



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
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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 9<sup>th</sup> MARCH 2020.**

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

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

**TOWN CLERK**

**DATED THIS 2<sup>nd</sup> DAY OF MARCH 2020**

## **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 6<sup>th</sup> January 2020 and the Extraordinary Town Council Meeting held on 3<sup>rd</sup> February 2020
5. Reports from WSCC and ADC 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 3<sup>rd</sup> February 2020** with resolutions, recommendations and reports including: -
  - Recommendation to adopt the revised Standing Orders based on the NALC model - Min. 124.1 refers
  - Recommendation to adopt the updated Financial Regulations and Standing Orders for Contracts - Min. 124.2 refers
  - Recommendation to approve the Audit Plan for 2020/21 - Min. 126.1 refers
  - Recommendation that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 be approved - Min. 128 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 20<sup>th</sup> January 2020** with resolutions, recommendations and reports including: -
  - A request that the Town Council pass a Motion in support of the Local Electricity Bill which Members agreed to refer to Full Council (Min. 77.2 refers). Following this referral, Members are asked to consider if they wish to discuss this matter at a future Council Meeting.
- 9.3 **Planning and Licensing Committee Meetings of 7<sup>th</sup> and 28<sup>th</sup> of January 2020, and of 18<sup>th</sup> February 2020** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 10<sup>th</sup> February 2020** with resolutions, recommendations and reports including: -
  - Request from a member of the public that the Town Council write a letter to WSCC, on behalf of taxpayers, to enquire whether the re-location package paid to the recently departed Chief Executive has been returned and, if not, why? - Min. 72 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 December 2019 and January 2020 and to note the balances, bank reconciliations and financial reports (February 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. Annual Review of the Council's Internal Control Procedures and Practices
13. To consider nominations for Deputy Mayor 2020/21 and make recommendation to the Annual Town Council Meeting 2020, as agreed at the Full Council Meeting held 2<sup>nd</sup> September 2019 - Min. 98 refers
14. To note that Cllr. Mrs. Staniforth no longer wishes to be the appointed Council representative to the Bognor & Bersted United Charities, and to consider the appointment of a replacement representative
15. To receive the Notes of the Meeting of the Arun District Association of Local Councils on 13<sup>th</sup> February 2020
16. To receive an update following Cllr. Stanley's Motions carried on 6<sup>th</sup> January 2020 - Mins. 168 & 169 refer
17. Regeneration including: -
  - To note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 13<sup>th</sup> November 2019
  - To note receipt of the response, previously circulated to Members, from ADC Chief Executive in relation to Regeneration in Bognor Regis - Min. 172.5 refers
18. Town Mayor's Report and duties undertaken
19. Town Crier's Report and duties undertaken
20. Reports from Representatives to other organisations
21. To receive Correspondence
22. Picturedrome Site update: -
  - Director's report, any urgent actions taken for ratification
  - AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31<sup>st</sup> December 2019 and to note the Director's report
  - To note receipt of the £13,250 Management Fee from The Bognor Pier Company Ltd (Fourth Quarter)
23. Redevelopment of the Picturedrome Cinema - risk report
24. To resolve to move to Confidential Business (S. O. 31.1)
25. To receive an update on the Town Hall

Agenda item **22**, **23** and **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 6<sup>th</sup> JANUARY 2020**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 177), Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones (until Min. 179), Ms. A. Sharples, W. Smith, Mrs. S. Staniforth (left during Min. 177), M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)  
PC Steve Self (Sussex Police) (part of meeting)  
2 Mayor's Cadets (part of meeting)  
Major Matt Butler (Salvation Army) (part of meeting)  
10 members of the public (part of meeting)  
1 member of the Press (part of meeting)

***Prior to the Meeting, the Town Mayor, Cllr. Woodall, presented Able Cadet Alice West, from the Bognor Regis Sea Cadets, with a certificate in appreciation of her services as the Mayor's Cadet since May 2019. Ordinary Cadet Luca Tanner, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet until May 2021 and presented with a certificate of appointment as he begins 18 months of service in the role***

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

***The Meeting opened at 6.35pm***

### **151. 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. Daniells who had another meeting to attend. No apologies had been received from Cllr. Miss. Needs.

## 152. **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. Batley declared an Ordinary Interest in Agenda item 23 as a personal acquaintance of the current tenant of 1b Linden Road***

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

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 18 due to his involvement with regeneration in Bognor Regis***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 18 as the Chairman of ADC's Bognor Regis Regeneration Sub-Committee***

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

*Meeting adjourned at 6.39pm*

Police Constable Steve Self apologised to those present that he did not have a report to present to Members, explaining that he had been notified of attending the meeting at the last moment. He did, however, invite any questions.

A Member asked for an update on the recent announcement that Bognor Regis would have an increase in the number of PCSO's allocated to the Town.

PC Self confirmed that PCSO Josh Fitzjohn had now joined the team for Bognor Regis, alongside PCSO's Katie Harsley and Gemma Turner. Subject to operational matters, every effort would be made for one of these PCSO's to attend future Town Council Meetings to provide a report on local policing.

*The Town Mayor thanked PC Self for attending the Meeting*

*Meeting reconvened at 6.41pm*

*PC Self left the Meeting*

**154. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4<sup>th</sup> NOVEMBER 2019 AND THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019**

The Minutes of the Town Council Meeting held on 4<sup>th</sup> November 2019 and the Extraordinary Town Council Meeting held on 25<sup>th</sup> November 2019 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

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

There were no reports from WSCC or ADC Councillors.

**156. WRITTEN QUESTIONS FROM COUNCILLORS**

None were received.

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

*Meeting adjourned at 6.42pm*

A member of the public, seated in the public gallery, had submitted written questions prior to the meeting with the responses from the Mayor as follows: -

With regard to Holocaust Memorial Day, the Town Mayor stated that the marking of Holocaust Memorial Day had been looked at by the Events, Promotion and Leisure Committee for a 2019 event but, with little response from local religious communities, the event had been withdrawn.

In response to a question relating to local governance, it was noted that to initiate such a consultation was outside of the Town Council's remit but that the Policy and Resources Committee would consider, and be actively involved with, any future devolution plans that came forward.

In answering a query about a summer playscheme and a local youth project, the Town Mayor drew attention to the Minutes of the Community Engagement and Environment Committee Meeting, held on 18<sup>th</sup> November 2019, and the recommendation of £3,500 for playdays. It was also noted that a further budgetary allowance had been made for youth provision.

Following a question regarding the consultation on the Arun District Design Guide Supplementary Planning Document, the Town Mayor confirmed that this matter is scheduled to be an Agenda item for the Planning and Licensing Committee Meeting to be held on 28<sup>th</sup> January 2020, as the consultation does not open until 9<sup>th</sup> January 2020.

***Meeting reconvened at 6.47pm***

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

There were none.

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

**160. Policy and Resources Committee Extraordinary Meeting of 11<sup>th</sup> November, and the Meeting of 25<sup>th</sup> November 2019 (PLEASE NOTE: recommendations in relation to the Budget from the Minutes of 2<sup>nd</sup> December 2019 will be considered under Agenda item 10)**

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

**160.1 Min. 89 - 11<sup>th</sup> November 2019 - Recommendation that any unspent monies from the Grant Aid 2020 Budget goes into General Reserves towards the funding of the Town's Christmas Lights**

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

**161. Community Engagement and Environment Committee Meeting of 18<sup>th</sup> November 2019**

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

**161.1 Min. 57 - Climate Change**

A Member expressed concern at the potential cost of suggested activities and preferred to see a baseline climate study undertaken to enable assessment of the impact of any initiatives.

The Town Clerk confirmed that the new dedicated Town Council email address, [climateemergency@bognorregis.gov.uk](mailto:climateemergency@bognorregis.gov.uk), had been set up as agreed and the Topic Team would be appointed at the next Community Engagement and Environment Committee Meeting. The first meeting of the Topic Team had been scheduled with an appropriate report to the next Committee Meeting, into which the Topic Team reports.

**162. Planning and Licensing Committee Meetings of 19<sup>th</sup> November, 3<sup>rd</sup> and 17<sup>th</sup> December 2019**

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

**163. Events, Promotion and Leisure Committee Meeting of 9<sup>th</sup> December 2019**

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

**164. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 2<sup>nd</sup> DECEMBER 2019 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2020/21**

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

**164.1 Min. 113 - Bike to Work Scheme**

A Member queried whether there was any way in which the scheme could be extended to Councillors.

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

The Accountant reiterated that this Scheme could not be applied to Councillors.

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



The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were **NOTED**.

***Cllr. Mrs. Staniforth left the Meeting***

Some Members expressed concern that the wording used for the 'High Street Innovation Fund Budget' was too prescriptive and should be broader to include the whole Town. The Accountant stated that the wording used was merely an indication of what the money was being spent on.

***Cllr. Mrs. Staniforth returned to the Meeting***

There was further concern regarding whether the £25,000 budgeted for the 'High Street Innovation Fund' was "match funding" and whether the sum could end up being simply paid across to Arun District Council with no Town Council input into any events organised.

A Member asked whether removing £25,000, for the 'High Street Innovation Fund', from the Budget for 2020/21 would affect the Precept. The Accountant responded by explaining that these monies would be coming from the Economic Development Fund and any changes to this budget line would not, therefore, affect the Precept.

It was noted that, as recorded in the Minutes, the identification of this budget for 2020/21 was to simply enable partnership working in the future, should Council agree to do so, but as yet no decision had been taken as to the extent of the Town Council's involvement, if any.

It was subsequently proposed, and seconded, that the 'High Street Innovation Fund' be removed from the Budget for 2020/21. However, following a vote, the proposal was **NOT CARRIED** and therefore the 'High Street Innovation Fund', totalling £25,000, would continue to be included in the Budget for 2020/21.

With regard to the 'High Street Innovation Fund', the Mayor suggested that this matter be discussed further at the next Policy and Resources Committee Meeting.

Members then proceeded to move to the vote for the proposal to formally adopt the Income and Expenditure Budget for 2020/21. A recorded vote was requested with the results as follows: -

**FOR**

Cllr. Barrett  
Cllr. Batley  
Cllr. Mrs. Erskine  
Cllr. Erskine  
Cllr. Jones  
Cllr. Mrs. Staniforth  
Cllr. Stanley

**AGAINST**

Cllr. Brooks  
Cllr. Cunard  
Cllr. Goodheart  
Cllr. Ms. Sharples  
Cllr. Smith  
Cllr. Mrs. Warr

**ABSTENTION**

Cllr. Woodall

Members, therefore, **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2020/21.

**165. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2020/21**

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

Members **RESOLVED** to set the Precept amount for 2020/21 at £948,372 resulting in a 2.92% or £3.65 increase to the Band D household charge per annum thus rising from £125.19 to £128.84 a year.

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

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

**167. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN OCTOBER AND NOVEMBER AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (DECEMBER NOT YET AVAILABLE)**

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

**168. TO CONSIDER THE MOTION BY CLLR. STANLEY REFERRED FROM THE COUNCIL MEETING HELD 4<sup>th</sup> NOVEMBER 2019 (MIN. 133 REFERS)**

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

The Town Clerk's report was **NOTED**. As the Proposer, Cllr. Stanley spoke to the Motion highlighting the objective of maximising the income stream to reduce reliance in future years on the Precept. Cllr. Erskine seconded the Motion.

