATIONS	BANDSTAND
TUESDAY 13 th AUGUST	DREAMCATCHERS	BANDSTAND
WEDNESDAY 14 th AUGUST	TJ BOARD HIRE	BANDSTAND
THURSDAY 15 th AUGUST	KITE BOARDING LIVE DEMO	BANDSTAND
FRIDAY 16 th AUGUST	TJ BOARD HIRE	BANDSTAND
PERFORMANCE & ART		
MONDAY 19 th AUGUST	STORYTELLING & ART	BANDSTAND
TUESDAY 20 th AUGUST	CAPOELLA	BANDSTAND
WEDNESDAY 21 st AUGUST	SPORT HULA HOOP	BANDSTAND
THURSDAY 22 nd AUGUST	TAI CHI	BANDSTAND
FRIDAY 23 rd AUGUST	STREET DANCE	BANDSTAND
MUSIC & MOVEMENT		
<i>MONDAY 26th AUGUST</i>	<i>BANK HOLIDAY MONDAY</i>	<i>BANK HOLIDAY MONDAY</i>
TUESDAY 27 th AUGUST	CIRCUS & SLACKLINE	BANDSTAND
WEDNESDAY 28 th AUGUST	BMX & SKATEBOARD	SKATE PARK
THURSDAY 29 th AUGUST	UKULELE WORKSHOP	BANDSTAND
FRIDAY 30 th AUGUST	DRUMMING WORKSHOP	BANDSTAND

It was therefore unfortunate that Members had not raised any queries on the content at the April Meeting so this could be reviewed.

- 21.5 Roller Rink - 10th and 11th August 2019
The Events Officer's report as circulated was noted with no further discussion.
- 21.6 Christmas Illuminations Switch-On - 23rd November 2019
The Events Officer's report as circulated was noted with no further discussion.
22. CONSIDERATION OF HOLDING AN EVENT TO MARK THE VE DAY CELEBRATIONS THAT ARE TAKING PLACE NATIONWIDE ON THE 8th MAY 2020 AND TO RECOMMEND A BUDGET FOR THE ASSOCIATED COSTS

Some Members felt that there were perhaps too many events of this nature and questioned the need to continually celebrate war. There was also the fact that the event was to be on a Bank Holiday and Members were mindful of staffing resources. The Projects Officer reported that this is a nationwide event and urged Members to be aware of the expectation from the public for the Town Council to at least hold some sort of Civic event.

Following further discussion Members AGREED to participate in the VE Day Celebrations following the national programme and with a low-key level event.

Members further AGREED to RECOMMEND to the Policy and Resources Committee that a budget of £3,000 be allocated for the event.

The Events Officer will present some proposals to this Committee to consider at a future meeting.

23. TO CONSIDER POTENTIAL SITES FOR EVENT PUBLICITY

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

23.1 Wind Shelters on the Promenade

A Member stated that whilst it was good that the Events Officer was liaising with the ADC Tourism Development Officer, the BID and Heritage Partnership Board to utilise the Promenade Wind Shelter Sites, there should be a list of other sites available and a strategy. Other Members suggested this may be something to be addressed under Agenda item 15.

23.2 Lamp Post Banner Sites

Members AGREED that the Town Council should investigate taking responsibility for the lamp post banner sites and instructed Officers to undertake further research and report back to the Committee.

24. ALLOTMENTS SUB-COMMITTEE INCLUDING:

24.1 Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11th June 2019

The Projects Officer's Report was NOTED. The Committee RESOLVED to ACCEPT the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11th June 2019

24.2 To consider recommending a change of the day on which the sub-Committee Meetings are held

Members AGREED to RECOMMEND to Council the identified changes to the agreed schedule of meetings, to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings.

24.3 To amend the Terms of Reference as proposed at the Policy and Resources Committee Meeting on 29th July 2019 - Min. 33 refers and recommend to Council for adoption

Members further AGREED to RATIFY the additional amendments to the Terms of Reference as detailed and to RECOMMEND these to COUNCIL for adoption.

25. CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 12 REFERS

Following discussion Members AGREED to defer this item to a future Agenda pending the Town Force Manager's final report to the Policy and Resources Committee.

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

A Member felt that the summer was passing, and that promotion of major events should be happening straight away. He was no longer looking at the locking system on the seafront promenade wind shelters but suggested that the Town Council look to provide A0 posters for the main events. Another Member queried how to quantify which event should be provided for and which ones would not. The Projects Officer reminded Members that any event organiser could drop posters to the office and Town Force would put them up.

Following discussion Members AGREED to NOT PROCEED with the proposal to supply posters for outside event organisers and would not, therefore, be making a recommendation to the Policy and Resources Committee.

A Member suggested approaching the Policy and Resources Committee for a small budget to purchase an In-house Software Solution for Social Media Platforms. This would satisfy the conditions set by Policy and Resources as it would enhance the promotion of Town Council events and free up staff resources rather than impact on them.

Following discussion Members AGREED for Officers to investigate costs and make RECOMMENDATION to the Policy and Resources Committee for a budget.

27. The Projects Officer made a recommendation to the Chairman to propose that the Committee consider an extension to the meeting for there to be enough time to complete the order of business, as per Standing Orders 1.2 Meeting of the Council.

27.1 Members AGREED to extend the meeting by 15 minutes.

28. TO NOTE PUBLICATION OF WEATHER READINGS IN LOCAL NEWSPAPER, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS

The Projects Officer's report was NOTED.

A Member questioned the value of continuing with the weather readings as he does not believe they are reported nationally and are of little benefit. The

Projects Officer asked the Member to email his suggestions and she will arrange for it to be placed on the appropriate Agenda.

29. TO RATIFY EXPENDITURE OF £804.50 PLUS VAT FOR ADDITIONAL BUNTING FOR LONDON ROAD/HIGH STREET AND MAKE RECOMMENDATION FOR IDENTIFICATION OF A SPECIFIC BUDGET IN THE 2020/21 FINANCIAL YEAR, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS

Members AGREED to RATIFY the expenditure of £804.50 plus VAT for additional bunting.