A Member spoke about the importance of supporting the Bognor Regis Business Improvement District area but stated that other areas of the Town should not be forgotten.

Cllr. Cunard proposed that the Motion be amended to include all five Wards of Bognor Regis. This amendment was seconded by Cllr. Brooks, accepted by Cllr. Stanley who had tabled the Motion, and therefore the amended Motion read: -

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

Following a vote, the amended Motion was **CARRIED**, and it was **AGREED** that opportunities to purchase properties for the purpose of commercial lettings within the five Wards of Bognor Regis be investigated on a regular basis and brought back to Council for further exploration.

**169. TO CONSIDER THE MOTION BY CLLR. STANLEY REFERRED FROM THE COUNCIL MEETING HELD 4<sup>th</sup> NOVEMBER 2019 (MIN. 134 REFERS)**

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

The Town Clerk's report was **NOTED**. As the Proposer, Cllr. Stanley spoke to the Motion and Cllr. Mrs. Erskine seconded the Motion.

Concern was expressed about the Town Council entering the residential letting market. The Accountant was asked for his opinion and he relayed the NALC official comment that, notwithstanding the General Power of Competence, Councils should not engage in activities for profit but there should always be a service element. However, a Member stated that the Town Council currently, through the Bognor Pier Company Ltd, operates the Picturedrome site.

Members spoke about the perceived benefit of the Town Council exploring opportunities around residential lettings and community land trusts, in order to protect long term financial stability, but were mindful of the regulations that might apply in doing so.

Following debate, whilst Members were in favour of a presentation, it was **AGREED** that the cost of a presentation from an industry expert be investigated and reported back to Members at a future Council Meeting for further consideration before proceeding.

*Cllr. Cunard left the Meeting*

*The Town Mayor thanked Mr. Kemp on behalf of Members for his attendance and Mr. Kemp left the Meeting*

**170. TO CONSIDER CHANGES TO COMMITTEE MEMBERSHIPS - MIN. 123 REFERS**

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

Members **RATIFIED** the changes as detailed in the report resulting in Committee Memberships as per the previously circulated summary, now attached as **Appendix 1**.

There were no further appointments to the Planning and Licensing Committee to fill the two Liberal Democrats vacancies.

**171. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 31<sup>st</sup> OCTOBER 2019**

The Town Clerk's report, and the Notes of the Arun District Association of Local Councils Meeting held 31<sup>st</sup> October 2019, were **NOTED**.

*Cllr. Cunard returned to the Meeting*

**172. REGENERATION INCLUDING; TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 13<sup>th</sup> NOVEMBER 2019 (IF AVAILABLE); TO RECEIVE A LETTER FROM THE CHAIR OF THE BOGNOR REGIS REGENERATION BOARD; TO CONSIDER REQUESTS FOR FURTHER REGENERATION PROPOSAL PRESENTATIONS; REGENERATION PRESENTATIONS - TO CONSIDER ANY FURTHER ACTION**

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

**172.1** The Briefing Notes of Bognor Regis Regeneration Board Meeting held on 13<sup>th</sup> November 2019 were not yet available and would be circulated once received and noted at the next meeting.

**172.2** Members **NOTED** that the letter received from the Chair of the Bognor Regis Regeneration Board would be placed on the next Policy and Resources Committee Agenda to discuss potential funding.

**172.3** The disappointment of Mrs. Rachel Searle, in respect of the Big Blake Project not having been invited to present their regeneration proposals at the Member Awareness Session, was **NOTED** by Members.

Having discussed the way in which the regeneration presentations at the Members Awareness Session had been organised, and being satisfied that the Town Council had acted fairly in making the arrangements, Members **RESOLVED** to **AGREE** that the Big Blake Project would not be invited to present their proposals to the Town Council subsequent to Mrs. Searle's complaint. Members were reminded that individuals were, of course, free to contact Mrs. Searle to find out about the Big Blake Project's proposals as had already been done by some Councillors.

- 172.4** In considering the offer of a presentation from the Pier Trust, to brief Members about the project to date and the future for the Pier, it was recognised that this was not a proposal for regeneration but an update on an existing structure and, therefore, an entirely different request to that made by Mrs. Searle regarding the Big Blake Project.

Following a vote, Members **RESOLVED** to **AGREE** that the Pier Trust be invited to a Members Awareness Briefing, prior to a future Council Meeting, to provide an update on the project to date and the future for the Pier.

- 172.5** Following the five regeneration presentations made at the Members Awareness Session, held on 16<sup>th</sup> December 2019, the Town Clerk informed those present that two of the presenters had since emailed the Town Council, inviting any feedback, and advised that these emails had been forwarded to all Councillors.

The Town Clerk went on to remind Members that the Members Awareness Session had been organised purely on the basis of a fact-finding mission. Furthermore, the Town Council is neither in a position to currently support any of the regeneration proposals nor make any decision on any proposal and care must be given by all to ensure no bias should these matters come before the Town Council for comment in the future. It was therefore the Town Clerk's recommendation that the Town Council write a concise letter to Arun District Council to acknowledge the presentations to Members which had included some interesting ideas and suggest that they liaise further with those that have regeneration proposals.

During discussions about the possible content of such a letter to be sent to Arun District Council, a Member asked for an update regarding the potential of a Community Asset Transfer in relation to Bognor Regis Town Hall. The Town Clerk advised that this matter would be raised at the next BRTC/ADC Liaison Meeting.

Cllr. Goodheart read to the Council a letter he had already drafted and suggested it should be sent to the Chief Executive of ADC.

***Cllr. Stanley redeclared an Ordinary Interest in Agenda item 18 as the Chairman of ADC's Bognor Regis Regeneration Sub-Committee***

Cllr. Stanley stated that he would be unwilling to support the letter as suggested as he felt it may be inaccurate.

Following lengthy discussions, Members **RESOLVED** to **AGREE** that Cllr. Goodheart meet with the Town Clerk to complete a draft for circulation to all Members via email for approval, before sending to Mr. Lynn, Chief Executive, at Arun District Council.

### **173. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN**

The list was **NOTED**.

Cllr. Batley personally thanked the Mayor for having recently attended the Salvation Army Youth Group 'Kids Alive' Musical Nativity, held at The Salvation Army Church & Community Centre in Bognor Regis.

### **174. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

The list was **NOTED**.

### **175. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

Members **NOTED** that reports had been received from the following representatives to other organisations, and had been emailed to all Councillors:

**175.1 Cllr. Mrs. Daniells** - Bognor Regis Heritage Partnership; Bognor Regis Twinning Association.

**175.2 Cllr. Ms. Sharples** - Parish Liaison Meetings.

**175.3 Cllr. Smith** - Bognor Regis Heritage Partnership.

**175.4 Cllr. Woodall** - Stonepillow.

Verbal Reports:

**175.5 Cllr. Brooks** - Apologised for the late submission of his report which would follow.

### **176. CORRESPONDENCE**

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

Cllr. Goodheart expressed a wish to attend the NALC Spring Conference 2020.

***Cllr. Cunard redeclared his Disclosable Pecuniary Interest and left the Meeting***

**177. 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**.

The Town Clerk was thanked for making the approach to WSCC and, in respect of the Area Highway Manager's comments regarding his opinion that the installation of Pedestrian Guard Railing (PGR) at the front of the Picturedrome Cinema would significantly detract the street scene, Members responded by stating that the railing did not have to be aluminium and could be more decorative to suit the style and design of the Listed Building.

***Cllr. Mrs. Staniforth left the Meeting***

Discussion followed regarding whether the Town Council could fund the installation of PGR, outside the front of the Picturedrome Cinema, themselves. The Town Clerk informed Members that as this was WSCC land a licence would be needed. Therefore, it was **AGREED** that an approach be made to WSCC asking whether permission would be given to install a pedestrian guardrail, of the Town Council's design, outside the front of the Picturedrome Cinema if this were funded directly by the Town Council.

It was noted that an element of the report, in relation to 1b Linden Road, would need to be discussed under Confidential Business.

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

***Cllr. Jones left the Meeting***

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

Members received and **NOTED** the confidential report from the Town Clerk in relation to various contractual matters, and actions taken as detailed were **RATIFIED**.

***Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 23, as a business acquaintance of one of the parties referred to in the Confidential Director's Report and, after making a statement, left the Meeting***

***Cllr. Batley redeclared an Ordinary Interest in Agenda item 23 as a personal acquaintance of the current tenant of 1b Linden Road and stated that he would leave the Meeting if discussions developed further***

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

**179.2** Following a vote, Members **RESOLVED** to **AGREE** that the provision of a Personal Guarantor continue to be a requirement for any future contractual agreements. Cllrs. Goodheart and Smith asked that their abstentions be recorded.

**179.3** With regard to the new offer as noted in the confidential report, Members **AGREED** that the Town Clerk should instruct the Agent to negotiate regarding the terms, with the matter referred to an Extraordinary Council Meeting prior to the Policy and Resources Committee Meeting on 3<sup>rd</sup> February for a decision.

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

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

***Cllr. Brooks returned to the Meeting***

**181. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT**

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

Members received and **NOTED** the confidential report from the Town Clerk as circulated at the meeting, and actions taken as detailed were **RATIFIED**.

***The Meeting closed at 8.51pm***



**Appendix 1****TOWN COUNCIL COMMITTEES****POLICY AND RESOURCES COMMITTEE**

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

**COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

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

**PLANNING AND LICENSING COMMITTEE**

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

**EVENTS, PROMOTION AND LEISURE COMMITTEE**

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



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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## **MINUTES OF THE EXTRAORDINARY MEETING** **OF BOGNOR REGIS TOWN COUNCIL** **HELD ON MONDAY 3<sup>rd</sup> FEBRUARY 2020**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, Mrs. I. Erskine, J. Erskine, S. Goodheart, H. Jones, W. Smith and M. Stanley

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.34pm*

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

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

Apologies for absence had been received from Cllrs. Ms. A. Sharples, Mrs. S. Staniforth and Mrs. J. Warr who were on annual leave, Mrs. S. Daniells who was out of the area, K. Batley due to another engagement and A. Cunard who was unwell.

No apologies were received from Cllr. Miss. C. Needs.

### **183. 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.

***There were no declarations of Interest***

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

There were no members of the public present.

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

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda item 5 (contractual).

**186. PICTUREDROME SITE UPDATE REGARDING 1B LINDEN ROAD - MIN. 179.3 REFERS**

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

Following discussion, it was **RESOLVED** that with regard to the new offer under reassignment of the existing Lease for 1b Linden Road, as this did not include the provision of a Personal Guarantor, a requirement as agreed by the Council at the previous meeting (Min. 179.2 refers), the Council could not give permission for the reassignment of the Lease.

Following further discussion regarding another offer received, Members instructed the Town Clerk to proceed as **AGREED** and detailed in the Confidential Report appended to these Minutes.

***The Meeting closed at 7.03pm***



# BOGNOR REGIS TOWN COUNCIL

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

### **HELD ON MONDAY 3<sup>rd</sup> FEBRUARY 2020**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

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

*The Meeting opened at 7.09pm*

#### **116. 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 Cllrs. Mrs. J. Warr and Ms. A. Sharples who were on annual leave and Cllr. A. Cunard who was unwell.

#### **117. DECLARATIONS OF INTEREST**

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

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

***Cllr. Goodheart declared an Ordinary Interest in Agenda items 14 and 15***

**118. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> DECEMBER 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2<sup>nd</sup> December 2019 and these were signed by the Chairman.

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

***Meeting adjourned at 7.11pm***

A Councillor in the public gallery spoke about the graffiti in the Town.

A Member of the public spoke about the graffiti in the Town; raised concerns about the changes to the roundabout sponsorship scheme with WSCC; and requested that the Police and Crime Commissioner, Mrs. Katy Bourne, be invited to attend a meeting of the Council and explain the forthcoming increase in the Police precept, in light of the recent crime occurrences at commercial premises within the Town.

***Meeting reconvened at 7.20pm***

Members subsequently noted that a full report on graffiti and roundabout sponsorship would be made at the next meeting.

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

Members noted the following reports as circulated to all via email prior to the meeting:

**120.1 8<sup>th</sup> April 2019 - Min. 155 - Offer of Graffiti services to the BID**

A response is still awaited from the BID.

**120.2 30<sup>th</sup> September 2019 - Min. 75 - Planting in Steyne Gardens**

Following the Committee's decision not to make a contribution to ADC for their planting at Steyne Gardens, a report was made by ADC's Parks Officer at a recent Bognor Regis in Bloom Meeting on ADC's plans for the garden. This includes the resurfacing of tarmacked area; three-year phased refurbishment of the hedge; replacing existing griselinia shrubs; provisional plans to transform the four small bedding areas into two long herbaceous bedding areas; and planting good quality lavender plants into other bedding areas.

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

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

**121.1** Following discussion Members **REJECTED** the proposal to purchase an electric vehicle for Town Force at the current time but that the situation should be revisited in 18 months, when it was hoped the technology would have moved on to provide a vehicle more suitable for the Town Council's activities. It was also noted that this would be in time for budgetary planning for the 2022/23 financial year, in the event that a decision to then proceed is taken.

**121.2** Members noted the Town Clerk's suggestion that a Mobile Tower Scaffold should be purchased and funded from the Rolling Capital Programme, and following discussion **AGREED** to proceed, with the costs ratified at a future meeting.

**121.3** A Member asked if it would be possible to see the Beacon wind shields in situ. The Deputy Clerk advised that this could be arranged in the spring/early summer when conditions improve, and the wind speed falls within the safety parameters for the cherry picker.

**122. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 11<sup>th</sup> DECEMBER 2019**

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 11<sup>th</sup> December 2019, was **NOTED**.

A Member commented that the unveiling of the blue plaque for Sir Richard Hotham at Hotham House had been well-attended and a superb event.

**123. TO NOTE THE JOINT ACTION GROUP (JAG) MEETINGS HELD ON 19<sup>th</sup> DECEMBER 2019 AND 24<sup>th</sup> JANUARY 2020**

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

**124. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS FOR THE TOWN COUNCIL BASED ON THE RECOMMENDED MODEL PROVIDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS**

The Deputy Clerk's report, including the circulated revised Standing Orders together with amended Financial Regulations and Standing Orders for Contracts, was **NOTED** and following discussion:

**124.1** Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the revised Standing Orders as circulated based on the NALC model.

**124.2** Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the updated Financial Regulations and Standing Orders for Contracts as circulated.

**125. TO FURTHER CONSIDER THE LEVEL OF FIDELITY GUARANTEE INSURANCE (MIN. 100 REFERS)**

The Deputy Clerk's report, including details of the costs involved for the requested levels of Fidelity Guarantee Insurance, was **NOTED**.

Following discussion, Members **AGREED** to proceed with an increase in cover to £150,000 at an additional cost of £183.92 per annum pro rata for the 2020/21 financial year, **NOTING** the likelihood of an overspend of both the 2019/20 and 2020/21 insurance budget as a result of this increase.

**126. INTERNAL AUDIT INCLUDING: TO REVIEW THE 2020/21 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2020/21 MUNICIPAL YEAR**

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

**126.1 To review the 2020/21 Annual Audit Plan and to consider any additional items for inclusion**

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2020/21 to the Town Council.

**126.2 To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2020/21 municipal year**

Following discussion over the quotations received and the service each company was offering, Members **RESOLVED** to **APPROVE** the

reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2020/21 financial year.

**127. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16<sup>th</sup> MARCH 2020**

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

Following discussion, the following was **AGREED**:

- a) The venue should be the Council Chamber in the Town Hall.
- b) The start time should be 7.30pm.
- c) Chief Inspector Jon Carter, District Commander (Chichester and Arun Districts) Sussex Police should be invited to attend and to address and take questions from the audience.
- d) If CI Carter is unable to attend, that an invitation be extended to Rolls Royce to send a speaker to the meeting.

**128. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS**

The Deputy Clerk's report was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

**129. TO APPROVE EXPENDITURE FOR TRAVEL AND ATTENDANCE BY CLLR. GOODHEART TO THE NALC SPRING CONFERENCE AS A COUNCILLOR APPROVED DUTY**

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

Following discussion, Members **AGREED** to expenditure of £210 (ex VAT) for a non-refundable early bird booking for Cllr. Goodheart to attend the NALC Spring Conference on 17<sup>th</sup> March 2020 as an Approved Duty together with required expenditure for travel to the event, estimated to be £70.

Members also **AGREED** that an item should be included on the Agenda for the next Committee meeting to allow for Cllr. Goodheart to report back to Members on the Conference.



**130. HIGH STREET INNOVATION FUND AS REFERRED FROM THE COUNCIL MEETING HELD 6<sup>th</sup> JANUARY 2020 (MIN. 164.1 REFERS)**

The Deputy Clerk's report, including the ADC reports as circulated upon which the report submitted to the Town Council's Policy and Resources Committee Budget Meeting was based, was **NOTED**.

**131. TO CONSIDER A CONTRIBUTION TO BOGNOR REGIS REGENERATION BOARD AS REFERRED FROM THE COUNCIL MEETING HELD 6<sup>th</sup> JANUARY 2020 (MIN. 172.2 REFERS)**

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

Members considered the request from the Bognor Regis Regeneration Board (BRRB) and, following lengthy discussion, **REJECTED** the proposal of an annual contribution to the Board of £5,000.

Whilst it was acknowledged that this decision may be a disappointment to the Board, Members hoped that a way could be found for the BRRB to continue to actively engage with the Town Council, as has happened historically through Councillor and Officer attendance at their meetings.

Cllr. Erskine abstained from the vote.

**132. FURTHER TO THE REPORT PRESENTED TO COUNCIL ON 5<sup>th</sup> NOVEMBER 2018 (MIN. 156 REFERS) TO CONSIDER THAT A FURTHER FULL AND FINAL ACCOUNT OF THE COSTS SHOULD BE DRAWN UP IN RELATION TO THE EXTENSION TO PROVIDE A FOURTH SCREEN AT THE PICTUREDROME SITE**

The Town Clerk's report, including the Redevelopment of the Picturedrome Cinema Procurement Update - Finance Report circulated to Council at the meeting held 5<sup>th</sup> November 2018, was **NOTED**.

Following discussion it was **AGREED** that a further full and final account of the costs should be published in relation to the extension of the Picturedrome, **NOTING** that litigation is still pending which may affect the final figures.

The Town Clerk informed Members that this will be actioned immediately but may take some time to collate, as the input of the Accountant would be required and would also be subject to his availability with the end of the financial year fast approaching for Town and Parish Councils.

**133. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,145 PLUS VAT FOR REPLACEMENT OF 13 NO. TIMERS FOR FESTIVE LIGHTING**

The Town Clerk's report was **NOTED** and Members subsequently **RATIFIED** expenditure for the replacement of 13 No. timers for the Festive lighting at a cost of £2,145 plus VAT.

**134. FINANCIAL REPORTS INCLUDING:-**

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

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

**134.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 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**.

**135. CORRESPONDENCE**

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

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

The Director's report as published was **NOTED**.

With regard to potential railings at the cinema, Members noted the response from the Area Highway Manager (WSCC) and **AGREED** that the costs for a feasibility study be investigated and the matter referred back to this Committee for further consideration.

It was also **AGREED** that after costs have been investigated and considered by Members, should the feasibility proceed, all types of pedestrian protection be considered and the study should not be restricted to Pedestrian Guard Railings (PGR). Furthermore, WSCC Highways should be asked for a definition of "Highway compliant" and the resulting impact on design.

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that

the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda item 23 (contractual).

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

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

The Committee **NOTED** the list (confidential) and with regard to the highlighted sponsor, Members **RESOLVED** that the final quarter payment of £510 be written off.

***The Meeting closed at 8.35pm***

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 9.2 - COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING OF 20<sup>th</sup> JANUARY 2020 WITH RESOLUTIONS, RECOMMENDATIONS AND REPORTS INCLUDING: A REQUEST THAT THE TOWN COUNCIL PASS A MOTION IN SUPPORT OF THE LOCAL ELECTRICITY BILL WHICH MEMBERS AGREED TO REFER TO FULL COUNCIL (MIN. 77.2 REFERS)**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Background

At the Community Engagement and Environment Committee Meeting on 20<sup>th</sup> January 2020, Members noted receipt of an email from the Power for People organisation which had been sent to the Town Council prior to the General Election in December last year.

The email was seeking support for the Local Electricity Bill, which had cross-party support, and aimed to solve a problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. The email requested that the Town Council pass a Motion in support of the Bill and to sign up to the Campaign.

Due to the changes in Government and MPs following the Election, the Town Council's Projects Officer contacted the organisation to enquire what stage the Bill is now at and whether there was still cross-party support.

The response stated that they would have the Local Electricity Bill re-introduced in Parliament soon and that this was a matter of course with campaigns like this as they usually take several years to succeed during which several Parliamentary sessions will pass. Each time they re-introduce the Bill and grow the level of cross-party MP support until there's enough to see it enacted.

Members are therefore asked to confirm if they wish to accept the recommendation from the Community Engagement and Environment Committee that this matter be placed on a future Council Agenda for full consideration.

**DECISION**

Do Members **AGREE** that an Agenda item should be placed on a future Council Agenda to determine if a Motion should be passed in support of the Local Electricity Bill?



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20<sup>th</sup> JANUARY 2020**

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

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
5 members of the public  
1 Councillor in the public gallery: Cllr. S. Goodheart  
(from Min. 73)

*The Meeting opened at 6.30pm*

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

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr: Mrs. J. Warr who was out of the area. No apologies had been received from Cllrs. A. Cunard or Miss. C. Needs.

### **71. DECLARATIONS OF INTEREST**

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

Members and Officers should declare an Interest by stating: -

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

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

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

***Cllr. Brooks declared an Ordinary Interest in Agenda item 7 as a volunteer member of the Regis Centre and also in item 12 as a volunteer reader for 4Sight Vision Support***

**72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2019**

The Minutes of the Meeting held on the 18<sup>th</sup> November 2019 were approved by the Committee as a correct record and were signed by the Chairman.

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

***The Chairman adjourned the Meeting at 6.36pm***

The Projects Officer read out the following statement:

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

The following items were raised by members of the public:

Reference was made to Agenda item 8 regarding appointment of Members to sit on the Topic Team. Will members of the public also be given the opportunity to sit on the Topic Team? There are a number of community members who have a wealth of expertise in this field or is this going to be just another Sub-Committee for Councillors?