A Member asked if the best possible price had been sourced for the bunting and added that he felt that the money spent on bunting could be better utilised on posters and promotion.

Following discussion Members RESOLVED not to request that a specific budget be identified for the provision of bunting for next season.

30. TO NOTE THE DECISION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29th JULY 2019 REGARDING IDENTIFICATION OF A BUDGET TO PURCHASE LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA AND AGREE ANY FURTHER ACTION

A Member questioned the Projects Officer's report as he believed that the £200 agreed budget from the Policy and Resources Committee was not for lighting but the ongoing maintenance and promotion of Billy Bulb. He was also unhappy that the report said there would not be an opportunity to use the generator. The Projects Officer explained that this was for Health & Safety reasons.

Since the meeting the Projects Officer has checked the Policy and Resources Minutes for confirmation which are detailed below:

Following discussion, Members AGREED that a budget of £200 be allocated for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala 2019 and NOTED that this budget would need to be funded by General Reserves. Furthermore, Members AGREED that a budget for ongoing maintenance should be reallocated going forward which should be considered as part of the budget setting process.

The Projects Officer also reported a suggestion made by Town Force to use the existing battery powered arc lights to light up the Billy Bulb Mascot. This had been rehearsed and was very effective.

After discussion Members AGREED to illuminate the Billy Bulb Mascot with the battery powered arc lights. Therefore, the budget identified by the Policy and Resources Committee from General Reserves for lighting will not need to be utilised.

31. CONSIDERATION OF A PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS AS PROPOSED BY A MEMBER OF THE PUBLIC AT THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 29th JULY 2019

The Meeting was adjourned

A member of the public addressed the Committee and spoke in regard to a number of issues that had been raised throughout the meeting relating to promotion of the Town and its events. He suggested that a more focused approach was needed, and this could only be achieved by a collective willingness to all work together. The suggestion was to look at forming a partnership/board that included all the key stakeholders and partners, to pool resources and take overall responsibility for the promotion and marketing of Bognor Regis. He referred to the very successful partnership work that was undertaken by ADC, BRTC and the BID last Christmas which had an enormous impact on the promotion of all the Christmas festivities. Whilst the detail would need to be agreed he hoped that the Town Council would consider supporting such a platform.

The Meeting was re-convened

The Chairman thanked the member of public for his proposal which was positively received by the Committee. During the discussion that followed it was suggested that the idea also be discussed at the Corporate Strategy Review Meeting on 14th August 2019.

Members AGREED that a scoping report should be initiated in the first instance to outline how the proposal could work and what resources and budgetary requirements would be required. The Projects Officer will meet with the member of the public to discuss how this can be moved forward and will report back to the Committee at the next meeting.

32. TO NOTE CORRESPONDENCE INCLUDING LISTS PREVIOUSLY PRESENTED TO THE MEETING OF 10th JUNE 2019

The Committee NOTED receipt of the correspondence list, previously circulated, including the lists previously presented at the meeting on 10th June 2019.

33. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Monday 7th October 2019.

The Meeting closed at 8.35pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 12 - TO FURTHER CONSIDER THE MOTION BY CLLR. SMITH REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 63 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

The following Motion was received at the Council Meeting held on 1st July 2019: -

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

Discussion included the option for the Town Council to consider presentations from all groups interested in the regeneration of Bognor Regis rather than Sir Richard Hotham Project exclusively. It was noted that Arun District Council's future plans for the Pavilion Park were, as yet, unknown with a decision due at a Cabinet Meeting to take place on 8th July 2019. It was therefore suggested that any further consideration on this item be deferred until after the Cabinet Meeting had taken place and clearer indication of ADC's intentions are known. Members agreed to await the outcome of the ADC Cabinet Meeting and to then bring the Motion back to a future Council Meeting for further consideration – Min. 63 refers.

At the ADC Cabinet Meeting, held on 8th July, Members resolved that: -

- (1) *The Council revisits the future of the Hothamton site in Bognor Regis and develop three alternative proposals for the areas previously designated for the Pavilion Park, which focus on the Sunken Gardens and Hothamton play areas only, which is to retain the split levels. These proposals will not include any residential development and the health centre will not be affected by any of the plans put forward;*
- (2) *The previously approved option and consultant appointment be terminated, and;*
- (3) *A brief for Cabinet to consider be drawn up prior to public consultation.*

Members should note that the report provided to Cabinet, when considering this item, included the following statements: -

"The preferred direction is to progress instead with a scheme which is contained within the current footprint of the Sunken Gardens and Hothamton play area only."

"These proposals will not include any residential development and the health centre will not be affected by any of the plans put forward."

"Following the production of new proposals the Council will seek public opinion through a consultation phase before further decisions are made."

"The Hothampton car park and Sunken Garden sites were included within the regeneration scheme put forward and granted on appeal to the Sir Richard Hotham Group. The Council decision of 18 July 2018 was to 'reaffirm not making any commitment as landowner to enter into any binding legal agreements pursuant to the granting of any planning permission in 2018, for the regeneration of the Regis Centre and Hothampton car park sites under its freehold ownership'. This position remains unchanged."

DECISION

How do Members wish to proceed with regard to the Motion?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 13 - TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 66 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

The following Motion was received at the Council Meeting held 1st July and stood referred to this Council Meeting without discussion: -

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

DECISION

How do Members wish to proceed with regard to the Motion?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 14 - TO CONSIDER THE MOTION BY CLLR. STANLEY REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 67 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

The following Motion was received at the Council Meeting held 1st July and stood referred to this Council Meeting without discussion: -

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

DECISION

How do Members wish to proceed with regard to the Motion?

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 15 - BOGNOR REGIS LTD - TO CONSIDER FUTURE
BANKING ARRANGEMENTS

REPORT BY TOWN CLERK

FOR DECISION

Members will have considered earlier in the Meeting the recommendation from the Policy and Resources Committee to proceed with the possible acquisition by the Town Council of Bognor Regis Ltd.

Subject to agreement of the earlier recommendation being made, Members will now need to consider future banking arrangements for the company.