Have any reserves been set aside by the Town Council for climate issues? Is there a budget?

Another member of the public endorsed these comments.

A member of the public read out a list of 10 minor changes that could be implemented to combat Climate Change and suggested it could be distributed via school bags:

- When making just one cup of tea don't fill the kettle, you will save water and energy
- Change your light bulbs to LED's
- Try not to leave lights on in unoccupied rooms
- Use a glass of water when cleaning your teeth instead of leaving the tap running
- When throwing something away ask yourself, could this be used by someone else less fortunate than you?
- Teach your children to take their litter home and recycle it
- Ask yourself, do I need the car or shall I walk to the shop? Save fuel and get fit
- Switch to a green energy provider
- Grow your own vegetables
- Lobby your MP about the urgency to get on with it.

One of the main concerns is flooding. Since the last bad flood in the Chichester Road area, nothing has been done. There is no enforcement of planning regulations regarding SUDS (Sustainable Urban Drainage System). Although it can be complicated and intensive, urban flooding can be addressed via planting.

A Councillor in the public gallery gave a report regarding storage for community groups. There is currently some discussion and engagement being undertaken with ADC and when the suggestion goes to planning would the Town Council lend their support.

***The Meeting was reconvened at 6.57pm***

Members asked for the issues raised regarding Climate Change be taken to the Topic Team Meeting on the 29<sup>th</sup> January 2020.

With regard to the issue raised about storage for community groups, Members asked for this item to be placed on the next Agenda for further discussion.

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

**74.1 20<sup>th</sup> May 2019 - Update on Old Town Area - Min. 8.1 refers**  
There was no update.

**74.2 18<sup>th</sup> November 2019 - Update on Street Sheet in partnership with GFR - Min. 56.2 refers**

The second print run has been commissioned and includes several updates and new entries. Re-issue of the Street Sheet will continue to be produced until the funding has been exhausted. Members **AGREED** for this item to now be removed from the updates.

**74.3 18<sup>th</sup> November 2019 - Update on installation of signage from the Promenade to Town Centre by the BID - Min. 56.5 refers**

At the last meeting it was reported that the BID had agreed to install the signage, and this has been actioned. A Member mentioned that the "East End" shops were disappointed that there was no signage to that area and asked if in the first instance a request could be made to the BID to see if they would be willing to erect some additional signs there.

**74.4 18<sup>th</sup> November 2019 - Update on the action points from the Notes of the September Public Question Time and Statements - Min. 57 refers**

To set up a Climate Emergency Topic Team and to schedule the first meeting of the group in the New Year. *Update: the date for this has been arranged for 29<sup>th</sup> January 2020.*

To set up a new dedicated Town Council Email address, i.e. [climateemergency@bognorregis.gov.uk](mailto:climateemergency@bognorregis.gov.uk) and a social media platform ahead of the meeting to collate information and ideas on how to tackle Climate Change. *Update: action completed.*

To immediately address the issue relating to car idling (leaving the engine running whilst stationary) by sending a letter to local schools to ask them if they would, in principle, be willing to display a banner/sign advising that idling was an offence and could incur a fine if the engine was not switched off when asked to do so. *Update : dependant on response from ADC regarding enforcement.*

To fund the production of any banners from the Flexible Community Fund or Ward Allocation Budget (subject to receipt of any relevant applications). *Update : for future consideration.*

To write to Arun District Council to ask Traffic Wardens to police car idling and issue fines where necessary to discourage future offences. *Update : a letter had been sent to the Outdoor Service Manager on 28<sup>th</sup> November 2019 and a response is awaited.*

**74.5 18<sup>th</sup> November 2019 - Update on Beach Access - Min. 58 refers**

At the last meeting Members asked for a letter to be sent to the ADC Chief Executive requesting information on when they could expect the project to be progressed and for the matter to be raised with District Councillors. A response was received on the 17<sup>th</sup> January 2020 but as there had not been



time to circulate before the meeting this was read out by the Projects Officer and is appended to these minutes as **Appendix 1**.

A dual-hatted Member stated that he was gaining support from fellow ADC Councillors and felt that as the project is expensive, consideration should be given to pursuing the idea of including the project within the ongoing two regeneration sites which could secure financial support from developers.

**74.6 18<sup>th</sup> November 2019 - Update on Councillor Training for the use of defibrillators - Min. 62 refers**

Cllr. Smith reported that he is an accredited First Aider and is willing to deliver the training at no cost to the Town Council. He will provide the necessary paperwork to the Office for arrangements to be made.

Cllr. Brooks informed Members that there was to be an official opening for the defibrillator that has been recently installed in Aldwick Road and was supported by Ward Allocation Funding from Marine Ward. The event will be held on Friday 24<sup>th</sup> January 2020 at 3.30pm outside Woods Travel if any Members could attend.

**74.7 18<sup>th</sup> November 2019 - Update on consideration to erect notices discouraging the feeding of birds on the Promenade - Min. 63 refers**

Officers at ADC are liaising with their graphic design team for some posters.

**74.8 18<sup>th</sup> November 2019 - Update on consideration of receiving a presentation from AccessAble - Min. 66 refers**

An invitation has been extended to AccessAble via ADC but no response has been received to date.

**75. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 18<sup>th</sup> NOVEMBER 2019 - MIN. 55 REFERS**

The Projects Officer's report, including the updates contained therein, was **NOTED**.

Although ADC are yet to appoint a Climate Change Officer, Members felt it important for all tiers of Local Government to pool their resources and keep the pressure on to form links and work together towards a better outcome.

**76. TO NOTE THE DECISION REGARDING THE RE-LISTING OF THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE - MIN. 56.3 REFERS**

The Projects Officer's report was **NOTED**, and Members were pleased to hear that the re-listing of the Alexandra Theatre had been approved for a further 5 years.

**77. COMMUNITY ENGAGEMENT AND ENVIRONMENT TOPIC TEAM FOR CLIMATE CHANGE INCLUDING:**

The Projects Officer's report, including the comments and suggestions already received on the Climate Change email address, was **NOTED**.

**77.1 Appointment of Members to sit on the Team**

Members **AGREED** that three Members should be appointed and furthermore that Cllrs: Brooks, Mrs. Erskine and Ms. Sharples be formally appointed to the Climate Change Topic Team.

**77.2 To note the date of the first meeting of the Topic Team scheduled for 29<sup>th</sup> January 2020 - Min. 57 refers**

Members **NOTED** the date of the first meeting of the Climate Change Topic Team as the 29<sup>th</sup> January 2020. The meeting will be held in Studio 3 of the Regis Centre and will commence at 6.00pm.

Members **AGREED** to the suggested format for the first meeting which will be the setting up of the Topic Team including the election of a Chairman and setting out the Terms of Reference and a brainstorming session. Members asked for the Terms of Reference to reflect that the Topic Team would only require one appointed Councillor to be quorate.

Members further **AGREED** that the suggestions received via the new Climate Change email address will also be taken to the Topic Team Meeting for consideration as part of the brainstorming session.

Members asked Officers to include in any press release details of the agreed format for the first session to manage public expectation.

The Projects Officer reported on an email received by an organisation called Power for the People requesting that the Town Council pass a Motion in support of the Local Electricity Bill aimed at establishing a Right to Local Supply. Members **AGREED** to refer this item to Full Council for consideration.

**78. COUNCILLOR SURGERIES INCLUDING:**

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

**78.1 Further consideration of a recording booth and associated costs**

Following discussion Members felt that an acoustic hood rather than a booth may work best in a Town Centre environment when recording and **AGREED** to undertake further research into the costs for an acoustic hood with a report to the next meeting. It was also **AGREED** that some thought should be given as to how any recordings could be transcribed and edited, who gets to hear them and how stored and as to whether the hood/booth could become a permanent fixture if a suitable location can be found.

Members asked for their thanks to be relayed to Town Force for the work they had undertaken designing a booth.

**78.2 To consider earmarking any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget**

Members **AGREED** to earmark any remaining funds from the 2019/20 Councillor Surgery and Open Forum Budget for use in 2020/21 towards additional costs relating to both the regular surgeries but also the Climate Change Topic Team Meetings.

**78.3 To note the date of the next Surgery - Min. 61 refers**

Members **NOTED** the date of the next Councillor Drop-in Surgery which will be held in London Road between 11.00am and 2.00pm on Thursday 30<sup>th</sup> January 2020. Cllrs: Brooks, Mrs. Erskine and Ms. Sharples confirmed their attendance. All Councillors will be invited to attend.

**79. FURTHER CONSIDERATION OF THE WEST SUSSEX COUNTY COUNCIL INITIATIVE AROUND COMMUNITY IMPROVEMENTS - MIN. 65 REFERS**

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

The Chairman allowed Cllr. Goodheart to speak from the public gallery and he gave a verbal report on a meeting he had attended, as a representative of Bognor Regis Town Council, regarding this Agenda item.

Following discussion, it was **AGREED** that Officers be requested to write to West Sussex County Council to request further clarification on how the scheme works, including the Town Council's expected liability and for information on case studies.

**80. YOUTH SERVICES UPDATE INCLUDING:**

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

**80.1 To receive the notes from the Early Help (PAB) Meeting held on the 17<sup>th</sup> December 2019**

Members received the notes from the meeting held in December.

**80.2 To note the date of the next Youth Worker Steering Group meeting scheduled for 22<sup>nd</sup> January 2020**

Members **NOTED** the date of the next Youth Worker Steering Group Meeting on 22<sup>nd</sup> January and the Chairman confirmed his attendance.

**80.3 Consideration of change of name for this Topic Team**

Following the decision at the last meeting to open the Topic Team to a wider range of youth service providers (Min. 59 refers), Members **AGREED** to change the name to the Youth Provision Steering Group.

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

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

The Chairman confirmed that he had held a preliminary meeting with the Projects Officer to determine if the necessary paperwork had been received and whether the applications met the Flexible Community Fund Criteria.

Following discussion, Members **AGREED** the following:

- 81.1** To **APPROVE** the application from 4Sight Vision Support for the sum of £490.00.
- 81.2** To **APPROVE** the application from UCan Spray CIO for the sum of £120.00 and to further **APPROVE** an additional £30.00 to provide refreshments for the young people taking part in the project (£150.00 in total).
- 81.3** Members **REJECTED** the application from Making Theatre Gaining Skills as it did not meet the required criteria.

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

The Projects Officer's report was **NOTED**, in which Members were reminded that any unspent Ward Allocation Budget as at 31<sup>st</sup> March 2020 would be returned to General Reserves.

**83. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD**

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

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Good Citizen Award.

**84. TO CONSIDER NOMINATIONS FOR THE MAYOR'S CITIZEN AWARD FOR YOUNG PEOPLE**

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

Members **RESOLVED** to **AGREE** the nomination for the Mayor's Citizen Award for Young People.

**85. CONSIDERATION OF A PROPOSAL BY CLLR. GOODHEART, TO INVITE PARKVISION 2020 TO GIVE A PRESENTATION TO THIS COMMITTEE AND TO INVITE MEMBERS OF THE BOGNOR REGIS IN BLOOM WORKING GROUP AND THE TREE WARDENS TO ATTEND**

Members **AGREED** to receive a presentation from ParkVision 2020, and arrangements will be made to invite them to a future meeting and furthermore, that an invitation be extended to members of Bognor Regis in Bloom and the Tree Wardens.

**86. Members **RESOLVED** to vary the order of business to take the additional Agenda item at this point.**

**87. CONSIDERATION OF EXPIRY OF FIVE-YEAR LISTING PERIOD FOR THE BOGNOR REGIS PIER AS AN ASSET OF COMMUNITY VALUE**

Members noted the expiry of the five-year listing for the Pier as an Asset of Community Value.

The Projects Officer confirmed that the Pier had originally been nominated by Bognor Pier Trust CIC who at the time were working with Bognor Pier Leisure Ltd on a plan for the refurbishment and restoration of the Pier. Members noted that whilst it was doubtful that the Pier Trust will re-submit a nomination, Bognor Regis Pier Watch Group may decide to do so.

Following a brief discussion, Members **AGREED** to support Bognor Regis Pier Watch should they decide to submit an application and assist where possible.

**88. CORRESPONDENCE**

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

- ACT Arun Community Transport
- MIND news update
- West Sussex County Council - Introducing Waste Prevention Team
- West Sussex County Council - Consultation on Schools Admissions

***The Meeting closed at 8.20pm***



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON TUESDAY 7<sup>th</sup> JANUARY 2020**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. J. Davis (Civic & Office Manager)

*The Meeting opened at 6.31pm*

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

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

### **170. 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***

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

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

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

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

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

There was nothing to report.

**174. TO CONSIDER PLANNING APPLICATIONS ON LIST DATED 20<sup>th</sup> DECEMBER 2019**

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

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

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

**175. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LIST DATED 20<sup>th</sup> DECEMBER 2019**

**BE/126/19/PL - Land at Phase 1A, Oldlands Farm, Shripney Road, Bognor Regis - Erection of a 1,410 square metres discount convenience retail food store (Use Class A1) & parking, landscaping and other associated works**

Members considered planning application BE/126/19/PL and **RESOLVED** to submit **NO OBJECTION**. However, there are concerns for public safety in accessing the site. Therefore, Members request that as part of the proposal either a cycle/pedestrian path is provided from the site running alongside the southbound carriageway or that a suitable pedestrian crossing for cyclists/pedestrians is installed allowing safe passage from the site across both dual-carriageways to the footpath on the northbound side.

**176. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING CORRESPONDENCE RECEIVED FROM A SENIOR PLANNING OFFICER AT ARUN DISTRICT COUNCIL, REGARDING PLANNING APPLICATION BR/227/19/PL - 3 SOUTHDOWN ROAD, BOGNOR REGIS (MIN. 93.3 OF 17<sup>th</sup> SEPTEMBER 2019 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to consider revisiting the previous decision, or making further comment, following correspondence received from a Senior Planning Officer at Arun District Council, regarding planning application BR/227/19/PL - 3 Southdown Road, Bognor Regis (Min. 93.3 of 17<sup>th</sup> September 2019 refers).

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

**177. TO RECEIVE CORRESPONDENCE FROM A SENIOR PLANNING OFFICER AT ARUN DISTRICT COUNCIL, REGARDING PLANNING APPLICATION BR/227/19/PL - 3 SOUTHDOWN ROAD, BOGNOR REGIS (MIN. 93.3 OF 17<sup>th</sup> SEPTEMBER 2019 REFERS)**

Members had resolved to object to planning application BR/227/19/PL at the meeting held 17<sup>th</sup> September, having taken into account the comments of Arun District Council's Tree Officer, and felt that the measures to protect the trees within the proposal should remain in place (Min. 93.3 refers).

Email correspondence in relation to BR/227/19/PL was received by the Civic & Office Manager, dated 18<sup>th</sup> December 2019, from a Senior Planning Officer at Arun District Council (ADC). An extract from the email reads as follows: -

*"Whilst we agree it is extremely unfortunate that the proper tree protection process was not followed during development, from a planning point of view, given it is now 'after the fact', there is no practical purpose for us to retain this condition and it would no longer meet the tests of the NPPF being 'necessary' and 'reasonable'."*



*"As such, having discussed with Managers, we are minded to recommend approval of the current application. Given the current objection from the Town Council this would therefore need to go to the Planning Committee. In view of this, I wanted to write to you, to see if you will reconsider your position based on the above information?"*

Members discussed the report submitted by ADC's Tree Officer, in relation to a previous planning application pertaining to 3 Southdown Road, Bognor Regis (BR/193/19/DOC – retrospective approval of details reserved by condition imposed under APP/C3810/W/16/31553767 (BR/153/17/RES) relating to Condition No 5 – trees/bushes/hedges to be retained). Comments within the report included the findings from two site visits by the Tree Officer, whilst investigating an alleged breach of Condition No 5, that it was evident that there had been little regard for implementation of the required ground/tree protection measures and it was too late for any visiting Officer to be confident that no significant damage had occurred to the ongoing health and vitality of retained trees both on and off-site. In conclusion, the Tree Officer stated in the report dated 4<sup>th</sup> July 2019 that they were unable to recommend that Condition No 5 be signed off and did not envisage ever being able to do so.

Members **RESOLVED** to continue to **OBJECT** to planning application BR/227/19/PL and instructed the Civic & Office Manager to write to Arun District Council asking what action would be taken in relation to the alleged breach of Condition No 5, for future reference.

**178. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING SUBSTITUTE PLANS AND DETAILS OF COLOURS AND FINISHES SUBMITTED BY THE APPLICANT, REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 127 OF 29<sup>th</sup> OCTOBER 2019 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to consider revisiting the previous decision, or making further comment, following substitute plans and details of colours and finishes submitted by the applicant, regarding planning application BR/120/19/PL - The Bandstand, The Promenade, Bognor Regis (Min. 127 of 29<sup>th</sup> October 2019 refers).

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

**179. TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/120/19/PL - THE BANDSTAND, THE PROMENADE, BOGNOR REGIS (MIN. 127 OF 29<sup>th</sup> OCTOBER 2019 REFERS)**

Members received an update including substitute plans in relation to planning applications BR/120/19/PL. It was noted that these amendments are also in relation to the corresponding planning application BR/121/19/L for Listed Building Consent. Members noted that the agent, having regard for the Town Council's previous comments in objecting to the fitting of Perspex sheeting to the Bandstand on the grounds of design, appearance and visual impact to this iconic Listed Building in Bognor Regis, had addressed these concerns by omitting the originally proposed Perspex sheeting behind balustrading to form windbreaks.

Having now omitted the originally proposed Perspex sheeting behind balustrading to form windbreaks to which Members had objected, and being satisfied that the high-level Perspex is necessary to prevent water ingress onto the proposed new timber ceiling, Members **RESOLVED** to **AGREE** to **RESCIND** their previous decision in regard to planning applications BR/120/19/PL and BR/121/19/L.

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

ADC Development Control Meeting - 8<sup>th</sup> January 2020.

**BR/306/19/HH - 28 Arun Road, Bognor Regis, PO21 5PD - Two storey side and rear extension, single storey rear extension and replacement front porch**

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/306/19/HH at the meeting held on 3<sup>rd</sup> December 2019 (Min. 152.3 refers).

Members **RESOLVED** to **AGREE** that Cllr. Erskine be registered to speak at the ADC Development Control Meeting, to be held 8<sup>th</sup> January 2020, in objection of Planning Application BR/306/19/HH.

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

There were no Premises Licence applications to consider.

**182. TO RECEIVE DETAILS OF THE 'STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS' GOVERNMENT CONSULTATION, IN READINESS TO CONSIDER SUBMITTING ANY COMMENTS, TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS, AT THE NEXT COMMITTEE MEETING**

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

Members **RESOLVED** to **AGREE** that this matter be **DEFERRED** to the Planning and Licensing Committee Meeting to be held on 28<sup>th</sup> January 2020. In the meantime, Members were asked to email their individual responses to the questions within the consultation document, to the Civic & Office Manager, by no later than 5pm on Friday 24<sup>th</sup> January 2020.

**183. TO CONSIDER INDIVIDUAL RESPONSES FROM MEMBERS, EMAILED TO CIVIC & OFFICE MANAGER AS REQUESTED (MIN. 167 REFERS), AND TO AGREE ANY COMMITTEE COMMENT TO BE SUBMITTED IN RESPONSE TO ARUN DISTRICT COUNCIL'S FINAL REPORT INTO GREEN INFRASTRUCTURE**

The individual responses received from Members were considered and full discussion of the Green Infrastructure (GI) document followed.

Members acknowledged that the aim of the GI framework is to provide an illustrative vision for a connected, multifunctional green corridor linking Bognor Regis and the South Downs National Park through the parishes of Aldingbourne, Barnham, Bersted, Eastergate, Felpham and Yapton. It is, therefore, understood why these parishes were invited to attend a workshop in November 2018.

Given the significance that the framework has on Bognor Regis, Members felt that they would have liked to have had some input during stakeholder engagement.

Members **RESOLVED** to **AGREE** that these comments be submitted to Arun District Council, in response to the Green Infrastructure report, along with a request that the Town Council be regarded as a stakeholder and invited to fully engage as the framework develops towards completion.

**184. CORRESPONDENCE**

Additional correspondence included: -

- 184.1** Notification of Stakeholder Preview Session that will take place at Yapton & Ford Village Hall, Main Road, Yapton, between 9.00am and 10.00am on Thursday 16<sup>th</sup> January 2020 in relation to proposals for a residential-led mixed-use development on land at Ford Airfield.

***The Meeting closed at 7.41pm***

**APPENDIX 1**  
**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7<sup>th</sup> JANUARY 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 20<sup>th</sup> DECEMBER 2019**

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

<b>BR/343/19/A</b> 45 High Street Bognor Regis PO21 1RU	Installation of 1 x non illuminated atm header	<b>NO OBJECTION</b>
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# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 28<sup>th</sup> JANUARY 2020**

**PRESENT:**

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

**IN ATTENDANCE:**

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

*The Meeting opened at 6.32pm*

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

In the absence of the Chairman and Vice-Chairman, Members **AGREED** that Cllr. Ms. Sharples would act as Chairman and Cllr. Barrett 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 had been received from Cllr. Goodheart who had another meeting, Cllr. Smith who was unwell, and Cllr. Mrs. Warr who was away.

### **186. 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*

**187. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7<sup>th</sup> JANUARY 2020**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 7<sup>th</sup> January 2020 as an accurate record of the proceedings and the Chairman signed them.

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

*Meeting adjourned at 6.36pm*

Those present in the public gallery spoke in relation to planning application BR/282/19/PL.

*Meeting reconvened at 6.46pm*

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

**7<sup>th</sup> January 2020 - Min. 177 - Planning application BR/227/19/PL**

In relation to the alleged breach of the condition imposed on the planning approval for BR/227/19/PL, it has been confirmed that there can be no accountability in this case. Unfortunately, as the tree protection measures were required at the time of construction, and with construction having been completed, there is no enforcement action that could be taken now in relation to the alleged breach.

**190. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3<sup>rd</sup>, 10<sup>th</sup> AND 17<sup>th</sup> JANUARY 2020**

- 190.1** The Committee noted the views of Cllr. Goodheart, expressed in an email to Members, whereby his support was given in relation to planning

application BR/282/19/PL. There were no views from other Town Councillors to report.