Bognor Regis Ltd. currently has a bank account with HSBC which has a zero balance. As part of the acquisition, a decision needs to be made as to whether to retain the current bank account by completion of the necessary paperwork or seek that the current Directors instruct HSBC for this account to be closed. For administrative purposes continuation with the HSBC bank account would be the simpler option. If the decision is taken that the current bank account is closed, a new account would then need to be opened with the Town Council's current bankers, The Co-operative Bank.

DECISION

To consider and AGREE whether to retain the existing Bognor Regis Ltd. bank account currently held with HSBC or to open a new bank account with the Council's existing bankers The Co-operative Bank.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 16 - FURTHER CONSIDERATION OF THE REPARISHING OF THE WIDER BOGNOR REGIS AREA MOST RECENTLY DISCUSSED AT THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29th JULY 2019 (MIN. 41 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

Annual Town Council Meeting 13th May 2019 - Min. 19 refers

During public question time a member of the public spoke about the parish boundaries for the six Town/Parish Councils in the local urban area and the idea of a single Town Council. After the meeting was reconvened and following the suggestion from the member of the public, it was agreed that the issue of changes to parish boundaries should be referred to the Policy and Resources Committee as an Agenda item at a future meeting.

Policy and Resources Committee Meeting 3rd June 2019 - Min. 21 refers

Having been referred from the Annual Town Council Meeting, Members discussed this issue and agreed that a letter should be sent to Arun District Council requesting them to consider the re-parishing of the wider Bognor Regis area.

7th June 2019

A letter is sent to the Chief Executive of ADC.

Policy and Resources Committee Meeting 29th July 2019 - Min. 41 refers

Members received a report at this meeting including notification that correspondence had been received from Aldwick Parish Council, Bersted Parish Council, Felpham Parish Council and Pagham Parish Council, with copies of these circulated at the meeting. It was then subsequently agreed that upon receiving a response from ADC, this would first be discussed at the next Policy and Resources Committee Meeting with a copy of the response then being sent to the surrounding parishes. It should be noted that ultimately the matter would be considered by Full Council before any final decisions were reached.

UPDATE

Since the last Policy and Resources Committee Meeting, further correspondence has been received from the Parishes, copies of which will be available in the Members' Area. In addition, two Freedom of Information requests have been received from a Parish Council which are being

responded to within the designated timescale, and a copy of the correspondence will be available for Members to view within their Area.

An email response has now been received from ADC and a copy will be available in the Members' Area. Attached to the email from ADC was the document "ADC Guidance on Community Governance Reviews 2019" and for easy reference, this guidance is attached to this report as Appendix 1.

Whilst it had been the intention for this response to be considered by the Policy and Resources Committee and then a copy sent to the neighbouring Parishes, events have overtaken, and a copy has been sent to them directly by ADC.

As Members will read, the ADC Guidance includes key stages/criteria to be met such as:

- 1.4 When undertaking a review, the principal council needs to secure community governance arrangements that reflect a distinctive and recognisable community with its own interests and sense of identity and that has community governance that is effective and convenient. The feeling of local community and the wishes of local residents are primary considerations.
- 2.1. A community governance review can be requested by any member of the public or local organisation via a public petition. A petition is seen as a public demonstration of the wishes of the local community.
- 3.2. For the petition to be valid it must meet certain conditions. The most significant of these is that it must be signed by the requisite number of local electors. The three thresholds are:
 - a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them
 - b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them
 - c) for an area with more than 2,500 local electors, the petition must be signed by at least 10% of them

Therefore, to expedite the matter, as a response has been received from ADC and is widely circulated and as any final decision would need to be taken by the Full Council, the Town Clerk has taken the decision to refer the matter to this meeting for consideration.

The neighbouring Parish Councils, namely Aldwick, Bersted, Felpham, Middleton-on-Sea and Pagham have therefore been informed that this matter will be discussed at this meeting rather than at the Policy and Resources Committee Meeting at the end of the month.

Members are therefore asked to: -

- a) Review and consider the Guidance included within the response from ADC
- b) Note all communications received from the neighbouring Parishes (as listed in the Members' Area) including the more recent copy correspondence from Aldwick and Bersted Parish Councils to ADC confirming that they would not support changes to their Parish boundaries in this regard.

DECISION

Having considered the information relating to this matter as noted above, Members are asked to AGREE how they wish to proceed with regard to the issue of re-parishing of the wider Bognor Regis area.

Arun District Council Guidance on Community Governance Reviews 2019

August 2019

Arun District Council Guidance on Community Governance Reviews.

1. Introduction

1.1. Since 2008, District Councils have had responsibility for undertaking community governance reviews and deciding whether to implement recommendations made in those reviews, under the Local Government and Public Involvement in Health Act 2007. This basic guidance is provided for parishes within Arun District Council (ADC) and is based primarily on the guidance issued by the Local Government Boundary Commission for England (LGBCE) which can be found here:

<https://www.gov.uk/government/publications/community-governance-reviews-guidance>

1.2. This ADC guidance also includes detailed information on the local procedures to be followed when a community governance review is requested. The LGBCE guidance is detailed and this document only covers what are likely to be initial considerations. Any parish considering such a request should contact the Electoral Registration Officer at Arun District Council to discuss their particular circumstances in more detail.

1.3. There are a number of different reasons why a parish or parishes may request a review of their boundaries. These may be where there have been changes in population (e.g. new housing developments) or in reaction to specific or new local issues. They may also be triggered by local people presenting a public petition to the District Council (the 'Principal Council').

1.4. When undertaking a review, the principal council needs to secure community governance arrangements that reflect a distinctive and recognisable community with its own interests and sense of identity and that has community governance that is effective and convenient. The feeling of local community and the wishes of local residents are primary considerations.

1.5. It should be noted that the guidance is generic with no prescribed consultation process - the review and consultation process must be appropriate to the nature and scale of the questions set out in the terms of reference for the review. For example, a recent review in ADC involved two parishes who wished to merge and part of the consultation was a letter to every elector across both parishes. In another case, a boundary change was about moving a small plot of land between two parishes, with no impact on residents, and the consultation primarily involved writing to local organisations who might have an interest.

1.6. Any review and its associated consultation process is managed and funded by the District Council.

2. Who can request a Community Governance Review?

2.1. A community governance review can be requested by any member of the public or local organisation via a public petition. A petition is seen as a public demonstration of the wishes of the local community. The next section of the guidance sets out some of the key criteria for a valid public petition. Where a petition is deemed to be valid, the principal council is required to carry out a review unless:-

- a) The principal council has concluded a community governance review within the last two years which, in its opinion, covered the whole, or a significant part, of the area to which the petition relates;
or
- b) The council is currently conducting a review of the whole, or a significant part, of the area to which the petition relates.

2.2. Where a request has been made by a means other than a public petition (including a request from a parish council) the principal council must review the request against the criteria set out in the LGBCE guidance (see Section 3 of the LGBCE) and determine whether or not they will carry out the review.

2.3. A principal council may determine that a review is necessary as a result of a neighbourhood plan or new housing development, or other local circumstances.

3. Public petitions to trigger community governance reviews

3.1. Local electors can petition their principal council for a community governance review to be undertaken. The petition must set out at least one recommendation that the petitioners want the review to consider making. Examples of what these might be are set out in the LGBCE guidance (paragraph 40).

3.2. For the petition to be valid it must meet certain conditions. The most significant of these is that it must be signed by the requisite number of local electors. The three thresholds are:

- a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them
- b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them
- c) for an area with more than 2,500 local electors, the petition must be signed by at least 10% of them

3.3. Where a petition is presented to the principal council and it meets the criteria for a review the information set out in section 4.3 below must still be provided to the Electoral Review Sub-Committee and then Full Council so that they can approve the terms of reference and methodology for the review

4. Procedure for community governance reviews

- 4.1. The requestor should consider the reason why a community governance review might be appropriate and who should be engaged in discussions initially. Take advice from ADC about the review process.
- 4.2. Having determined that any proposal is likely to comply with the principles set out in the LGBCE guidance, the requestor should send a formal request to ADC setting out the key reasons for a review, including the benefits to the community and any disadvantages known at that point. The request should be addressed to the Electoral Registration Officer. For Town or Parish Councils, the request should be instigated by the Chairman or Town/Parish Clerk.
- 4.3. The first formal stage is that the Electoral Review Sub-Committee (Sub-Committee) will receive a report from the Electoral Registration Officer (or his representative) setting out the request and any background information which is deemed to be necessary. The report would also include the Terms of Reference for the review, the methodology, and the provisional timetable. The Sub-Committee may ask for further information at this stage and may delay their recommendation to a future meeting. If the Sub-Committee recommends that the review should proceed, the final decision will be made at the next available Full Council. It is helpful for those requesting the review to be available to answer questions at the Sub-Committee, but they would not be asked to speak otherwise.
- 4.4. The review must be completed, including all the legal documents, within 12 months of the start of the community governance review. The review begins when the council publishes terms of reference for the review and concludes when the council publishes the recommendations made in the review. It would be normal to implement changes which impact on the precept on 1 April, which means approval in time for Council Tax billing.
- 4.5. Prior to the Sub-Committee meeting and the report being written, the Electoral Registration Officer (or his representative) will meet with those requesting a review and, if necessary, other parties to clarify any outstanding matters and seek further information to ensure that members have enough information and a good enough understanding of the overall situation to make a decision to proceed (or not). This stage may take some time and is likely to include key information on, for example, numbers of new ward members, depending on the nature of the proposed change.
- 4.6. Following completion of the review, the Electoral Registration Officer will present a report to the Sub-Committee. The Sub-Committee will agree its final recommendations (subject to the final stage of consultation) and these will be published in the relevant local media and on websites as the final stage in the consultation process.

- 4.7. The public will be given a period to respond and any responses will be passed back to the Sub-Committee for further discussion, following which they will make a final recommendation to the next available Full Council.
- 4.8. There are a number of legal processes which need to be completed and a number of bodies who need to be notified of the changes. Although ADC will complete the documentation, the parishes would have to work closely with the Council to ensure that it has all the required information, e.g. assets to be transferred, staff to be transferred, final precept figures etc.
- 4.9. Part of the process is that the ADC officer leading the review will contact these bodies early in the process, in particular the Local Government Boundary Commission for England, to ensure that they will have no objections to the proposals.

****END****

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 17 - TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 17th JULY 2019 INCORPORATING THE AGM, NOTING THAT APOLOGIES FOR ABSENCE FOR BRTC REPRESENTATIVES HAD BEEN GIVEN, AND TO CONSIDER ADALC MEMBERSHIP, INCLUDING COSTS, GOING FORWARD

REPORT BY TOWN CLERK

FOR DECISION

The Notes of the meeting of the Arun District Association of Local Councils held on Wednesday 17th July 2019 incorporating the AGM are attached (Appendix 1).

Members should note that neither of the Town Council's representatives to ADALC could attend the meeting due to a clash with the ADC Full Council Meeting. Contact was made with Trevor Leggo of SALC, through whom the Agenda and accompanying letter had been issued, to ascertain if there was any possibility of rescheduling the ADALC meeting, due to the highly likely absence of dual-hatted Members. Unfortunately, the response was that the scheduled date of 17th July would stand and therefore formal apologies on behalf of Cllrs. Mrs. Daniells and Goodheart were submitted.

Unfortunately, the apologies for absence submitted on behalf of Cllrs. Mrs. Daniells and Goodheart were not duly noted in the draft Notes this will, however, be rectified at the next ADALC Meeting when the Notes are approved.

At the meeting held on 17th July, whilst discussing the way forward for ADALC, it was suggested that the Association might have three meetings per year, possibly four, and a Conference with ADC. Membership would see each Parish being asked to pay £15.00.

The Town Council have been asked to respond to the Chairman of ADALC, regarding their views on membership, in September.