**190.2** The Committee noted that representations had been received from members of the public in respect of planning applications BR/282/19/PL, BR/298/19/PL and BR/347/19/T. There had been no representations received from neighbouring parishes, in respect of these applications.

**190.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendices 1 and 2**).

**191. 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 3<sup>rd</sup>, 10<sup>th</sup> AND 17<sup>th</sup> JANUARY 2020**

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

**192. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 16.1) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING SUBSTITUTE PLANS REGARDING PLANNING APPLICATION BR/275/19/PL - NEWMAN HOUSE, 21 STURGES ROAD, BOGNOR REGIS (MIN. 123.3 OF 29<sup>th</sup> OCTOBER 2019 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 16.1 refers) to consider revisiting the previous decision, or making further comment, following receipt of substitute plans regarding planning application BR/275/19/PL - Newman House, 21 Sturges Road, Bognor Regis (Min. 123.3 of 29<sup>th</sup> October 2019 refers).

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

**193. TO RECEIVE AN UPDATE REGARDING PLANNING APPLICATION BR/275/19/PL - NEWMAN HOUSE, 21 STURGES ROAD, BOGNOR REGIS (MIN. 123.3 OF 29<sup>th</sup> OCTOBER 2019 REFERS)**

Members had resolved to object to planning application BR/275/19/PL at the meeting held 29<sup>th</sup> October. Members were unable to support Planning Application BR/275/19/PL as it was not possible to determine how access to the garage/store block would be achieved, from the information supplied, with concerns about the possible effect that access might have on the highway.

Members noted that substitute plans had been submitted by the applicant following feedback from the Local Planning Authority that the original proposals for the garage structure were considered too large for its location. Consequently, the design had been reduced to single storey with a row of garages rather than an L shaped block. The amended location plan clearly shows how access to the garage/store block would be achieved.

Following discussion, Members **RESOLVED** to **AGREE** that their previous objection to BR/275/19/PL be **RESCINDED**.

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

ADC Development Control Meeting - 5<sup>th</sup> February 2020.

**BR/227/19/PL - 3 Southdown Road, Bognor Regis - 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**

It was noted that the Planning and Licensing Committee had raised an **OBJECTION** to Planning Application BR/227/19/PL at the meeting held on 17<sup>th</sup> September 2019 (Min. 93.3 refers).

Members **RESOLVED** to contact the Civic & Office Manager by no later than 4pm on Tuesday 4<sup>th</sup> February 2020 should they wish to attend the Development Control Committee Meeting to speak, on behalf of the Town Council, in objection of planning application BR/227/19/PL.

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

**Licensing Act 2003**

**Premises: Istanbul Grill, 10 High Street, Bognor Regis, PO21 1SR  
Notice of Review - Reference Number: 6968**

Members noted that Arun District Council had received an application for a review under section 51 of the Licensing Act 2003 in relation to Istanbul Grill, 10 High Street, Bognor Regis. The grounds of the review are that the Licensing Objectives of 'The prevention of crime & disorder and public safety' have been seriously undermined.

Having fully considered the grounds of the review, Members **RESOLVED** to **AGREE** with the applicant's request and were in **SUPPORT** of the premises licence for Istanbul Grill being **REVOKED**.



196. **TO NOTE THE RESPONSES EMAILED TO THE CIVIC & OFFICE MANAGER, AS AGREED AT THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 7<sup>th</sup> JANUARY 2020, IN RELATION TO THE 'STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS' GOVERNMENT CONSULTATION, AND TO AGREE SUBMITTING COLLATED COMMENTS TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS - MIN. 182 REFERS**

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

With only one Member having emailed their individual response to the questions within the consultation document, to the Civic & Office Manager, it was **AGREED** that each Member would email their own response direct to NALC before the deadline of 19<sup>th</sup> February 2020, should they wish to do so.

197. **TO RECEIVE DETAILS OF WSCC'S PROPOSED SUBMISSION DRAFT SOFT SAND REVIEW OF THE WEST SUSSEX JOINT MINERALS LOCAL PLAN AND TO NOTE THE DEADLINE DATE OF 6<sup>th</sup> MARCH 2020 FOR INDIVIDUAL REPRESENTATIONS TO BE SUBMITTED**

The Civic & Office Manager's report, with the requirement for Members to individually respond to the consultation, was **NOTED**.

198. **TO RECEIVE DETAILS OF WSCC'S PERMIT SCHEME CONSULTATION AND TO NOTE THE DEADLINE DATE OF 21<sup>st</sup> FEBRUARY 2020 FOR INDIVIDUAL REPRESENTATIONS TO BE SUBMITTED**

The Civic & Office Manager's report, including the requirement for Members to individually respond to the consultation, was **NOTED**.

199. **TO DISCUSS THE ARUN DISTRICT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION BY THE DEADLINE DATE OF 21<sup>st</sup> FEBRUARY 2020**

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

Having considered the Design Guide, Members **RESOLVED** to submit their own response to the consultation by no later than the deadline date of 21<sup>st</sup> February 2020.

200. **CORRESPONDENCE**

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

Additional correspondence included: -

- 200.1 ADC - Notice of Approval of Arun District Council CIL Charging Schedule  
200.2 WSCC - Temporary Traffic Regulation: Public Notice - the use of (and parking on) Westloats Lane and Gravits Lane from junction with Collyer

Avenue to junction with Hampshire Avenue is temporarily prohibited from 17/02/20 at 07:30 until 21/02/20 at 18:00, 24 hours a day, to install a series of speed cushions and raised table junctions as part of a traffic calming scheme

**200.3** WSCC - Highways, Transport and Planning Members Newsletter - January 2020. Circulated to Members

*The Meeting closed at 8.25pm*

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28<sup>th</sup> JANUARY 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 3<sup>rd</sup>, 10<sup>th</sup> AND 17<sup>th</sup> JANUARY 2020**

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

<b>BR/282/19/PL</b> The Beach Hotel (former Mud Club) 2-4 Waterloo Square Bognor Regis PO21 1SU	Redevelopment into 49 No. apartments consisting of 24 No. 1 & 25 No. 2 bed apartments & 2 No. commercial units (A3 Restaurant & Cafe). This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of a listed building.	<b>OBJECTION</b> (comments attached to these Minutes as <b>Appendix 2</b> ).
<b>BR/298/19/PL</b> ( <i>RE-ADVERTISED</i> ) Homebeech Nursing Home 19-21 Stocker Road Bognor Regis PO21 2QH	Retention of timber shelter.	<b>NO OBJECTION</b>
<b>BR/347/19/T</b> 4 Pinewood Gardens Bognor Regis PO21 2XB	Fell 1 No. Liquid Amber tree.	<b>OBJECTION</b> Members agree with the comments of the Tree Officer, in that the tree has significant amenity value and its retention is highly desirable.
<b>BR/342/19/PL</b> 67 Ash Grove Bognor Regis PO22 9JT	Creation of new steps and handrail for disabled access to front door.	<b>NO OBJECTION</b>
<b>BR/349/19/HH</b> 27 Westway Bognor Regis PO22 8DA	Single storey front/side extension to replace existing garage and utility area.	<b>NO OBJECTION</b>

<b>BR/357/19/HH</b> 5 Mons Avenue Bognor Regis PO21 5JL	Proposed rear extension and loft conversion.	<b>NO OBJECTION</b>
<b>BR/341/19/PL</b> Car park to the rear of 152-156 The Co-op Hawthorn Road Bognor Regis PO21 2UR	InstaVolt are proposing to install 2 rapid electric vehicle charging stations within the grounds of Co-op Bognor Regis. An existing parking area will become 2 EV charging bays, along with associated equipment.	<b>NO OBJECTION</b>
<b>BR/5/20/PL</b> 114 Victoria Drive Bognor Regis PO21 2EJ	Reduce size of existing flat roof rear extension, new lantern light, changes to fenestration & extension of boundary wall on north east elevation.	<b>OBJECTION</b> According to the plans the property is currently a 17 No. bedroom House of Multiple Occupation. It is unclear why the 3 No. bedrooms currently located in the rear extension would be relocated on the Ground Floor, in place of 1 No. bathroom and 1 No. kitchen, to allow for a kitchen in the rear extension. The proposed reconfiguration on both the Ground and First Floors would result in the loss of 5 No. en-suites and 3 No. WCs in total. There are concerns that these seemingly unnecessary changes are the precursor to a future application to increase the number of bedrooms even further. Whilst the property has a relatively large amount of off-street parking, it is not considered to be sufficient for a 17 No. bedroom (or greater) HMO in an area that is known to have problems with on-street parking. Members are of the opinion that this application is over-development.

<b>BR/289/19/PL</b> 105 Victoria Drive Bognor Regis PO21 2DZ	Demolition of existing garages & construction of 1 No 1 bed & 1 No 2 bed flats adjoining existing building.	<b>NO OBJECTION</b>
<b>BR/11/20/HH</b> 3 Highcroft Avenue Bognor Regis PO21 8DQ	Removal of existing structure & erection of single storey rear extension	<b>NO OBJECTION</b>

**BOGNOR REGIS TOWN COUNCIL** has considered planning application BR/282/19/PL and wishes to **OBJECT** on the following grounds:

2-4 Waterloo Square, and the Beach Restaurant, were both listed as a 'Building and Structure of Character' in ADC's SPD, prior to demolition and this should be a material consideration. Policy **HER DM2** set out in the **adopted ALP (2011-31)** states *"applications will only be granted for development which results in the loss of existing...Buildings or Structures of Character when it can be demonstrated that the building or structure cannot be put to a beneficial use or re-use. Replacement structures will need to be of a high-quality design"*

The existing site occupies a prominent position in relation to Waterloo Square and the Esplanade and demands a building of outstanding design. The proposed design is well below the quality of design that is required for this important location and is considered to be in contravention to **ALP Policy D DM1**.

All development proposals should seek to make efficient use of land but reflect the characteristics of the site and local area in their layout, landscaping, density, mix, scale, massing, character, materials, finish and architectural details (**ALP Strategic Policy D SP1**). It is not considered that these proposals are of sympathetic form with no reflection, for example, of traditional features that are characteristic of the Conservation Area such as natural slate or plain clay tiles, softwood timber sash or casement windows and doors, and iron railings around balconies with pitched canopy roofs (**ALP Policy HER DM3 c**).

As a consequence, this application does not meet the tests set out in the NPPF regarding delivering sustainable development for the following reasons: -

## **NPPF Theme 12: Achieving well-designed places**

### **Para 127:**

*"Planning policies and decisions should ensure that developments:*

*...*

*c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);*

*...*

*d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;"*

## **NPPF Theme 16: Conserving and enhancing the historic environment**

### **Para 185:**

*"Plans should set out a positive strategy for conservation and enjoyment of the historic environment... This strategy should take into account:*

*...*

*c) the desirability of new development making a positive contribution to local character and distinctiveness;*

*and d) opportunities to draw on the contribution made by the historic environment to the character of a place."*

Within the Waterloo Square Conservation Area No.s 7,9,11-15, and 17 Waterloo Square are Listed Buildings, in addition to Bognor Regis Pier which is also Listed. It is considered that this proposal will affect these Listed Buildings and fails to meet the requirements of **ALP Policy HER DM1**, whereby proposals are required to: -

- " a. Preserve or enhance the historic character*
- b. Be necessary and not detrimental to the architectural and historical integrity*
- c. Protect the special interest of buildings*
- d. Protect, and where possible enhance the setting of the building."*

Nor are these proposals deemed to comply with the **Bognor Regis 2015 - 2030 Neighbourhood Development Plan Policy Theme A: Objective 1** - *"To restore and enhance our designated and non-designated heritage assets and their settings to the highest standard, identifying as the first English purpose built seaside resort."*

Current **ADC SDP re Conservation Areas** states:

*"S1.2. Conservation areas are statutorily defined as "areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance" (Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990)*

*S1.3. Special features of these areas include not only individual buildings but various factors such as: historic street patterns and building layouts; the mix of uses; scale and detailing of buildings; materials; street furniture; vistas; and even the spaces between buildings.*

*S1.4. The principle of conservation is to protect and preserve those buildings, features, spaces, activities and uses which form the particular character and appearance of an area, whilst allowing for appropriate change and new development which preserves or enhances that special character.*

*S1.5. The Council's aims in respect of Conservation Areas include the following:*

- *Protection of Conservation Areas from inappropriate and damaging development;*
- *Where new development is appropriate, to encourage design of the highest standard and which respects the character of the Conservation Area*

*S2.3. The special character and appearance of Conservation Areas will be a material factor in planning decisions and the objective of preservation can be achieved either by development which makes a positive contribution to the area's character or appearance, or by development which leaves that character and appearance unharmed. This implies that new development must be of a high standard, reflecting the form and materials and character of existing development in the locality."*

It is not felt that the proposal meets the principles and aims as set out above. The development in its present format is likely to cause harm to the Conservation Area and other nearby heritage assets, principally due to the height/massing of the proposed building, and therefore disagrees with **ALP Policy HER DM3 (f)**.

Conservation Areas and Listed Buildings will be given the highest level of protection and should be conserved and enhanced in a manner appropriate to their significance in accordance with **ALP Policy HER SP1**.

Continuing on the theme of character and setting it is felt that the proposal would have an adverse impact on the character of the street scene, in conflict with the Bognor Regis 2015 - 2030 Neighbourhood Development Plan. It is regarded to be out of character with nearby Listed Buildings and lacks any comprehension of the particular character of the area.

The NDP, which protects the whole of Bognor Regis from inappropriate development, must be conformed with. The proposal goes against the ethos of the NDP, with the exception of the retail units, particularly in relation to: -

**NDP Policy 2: Promoting the seaside identity** - *"Development Proposals within the 'Wider Town Centre Area' and concerned with extensions and alterations to the exterior of Designated and Non-designated Heritage Assets and their settings must adhere to 'Secure, restore and boost our seaside identity first' principle by echoing and responding eloquently and innovatively to the local built environment character and setting."*

**NDP Policy Theme A: Objective 4** - *"To enhance and promote the character of our seafront, esplanade and foreshore by taking a proactive approach to locating an appropriate range of amenities and structures in proximity to key access routes and by doing so maintaining long stretches of uninterrupted sea views."*



In considering the application, questions were asked regarding the rationale for building 49 No. apartments. This is regarded to be unacceptable overdevelopment of the site, particularly in relation to scale and massing (**ALP Policy D DM1**). The scale of the development should be kept within the general confines of the overall character of a locality unless it can be demonstrated that the contrary would bring a substantial visual improvement (**ALP Policy D DM1**). The opinion is that the proposal fails to demonstrate this. Furthermore, **ALP HER DM3 (a)** sets out that new buildings and structures acknowledge the character of their special environment in their layout, form, scale and it is not believed that the proposal meets this requirement.

There is disappointment at the lack of affordable housing in the proposal. The Design and Access Statement: Affordable Housing Statement (s.6.13) alleges that *"...it was agreed that as this site was in such a prominent location, affordable housing would be better located on another site owned by Mr Brookes (sic) and family."* However, according to consultation documents on ADC's Planning Portal, the ADC Housing Manager is currently objecting to the application as no alternative site for affordable housing has been brought forward by the applicant. The Town Council would be seeking reassurance of 30% allocated housing being provided within the proposal.

The proposal for 22 No. spaces on a basement level car park is significantly less than the calculations of the WSCC Car Parking Demand Calculator, which envisions a total demand for 45 spaces. The Local Highways Authority have themselves, in consultation, stated that access into the basement level car park is not wide enough, with a waiting space that not only results in a car overhanging the footway, but has been provided on the wrong side. The 2 No. disabled parking bays also fail to meet the requirement of having an additional width of 1.2m on each side.

The proposal gives rise to residential amenity issues, in relation to the relationship of the new building to existing residential development to the north and east. There should be minimal impact to users and occupiers of nearby property and land. The height and scale of the building proposed will likely have a significant impact on existing residential developments and, therefore, fails to meet the criteria of **ALP Policy D DM1**. It would appear that no shadow path analysis has been carried out.

In closing, Bognor Regis Town Council accept the principle of building on the site and acknowledge that any development will likely include flats/apartments. However, the application as currently prepared cannot be supported as it conflicts with the relevant policies within the adopted ALP (2011-31), Bognor Regis 2015 - 2030 Neighbourhood Plan and the NPPF.



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON TUESDAY 18<sup>th</sup> FEBRUARY 2020**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.30pm*

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

In the absence of the Chairman, Cllr. Goodheart, Members **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, would chair 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 had been received from Cllr. Erskine, who was away, and Cllr. Goodheart due to unforeseen circumstances. No apologies had been received from Cllr. Smith.

### **202. 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***

**203. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28<sup>th</sup> JANUARY 2020**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 28<sup>th</sup> January 2020 as an accurate record of the proceedings and the Chairman signed them.

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

***Meeting adjourned at 6.31pm***

A member of the public spoke about the lack of Committee Members present at the meeting, due to absences on the evening and vacant seats on the Committee. It was suggested that members of the public could be co-opted, as non-voting Members, to the Planning and Licensing Committee in an effort to increase numbers and broaden input into discussions. Each Ward within the Town could nominate a resident that lives in the Ward and, therefore, has local knowledge, to participate in discussions when considering planning applications that are situated within the Ward.

***Meeting reconvened at 6.38pm***

The Chairman asked for this suggestion to be looked into with a report being brought back to a future meeting.

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

There was nothing to report.

**206. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 24<sup>th</sup>, 31<sup>st</sup> JANUARY AND 7<sup>th</sup> FEBRUARY 2020**

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

**206.2** The Committee noted that representations had been received from members of the public in respect of planning applications BR/2/20/PL and BR/243/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

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

**207. 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 24<sup>th</sup>, 31<sup>st</sup> JANUARY AND 7<sup>th</sup> FEBRUARY 2020**

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

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

No notifications of any applications to considered at the next ADC Development Control Committee Meeting had been received.

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

There were no Premises Licence applications to consider.

**210. CORRESPONDENCE**

The Committee **NOTED** correspondence including: -

**210.1** Highways England - A27 Arundel Bypass 2019 Arundel Public Consultation: Corrections

***The Meeting closed at 7.00pm***

**APPENDIX 1****PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18<sup>th</sup> FEBRUARY 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 24<sup>th</sup>, 31<sup>st</sup> JANUARY AND 7<sup>th</sup> FEBRUARY 2020**

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

<b>BR/283/19/OUT</b> 30 Devonshire Road Bognor Regis PO21 2SY	Application for outline planning permission for erection of small dwelling following demolition of garaging and workshop.	<b>OBJECTION</b> Based on the information available to them, Members were unable to support planning application BR/283/19/OUT in the absence of any proposed elevations/drawings. It has also been reported that there is apparently no site notice displayed in relation to this planning application.
<b>BR/337/19/PL</b> 128 Collyer Avenue Bognor Regis PO21 5HX	Change of use from 2 studio/bedsits (formerly a living room serving main house) within existing rear extension to 1 No. bedsit or studio with separate entrance.	<b>NO OBJECTION</b>
<b>BR/6/20/HH</b> 77 Marshall Avenue Bognor Regis PO21 2TR	Single storey rear extension with internal alterations and new bay window.	<b>NO OBJECTION</b>
<b>BR/352/19/L</b> 65 Upper Bognor Road (Charlotte House 71 & 71A Upper Bognor Road, 67 & 69 Upper Bognor Road) Bognor Regis PO21 1HR	Listed building consent for the erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase & replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers & roof joists on first floor; change of use from medical centre/offices to 2 No. flats & workshop. Creation of new private gardens, separation of this part of	<b>DEFERRED</b> As agreed with the ADC Case Officer for planning application BR/352/19/L, consideration of this application would be deferred until Members consider the corresponding planning application, BR/351/19/PL, at the meeting to be held on 10 <sup>th</sup> March 2020. It is understood that validation of BR/351/19/PL was delayed due to the absence of a Flood Risk Assessment, resulting in the two

BR/352/19/L 65 Upper Bognor Road (cont.)	the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking & storage for bins & cycles.	applications being advertised on two separate Weekly Lists.
<b>BR/10/20/PL</b> 8A Sadler Street Bognor Regis PO21 1UA	Replacement of 2 No. timber windows, 1 No. timber bay window & 1 No. timber door all with PVCu windows (only bedroom window will be sliding sash) & door. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area.	<b>NO OBJECTION</b>
<b>BR/2/20/PL</b> 39 Bedford Street Bognor Regis PO21 1SH	Change of use from shop (A1 Shops) to cafe (A3 Food & Drink) with soft play area, sensory room/party area.	<b>SUPPORT</b> Members agreed that the proposals are a lovely idea and would be brilliant for the Town. The Town Council wish the applicant every success.
<b>BR/3/20/A</b> 39 Bedford Street Bognor Regis PO21 1SH	1 No. non illuminated fascia sign on front elevation.	<b>NO OBJECTION</b>
<b>BR/243/19/PL</b> 130 Longford Road Bognor Regis PO21 1AF	Change of use of house in multiple occupation to form 2 no. self-contained flats with a rear extension to form bathrooms at ground and first floors, and a single storey pitch roof and side extension to form a studio flat.	<b>OBJECTION</b> Members continue to consider the proposed extensions to be overdevelopment, with concerns in relation to insufficient amenity space and the possible detrimental effect that development to the rear of the property could have on the railway embankment. Furthermore, Members felt that the contribution this development would make in generating excessive parking demands could not be ignored.



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10<sup>th</sup> FEBRUARY 2020**

**PRESENT:** Cllr. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,  
Mrs. I. Erskine and S. Goodheart

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer - until Min. 77)  
1 member of the public in the gallery

*The Meeting opened at 6.32pm*

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

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

Apologies for absence had been received from Cllrs: W. Smith due to childcare reasons, Mrs. S. Staniforth who had a hospital appointment, M. Stanley who was attending an ADC Cabinet Meeting and Briefing and Mrs. J. Warr who was on leave.

### **70. DECLARATIONS OF INTEREST**

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

*Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine and Goodheart 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*

## **71. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> DECEMBER 2019**

It was **RESOLVED** that the Minutes of the Meeting held on 9<sup>th</sup> December 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

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

*The Chairman adjourned the Meeting at 6.41pm*

A member of the public, seated in the public gallery, commented on the generous re-location package paid to the recently departed West Sussex County Council Chief Executive. As he has not actually re-located, are Members concerned that this money has not, to his knowledge, been returned? As Town Councillors you are here to represent taxpayers, and this is clearly an abuse of expenses by WSCC, are Members willing to write a letter on behalf of the taxpayers to ask if the money has been returned and if not why?