UPDATE

Following a meeting between the Chief Executives of West Sussex Association of Local Councils (WSALC) and ADC, the latter has confirmed that ADC will continue to provide £500 towards ADALC administration support for the years 2019/20 and 2020/21.

Also, with regard to the planned "Arun Forum" that was originally scheduled for this Autumn, it was reported that this was delayed as an important part of the meeting would have been a session from the ADC Leader and Chief Executive on the future strategy for ADC which, of course, was subject to change

following the elections in May. It is now envisaged that this will take place in January next year, giving the Cabinet some time to be clear about its direction.

DECISIONS

Members are invited to NOTE the Notes of the ADALC Meeting incorporating the AGM held 17th July 2019.

Members are asked to CONSIDER and AGREE on the Town Council's response, to be submitted to the Chairman of ADALC, regarding membership going forward and the associated cost of £15.00 per annum.

Hello All

Attached are the notes of the last meeting which Michael Warden has valiantly put together.

We agreed that you would all get back to me regarding membership in September after your next Council meetings so I'm looking forward to hearing from you and arranging our next meeting – we need to get dates in the diary as soon as possible.

To those of you who were unable to attend, please let me know your intentions re membership. With a new District Council in situ, this is an ideal opportunity to re-form and really make a difference.

I hope this e mail reaches the correct person in your Council and that it is forwarded on to you. If you have a preferred or more specific email address just let me know and I will adjust my records.

You will be hearing from me to keep you up to date with membership issues and anything else which could attract our combined attention.

Best wishes

Lilian Richardson

Notes of the ADALC Meeting July 17th 2019 at Aldwick Parish Council Chambers.

Present

Aldingbourne P.C.; Michael Warden

Aldwick P.C.; Lilian Richardson, Alan Smith

Arundel T.C; Angela Standing

Bersted P.C.; Jonathan Spencer

Clymping P.C.; Henry Burrell

East Preston P.C.; Simon Cross, Steve Toney

Felpham P.C.; George Grundy, Dave Smart

Ford P.C.; Trevor Ford, Dawn Smith

Kingston P.C.; Roger Wetherell.;

Lyminster & Crossbush P.C.; Dan Montagnani

Pagham P.C.; Dawn Salter

Walberton P.C.; Andrew Ratcliffe, Andrew Vawer

1. **Apologies:** Gill Yeates, Bersted P.C., Barnham P.C, Rustington PC, Middleton-on Sea PC, Slindon PC – has declined to be associated. Terry Oliver, Chair WSALC.
2. L.R. Welcomed everyone and explained that neither Trevor Leggo SSALC CEO nor Terry Oliver were able to attend as was the intention for one of them to lead the meeting until a Chairman was elected. It was agreed therefore, that L.R and MW could lead the meeting in their absence.
3. It was stated that the purpose of the meeting was to discuss the aim and structure of the Association and to determine whether there was an appetite for it to continue. L.R also pointed out that whatever the outcome of this meeting, Councillors present would need to make suitable representation to their respective Councils in order to confirm their decisions regarding whether their Parish would agree to membership. Owing to the infrequency of some Council meetings over the summer period, the end of September was accepted as being an end date for parish/town responses.
4. There was a very constructive discussion and valued comments on what had gone before and the method by which the Task and Finish Group had outlined how the Association could be better managed and developed. Members at the previous

meeting agreed that the proposal by the T & F Group was acceptable although now out of date. This is included below for reference.

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

Further discussion on the way forward took place and revolved around the six issues as under Agenda item 4. and a summary of the comments made are as follows;

- Three meetings per year + a Conference with ADC. Meetings spaced in this way throughout the year could be effective (post meeting, a suggestion that there should be quarterly meeting with an annual calendar of dates to allow for forward planning by representatives)
- Generally, it was felt that previously the Association did not achieve anything. What should we be doing?
- It was felt that there was very little respect by ADC for the concerns of the Parishes and that this needed addressing on both sides. ADC had proposed to meet in Clusters with Parishes, but these were not convened and this initiative appeared to have been forgotten.
- ADC's inability to issue consultations considering the need for Council discussions and giving adequate time for responses and - that they are not publicised enough.
- Two important specific Consultations were mentioned, which are active at present, Arun Gypsy and Travelling Show-people Site Allocations Development Plan and Public Open Space and Arun Parking Standards Supplementary Planning documents.
- The amalgamation of Clinical Commissioning Groups was also seen as a matter for consultation/involvement with health commissioners.

- Specific matters that have arisen throughout the District on new developments are the parking on the roads, even when space is available to the properties, which has in some cases reduced estate roads to only being accessible in one direction; lack of bus services to new developments, because roads are not constructed wide enough to accommodate buses and also, services being cut, thus rendering use of motor vehicles as the primary means of travel. It was queried how we could learn from these existing developments and implement the results of this learning before development took place.
- It was further agreed that the Association should target more specific and strategic matters that effect all the Parishes and to try to influence them by being a strong body, which can only come with a full complement of members.
- An aspiration is to invite senior officers as representatives of WSCC, ADC and CCG to engage with the Association at the meetings and to provide information on their plans and discuss what, how and when projects/ideas are intended.
- It was queried how the Association is and would be funded. M.W. explained that both SSALC and ADC gave grants in equivalent amounts and each Parish was asked to pay a fee of £15.00. and he hoped that it would be continued.

M.W. to approach Trevor Leggo, CEO, SSALC to ascertain if the arrangement with ADC and SSALC could continue.

5. All present were asked if they were, in principle, in agreement with the Association continuing and a show of hands was unanimous in approval. Reports from the meeting to take it back to their Councils to hopefully approve. It was carried unanimously.
6. Lilian Richardson and Michael Warden put themselves forward as Chairman and Vice-Chairman, which was carried, there being no other nominations. Both agreed to share and carry out the Secretarial duties until such time as one can be found. The Secretary could be sourced from a member of the public and not necessarily from Parish Councillors. All present were asked to see if there would be any person to fill the role from their Parish. Gill Yeates had said if no one else came forward she would continue in the role of Treasurer.
 - Dates for future meetings to be confirmed.

Originator: Michael Warden.

Date: 25th July 2019.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 18 - CHANGES TO REPRESENTATIVES TO OUTSIDE BODIES: TO APPOINT A REPLACEMENT RESERVE REPRESENTATIVE TO THE BOGNOR REGIS REGENERATION BOARD, AND TO NOTE THAT A REPRESENTATIVE WILL NO LONGER BE APPOINTED TO VAAC WITH IMMEDIATE EFFECT

REPORT BY TOWN CLERK

FOR DECISION

At the Annual Council Meeting held on 13th May 2019, Members resolved to appoint representatives to 'Outside' Bodies.

However, Cllr. Brooks has recently informed the Town Clerk that he will no longer be the reserve representative for the Bognor Regis Regeneration Board. Therefore, Members are invited to re-appoint a reserve representative to the Bognor Regis Regeneration Board for the remainder of the 2019/2020 municipal year.

Furthermore, the Town Clerk has received notification from the VAAC Executive Board that their Board of Trustees have taken the decision to reduce the number of observers at the Board to Officers only, from VAAC's main funders. In light of this, Members are required to note that the VAAC Executive Board, with Cllr. Mrs. Daniells as the appointed representative, will be removed from the list of 'Outside' Bodies.

DECISIONS

To AGREE the appointment of a reserve representative to the Bognor Regis Regeneration Board for the remainder of the 2019/20 municipal year.

To NOTE that the VAAC Executive Board, with Cllr. Mrs. Daniells as the appointed representative, will be removed from the list of 'Outside' Bodies.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 1st JULY - 2nd SEPTEMBER 2019

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 06.07.19	:	Southdowns Concert Band 'A Journey Through Time' Show, Chichester Cathedral
Wednesday 10.07.19	:	BRTC Twinning Reception for visitors from Twinned Towns of Weil am Rhein and Trebbin, 'Seasons', Nyewood Lane, BR
Friday 12.07.19	:	Salvation Army 'Kids Club' Talent Night, Salvation Army Hub, Canada Grove, BR
Monday 15.07.19	:	Presentation to winning School for In Bloom Pea Growing Competition, Edward Bryant School, London Rd, BR
Tuesday 16.07.19	:	Presentation to winning Nursery for In Bloom Pea Growing Competition, Happytime Pre-School, North Bersted Street, BR
Wednesday 17.07.19	:	<i>Deputy Mayor attended: Chairman of ADC's Afternoon Tea, prior to ADC Full Council Mtg, Arun Civic Centre, Maltravers Rd, L'ton</i>
Thursday 18.07.19	:	Launch of 'Communities in Mind' service for Bognor Regis & Chichester areas, Laburnum Centre, Lyon Street, BR
Saturday 20.07.19	:	Confide Counselling AGM 2019, Swanfield Chapel, Chichester
Saturday 20.07.19	:	Sandmartin's Residents Summer BBQ, Stocker Road, BR
Saturday 20.07.19	:	<i>Deputy Mayor attended: BR Spiritualist Church Fete, Sudley Road, BR</i>
Friday 26.07.19	:	Unveiling of Blue Plaque for King George V, Town Hall, Clarence Rd, BR
Friday 26.07.19	:	Bognor Regis Museum Celebration of 90 years Of 'Regis' title event, Museum, West Street, BR

- Friday 26.07.19 : Mayor of Bognor Regis' Afternoon Tea Dance To celebrate 90 years of 'Royal Suffix', Regis Centre, Belmont Street, BR
- Saturday 27.07.19 : Opening of BR War Memorial Hospital Summer Fete, Shripney Rd, BR
- Sunday 28.07.19 : Mayor of Bognor Regis' Celebration event for 90 years of Royal Suffix - Regis Concert Band Performance, Bandstand, Hotham Park, BR
- Friday 02.08.19 : *Deputy Mayor attended: New Graduate Solo Art Exhibition, Waltham House Art Gallery, Town Cross Ave, BR*
- Saturday 03.08.19 : *Deputy Mayor attended: Hotham Park Country Fair 2019, Hotham Park, BR*
- Monday 05.08.19 : New Graduate Solo Art Exhibition, Waltham House Art Gallery, Town Cross Ave, BR
- Thursday 08.08.19 : Judging of Sandcastle Competition as part of 'Funshine Days', Seafront Bandstand, BR
- Saturday 10.08.19 : Elizabeth House Care Home's 'Summer Morning Event', Elizabeth House, Victoria Dr, BR
- Wednesday 14.08.19 : Viewing of Servite House Gardens & Afternoon Tea, Servite House, Servite Close, BR
- Friday 16.08.19 : Alexandra Theatre Children's Club Show, Regis Centre, Belmont Street, BR
- Friday 16.08.19 : My Sister's House 5th Anniversary Celebration & Opening of extended premises, London Rd, BR
- Sunday 18.08.19 : University of Chichester's Undergraduate Ceremonies 2019, Chichester Festival Theatre, Chichester
- Thursday 22.08.19 : Participation in Tai Chi Workshop as part of 'Funshine Days', Seafront Bandstand, BR

- Friday 23.08.19 : *Deputy Mayor attended: 'The Brighter the Light' Art Exhibition, Waltham House Art Gallery, Town Cross Ave, BR*
- Friday 23.08.19 : Gala Night for Summer Show at Alexandra Theatre, Regis Centre, Belmont Street, BR
- Sunday 25.08.19 : 70th Anniversary of BR Yacht Club Celebrations Yacht Club, Victoria Rd South, BR
- Tuesday 27.08.19 : Mtg at BR Amateur Boxing Club, VK Gym, Durban Rd, BR
- Saturday 31.08.19 : PRIDE event, Legends Bar, The Esplanade, BR

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 1st JULY - 2nd SEPTEMBER 2019

REPORT BY CIVIC OFFICE

FOR INFORMATION

Monday 01.07.19	:	Attendance at BRTC Council Mtg, Town Hall, BR
Tuesday 02.07.19	:	Mtg with Television Company regarding role of Town Crier, High Street, BR
Wednesday 10.07.19	:	BRTC Twinning Reception for visitors from Twinned Towns of Weil am Rhein and Trebbin, 'Seasons', Nyewood Lane, BR
Thursday 11.07.19	:	Wellington Grange Care Home Summer BBQ, Wellington Grange, Chichester- private Booking
Friday 12.07.19	:	Proclamation in Town Centre for Drive through Time event
Saturday 13.07.19	:	Sussex Wing- Royal Air Force Air Cadets Annual Parade to mark 75 th Anniversary of D-Day, Chichester Cathedral- private engagement
Friday 26.07.19	:	Proclamation in Town Centre for 90 th Anniversary of 'Regis' title & 'Funshine Days'
Wednesday 31.07.19	:	Kenny Smith 50-Day Charity Cycle Ride 'Homecoming' Celebration, Chichester Gate, Chichester
Monday 05.08.19	:	Proclamation in Town Centre for 'Funshine Days'
Thursday 08.08.19	:	Judging of Sandcastle Competition as part of 'Funshine Days', Seafront Bandstand, BR
Friday 09.08.19	:	Proclamation in Town Centre for 'Funshine Days'
Thursday 15.08.19	:	Proclamation in Town Centre for 'Funshine Days'
Friday 23.08.19	:	Proclamation in Town Centre for 'Funshine Days'

BOGNOR REGIS TOWN COUNCIL MEETING
2nd SEPTEMBER 2019

AGENDA ITEM 23 - CORRESPONDENCE - FOR INFORMATION

1. NALC May 2019 Election Survey - circulated to Councillors
2. SSALC - SALC Bi-annual Meeting with Chief Constable Sussex Police
3. Message from Chief Inspector Jon Carter who is the new Arun & Chichester District Commander for Chichester and Arun, replacing Kris Ottery - emailed by ADC and circulated to Councillors
4. SALC Bulletin 29 - 2019
5. WSCC - Notice of publication of WSCC Cabinet Minutes
6. Email from a Parish Council regarding re-parishing
7. Zurich Insurance - Town and Parish Council Insurance
8. Westminster Insight - Mental Health in the Workplace Conference - 16 October Central London
9. HPHT - urgent request for volunteers for the Country Fair - circulated to Councillors
10. VAAC - Funding Focus - Circulated to Councillors and on Social Media
11. Government Events - National Climate Change Conference 27th November - Central London
12. Neighbourhood Alert - Scam Warning - Criminals Targeting People With Universal Credit Scam - circulated to Councillors and on Social Media
13. SSALC - Model Financial Regulations and Guidance Notes 2019
14. VAAC - Weekly E-Bulletin Updates - circulated to Councillors and on Social Media
15. Government Events - The National Local Government Funding and Finance Event: The Way Forward - Thursday 28th of November 2019 - Central London
16. Middleton Parish Council - Letter regarding 'Re-parishing' of the wider Bognor Regis Area
17. Invitation to Informal Parish Liaison Meeting - circulated to Representatives
18. NALC Chief Executives Bulletin - Circulated to Councillors
19. Neighbourhood Alert - Weekly E-Bulletin Arun District 22-28 July 2019 - circulated to Councillors and on Social Media
20. Neighbourhood Alert - Fraudsters Targeting Social Media Influencers - circulated to Councillors and on Social Media
21. SALC - Bulletin 30-2019
22. ADALC - Notes of meeting of 17th July - circulated to representatives
23. Coastal West Sussex Mind – News Update Summer 2019
24. Felpham Parish Council – Freedom of Information request of ADC re: "reparishing" of the wider Bognor Regis Area
25. Letter from Armed Forces thanking the Town Council for their help and assistance at the AFD Event 22 June 2019
26. Neighbourhood Alert - Landmark Neighbourhood Watch Cybercrime Survey Launched - circulated to Councillors and on Social Media
27. Westminster Insight - Reducing Employee Absenteeism Briefing - 17th October 2019 - Central London

28. Neighbourhood Alert - Weekly Bulletin - Arun District - 29th July - 4th August - circulated to Councillors and on Social Media
29. WSCC JWAAC Highways and Transport Sub-Group Meeting Tuesday 22nd October 2019
30. VAAC Weekly E-Bulletin Updates - circulated to Councillors and on Social Media
31. SSALC Training Event for Councillors Local Government Finance Workshop for Councillors
32. NALC - Chief Executive's bulletin
33. SALC - Bulletin 30-2019
34. Sussex Police and Crime Commissioner - Successful partnership working - circulated to Councillors
35. Neighbourhood Alert - Sussex PCC Poll about Neighbourhood Watch Activity - circulated to Councillors and on Social Media
36. Email from a member of the public praising the work done in planters and flower beds around the town
37. VAAC Emergency First Aid Course - circulated to Councillors
38. Email from member of the public regarding re-parishing sent to all parish councils and circulated to councillors
39. Letter from resident complaining about the state of pavements in Bognor Regis and the Civic & Office Manager's response
40. ADC - Review of Polling Arrangements within the Arun District. Survey link emailed to Councillors and shared on website and social media
41. Email from Felpham PC Clerk regarding a Freedom of Information request regarding the Re-Parishing proposal
42. Email from Bersted PC Clerk re "Re-Parishing" Bersted PC decision
43. NALC - Newsletter - circulated to Councillors
44. Email from Aldwick PC Clerk with attached copy of their letter to Arun District Council regarding "Re-Parishing"
45. Email from Pagham PC Clerk regarding "Re-Parishing"
46. VAAC - Weekly E-Bulletin update - circulated to Councillors and on Social Media
47. Email from Felpham PC regarding "Re-Parishing"
48. Westminster Insight - Customer Insight Conference 21st November 2019 - Central London
49. Letter from a member of the public regarding the cancellation of ROX and the Civic and Office Manager's reply
50. Neighbourhood Alert - Weekly Bulletin - 5-11 August 2019 - circulated to Councillors and on social Media
51. NALC - Chief Executive's Bulletin - circulated to Councillors
52. Office of Sussex PCC - Support for domestic abuse victims - circulated to Councillors
53. St Wilfrid's Hospice - fundraising events
54. Email from a member of the public regarding ideas for regenerating Bognor Regis like Margate or Hastings
55. SSALC - Training Appraisal & HR Workshop - last chance to book
56. NALC - Conference 2019 - circulated to Councillors
57. JWAAC Highways and Transport meeting invitation

58. SSALC - Annual Members Meeting and Invitation to learn more about your local NHS Ambulance Service
59. WSCC - Rowan Way improvement Works schedule
60. Progress - Littlehampton Town Council Newsletter - Autumn 2019
61. GC-events - Mental Health 2019 - Transition, Planning and Delivery 26 September - RSM London
62. BBC - Children in Need - Funding Surgery in Bognor Regis - circulated to Councillors and on Social Media
63. SSALC - Legal & Finance Day draft programme
64. VAAC Weekly E-Bulletin updates – circulated to Councillors and on Social Media
65. SSALC – Annual General Meeting 2019 invitation to members
66. LCPAS – No Deal Brexit Update Employment and GDPR
67. Southern Co-ops - An Act of kindness has a knock-on effect in West Sussex
68. DCK Accounting Solutions - Budget Setting for Financial Year 2020-21
69. Westminster Insight - Third Sector Commissioning Conference 29 Nov 2019
70. WSCC email - West Sussex Care Guide Review – Survey 21 August to 25 September 2019 - circulated to Councillors on website and social media
71. The Regis School Newsletter - two special editions on GCSE and A Level results - circulated to Councillors
72. Sussex PCC - Newsletter, 23rd August 2019. Circulated to Councillors
73. UK DMO - Cash Flow Schedules from Public Works Loan Board
74. Letter of thanks from Bognor Regis Armed Forces Day organisers, thanking the Town Council for its support
75. NALC Annual Conference 2019 - Newsletter, 27th August 2019
76. NALC Chief Executive's Bulletin - 23rd August 2019. Circulated to Councillors

BOGNOR REGIS TOWN COUNCIL MEETING
2nd SEPTEMBER 2019

AGENDA ITEM 23a - ADDITIONAL CORRESPONDENCE - FOR INFORMATION

1. Bersted Parish Council - query relating to letter sent to ADC regarding reparishing, 12th August 2019
2. NALC - LCR Autumn Survey 2019, 29th August 2019
3. ADC - Email in response to BRTC letter sent regarding reparishing, 9th August 2019. Guidance on Community Governance Review also attached
4. HSE - Weekly Digest E-Bulletin, 29th August 2019
5. VAAC - Weekly E-Bulletin Updates, 29th August 2019
6. VAAC - Upcoming Events, 28th August 2019
7. Parish Online - News and Updates, 28th August 2019
8. Mental Health 2019 - Transition, Planning & Delivery Conference details, 28th August 2019
9. Local Councils Update - Issue 231: August 2019 and Issue 232: September 2019
10. Legislation Watch - July 2019 Edition
11. Police and Crime Commissioner newsletter re: New modernised custody suite for Hastings - circulated to Councillors
12. CPRE - Summer raffle information - circulated to Councillors
13. Twinning Association - The next foreign film at the Picturedrome September 9th at 8pm. This time it is an award-winning Polish film entitled 'Cold War'. Also Race Evening at the RAFA Club 18th October
14. NALC - Chief Executives Bulletin - circulated to Councillors
15. Optivo - Free training course on turning your hobby into a business - circulated to Councillors and on Social Media
16. Letter from Hotham Park Heritage Trust re. changes to become "Friends of Hotham Park" - circulated to Councillors
17. NALC Annual Conference 2019 - still time to book
18. WSCC - Your Town and Parish Council News for September - circulated to Councillors
19. VAAC Funding Focus for September - circulated to Councillors and on Social Media

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 24 - TO RECEIVE AN UPDATE ON FUTURE OFFICE PROVISION

REPORT BY TOWN CLERK

FOR INFORMATION

At the Annual Town Council Meeting held on 13th May 2019, Members received an update regarding a potential property purchase with no further information being available at that time.

Following lengthy delays, and with the Town Clerk having chased the Agent on numerous occasions, the Town Council have now been informed that the property is no longer on the market.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 2nd SEPTEMBER 2019

AGENDA ITEM 25 - PICTUREDROME SITE UPDATE

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower - as previously reported works are scheduled to commence internally in the tower, week commencing 2nd September and will include repainting the front of the property either side of the tower.

It has also been reported that one of the internal walls at the base of the tower in Screen 4 is suffering from a damp issue which is causing damage to the plaster wall. This could be due to a crack in the lead flashing or maybe a blocked gutter externally. The original specification for the tower works referenced inspection of the lead flashings with a report being made back to the surveyor and cleaning out of all accessible guttering, outlets and downpipes. The surveyor who will be overseeing the tower works has been asked therefore that the potential leak be investigated further once the contractors have access to the area externally. Hopefully the route of the problem can then be identified and rectified at the same time. It should be noted that any works to rectify the problem will be over and above the works as specified and is likely to result in additional cost.

Planning Application - Members may be aware that Arun District Council have received a planning application for various works at the Picturedrome. Members are asked to note that although the form states that the Town Council is the applicant this is incorrect. Furthermore, the Ownership Certificate has been completed by the Picturedrome's Agent stating that the required 21 days' notice was given to the Town Council as the Freeholder, but this is also incorrect. Clarification is being sought from the tenant regarding this matter and any update will be provided at the meeting if available.

Promotion of Town Council's Involvement/Disabled Access/Outside Signage/Light in the Tower and Official Opening Event - Members are advised that as this item is of a contractual nature, an update will be reported later in the meeting under confidential business.

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

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

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

AGENDA ITEM 25

It was reported at the Policy and Resources Committee Meeting on 29th July that payment of June's quarter was awaiting receipt of Parsons, Son and Basley's June rent collections into the BPCL bank account. Once these funds were received the transfer to Bognor Regis Town Council would be made. It is now confirmed that the second quarters Management Fee has been transferred into the Council's account.

DECISION

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