*The Chairman reconvened the Meeting at 6.41pm*

A Member asked for this to be placed on an appropriate Agenda for consideration.



**73. CLERK'S REPORT FROM PREVIOUS MINUTES****Min. 56 refers - Update on letter to the Sussex Police & Crime Commissioner (PCC) regarding the incident at the train station during the Christmas Switch-On event**

A letter was sent to the PCC office on the 19<sup>th</sup> December 2019. An email acknowledging receipt was received on the 14<sup>th</sup> January 2020 but to date there has been no further response and therefore Members asked for this to be followed up.

**74. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2019**

The Events Officer's report, including the notification of an overspend on the Roller Rink event, was **NOTED**.

In addition to the circulated report, and in response to a query raised by a Member during that afternoon, Officers had prepared for Members a list of Minutes relating to the Roller Rink. This summary detailed the sequence of events that lead to the decision to run a Roller Rink event, and the Projects Officer read out a breakdown of the costs as follows:

Total Budget for the Event	£8,329.06
Cost of Rink	£8,000.00
PRS	£ 175.97
Banners	£ 70.00
Primary Times	£ 66.50

Therefore following the planned expenditure for the event, there was initially an underspend of £16.59.

Subsequently, the following were incurred due to the cancellation of the planned August date:

**Cancellation fees**

Hotel accommodation	£ 516.67
Security	£ 129.50

**Total overspend                      £ 629.58**

Members were asked to note that the overspend amount of £958.64 as detailed in the Events Officer's accompanying report had been amended as the total overspend was in fact £629.58. This error occurred as the budget had been shown on the accounting software at £8,000.00 when it was in fact £8,329.06, hence the reduction in overspend.

Note: Subsequent to the meeting it was clarified that the funds for this event were being taken from an identified Earmarked Reserve and that at the time of the meeting, the transfer of the remaining £329.06 had not taken place, hence the software only detailing a budget of £8,000.

A Member of the Committee had a number of issues regarding the report relating to the Roller Rink and was particularly concerned about the accounting procedure, the reporting and the "laissez-faire" attitude to taxpayer's money. The Member was of the opinion that the information provided to Councillors was full of inconsistencies, inaccuracies and was, therefore, financially misleading and a reference made to fraud. The Councillor further stated that somebody needed to take responsibility and that Officers should be accountable for the overspend and that it was not appropriate to ratify the overspend at this stage.

The Events Officer gave a further detailed verbal report on the reasons for the postponement of the event, which was due to a weather warning issued by the Met Office, and the subsequent proposal by the event provider to offer an alternative date.

Following discussion, Members **AGREED** to **RATIFY** the overspend of £629.58 on the Roller Rink event, which will be reported to the Policy and Resources Committee for noting.

The Projects Officer advised Members that any complaints or queries regarding alleged discrepancies should be addressed with the Town Clerk.

## **75. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

The Events Officer's report, including the updates where appropriate, was **NOTED**.

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

Given the sensitivity of the event and the current national security level, Members were asked to consider having a roaming security presence for the event at a cost of £150.00 plus VAT. The cost for this would be met from the £3,000 event budget.

Members **AGREED** that roaming security for the event should be provided.

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

Members were asked to consider a proposal from a local retailer to provide, free of charge, 100 copies of the children's book "They Raced To The Moon", with a total retail value of £599.00. These books would be for the Council to distribute as they chose and in return the sponsor would seek appropriate cover/mention in all publicity for the event.

A Member felt that a review of the Town Council's Sponsorship Policy needed to be undertaken to consider that any sponsorship should be to the value of 25% of that particular event budget as they felt that the Council could lose valuable free media coverage if an event is seen to have a sponsor.

Another Councillor felt it was a kind offer and adding a sponsor's name to promotional material does not preclude other sponsors.

After discussion Members **AGREED** to accept the offer of the free books to give away on Book Day and further **AGREED** that each book be stamped/marked Bognor Regis Town Council and if necessary, that the Events Officer may purchase an appropriate stamp from the Book Day Budget.

### 75.3 Drive Through Time - 19<sup>th</sup> July 2020

A Member asked that the newly appointment Climate Change Topic Team be asked to review the appropriateness of a Car Event in view of the Town Council declaring a Climate Emergency. The Projects Officer will take this matter to the next meeting of the Climate Emergency Topic Team for consideration. The Events Officer will also look at ways to offset the carbon footprint of the event.

### 75.4 Proms in the Park - 27<sup>th</sup> June 2020

A Member was assured that the programme would include a sing-along and include a song sheet.

### 75.5 Funshine Days - 3<sup>rd</sup> to 28<sup>th</sup> August 2020

Members noted that despite early and continued attempts, it had not been possible to secure a booking for Donkey Rides for the 2020 Funshine Day programme.

### 75.6 Christmas Illuminations - 28<sup>th</sup> November 2020

It was noted that there was no further update on this event.

## 76. UPDATE ON EVENTS GUIDE/LEAFLET FOR 2020 INCLUDING DECISION ON DESIGN AND FORMAT

As per the Events Officer's report, which was **NOTED**, the unused designs from the 2019 Events Leaflet were distributed for consideration.

Following discussion, Members **AGREED** to use the Deckchair Design for the front of the leaflet. The first print run is to include the full events listing with the second print run to list the second half of the events listing and to incorporate a map which includes reference to; Butlin's, West End, University and West Park.

The Events Officer will arrange for drafts to be produced and these will be circulated to Members for comment and feedback by 5pm on Friday 21<sup>st</sup> February 2020.

Members were further asked to consider the distribution areas for the event leaflet drop, noting the print run of 40,000 with 10,000 for local distribution by Town Force, as referred to in the Events Officer's report.

Following discussion, Members **AGREED** to include the following areas: Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (inc Fontwell), Westergate and Yapton.

*The Events Officer left the Meeting*

**77. REPORT ON CHRISTMAS ILLUMINATIONS (1<sup>st</sup> YEAR OF 3 YEAR CONTRACT)**

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

A Member said he was disappointed the displays were not operated by Wi-Fi and, in his opinion, felt the Town Council had been misled by the contractors by the need to install new timers. The Projects Officer reported she had spoken with the Contractor regarding this and his response was as follows:

*"All the displays in the Town are compatible with Wi-Fi, however, there is not suitable Wi-Fi provision in the Town. Wi-fi can be installed but this would incur an additional cost. Wi-Fi is also not as reliable as timers as the signal can dip in and out causing a loss of connection. The existing timers had been installed for a number of years and some needed replacing."*

**78. FURTHER CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED AND FOR HOW LONG - MIN. 61 REFERS**

As requested at the last Meeting, a map was circulated to Members detailing BRTC assets and shared assets such as lamp post and banner displays in the Town Centre.

Members thanked staff for producing the map which would be a useful tool for joint partnership/collaborative working and felt this was the direction to take going forward. Therefore, Members **AGREED** not to pursue this Agenda item any further.

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

**80. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 62 REFERS INCLUDING: FEEDBACK FROM THE ONLINE POLL; CONSIDERATION OF ANY DESIGNS, COSTINGS AND REQUIRED PERMISSIONS**

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

**80.1 Feedback from online poll**

A Member was encouraged that 40% of the responses from the online poll were in favour of the proposal to light the Beacon to celebrate special occasions for a fee. She was disappointed that the figures quoted were not accurate and that other costs would need to be taken into account. Officers reminded Members that it was agreed at the last meeting that an estimated cost of £500 per event be used as a ballpark figure to gauge initial responses and it was reported at the time that the figures provided were no way indicative of the final anticipated costs.

Members **AGREED** for Officers to provide a full detailed report to include costings for a 30-minute burn as well as information on all the ADC requirements and permissions, total staffing costs and to further include proposals for a booking scheme.

## **80.2 Consideration of any designs, costings and required permissions**

A Member circulated some suggested designs that could be installed on the beacon to create a possible selfie. During discussion it was further suggested that selfie opportunities should not be restricted to one area and there could be a number of "selfie stations" along the promenade and throughout the Town. It was also noted that any erection on the Beacon would need to be tolerant to the high winds and the structure of the Beacon itself.

Following discussion, Members **AGREED** for Officers to check the loading weight and tolerance of the Beacon with engineers and to check the perspective of the background for a selfie opportunity in that area.

Members further **AGREED** that they would look at identifying other possible "selfie stations" and email their suggestions to the Officer in good time for the next meeting.

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

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

Members **AGREED** to instruct Officers to proceed with this item as per the report namely:

- i) to set up a Mailchimp account linked to the Town Council's Website to enable E:Bulletins to be emailed out on a monthly basis;
- ii) for Officers to compile a monthly E:Bulletin.

## **82. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit as well as the additional extended maximum of 15 minutes as per Standing Order 1.2, and as such all remaining items would be deferred.**

Members therefore **RESOLVED** to defer the remaining Agenda items 13, 14, 15 and 16 to the next Committee Meeting.

## **83. DATE OF NEXT MEETING**

Monday 6<sup>th</sup> April 2020.

*The Meeting closed at 8.47pm*

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 12 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL  
CONTROL PROCEDURES AND PRACTICES**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

**DECISIONS**

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

## **AGENDA ITEM 12 - APPENDIX 1**

### Bognor Regis Town Council

#### Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

#### Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

#### Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

#### Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 13 - TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2020/21 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2020, AS AGREED AT THE FULL COUNCIL MEETING HELD 2<sup>nd</sup> SEPTEMBER 2019 - MIN. 98 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Following a Motion put to Full Council at the meeting held 2<sup>nd</sup> September 2019, Members resolved to agree that the Mayoralty Selection Committee be dissolved with nominations for Deputy Mayor being discussed at the March Council Meeting (Min. 98 refers).

**DECISION**

Members are invited to consider nominations for Deputy Mayor 2020/21 and **AGREE** a recommendation for this appointment, to be put before Full Council at the Annual Town Council Meeting.



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 14 - TO NOTE THAT CLLR. MRS. STANIFORTH NO LONGER WISHES TO BE THE APPOINTED COUNCIL REPRESENTATIVE TO THE BOGNOR & BERSTED UNITED CHARITIES, AND TO CONSIDER THE APPOINTMENT OF A REPLACEMENT REPRESENTATIVE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Full Council Meeting held 1<sup>st</sup> July 2019, Members resolved that Cllr. Mrs. Staniforth be appointed as the representative to Bognor & Bersted United Charities (Min. 62 refers).

Unfortunately, Cllr. Mrs. Staniforth has informed the Town Clerk that she wishes to step down from this appointment. Therefore, Members are asked to consider a replacement representative.

Bognor & Bersted United Charities are a collective Charity, combining a dozen very small charities whose purposes are: -

- The prevention or relief of financial hardship in Bognor and Bersted by making grants to individuals and families in need, and to organisations working to prevent or relieve financial hardship;
- The relief of sickness, and the preservation of health among people residing in Bognor and Bersted;
- To promote educational opportunities for children, and people under 25 in Bognor and Bersted.

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

**DECISIONS**

Members are asked to **NOTE** that Cllr. Mrs. Staniforth no longer wishes to be the appointed representative for Bognor & Bersted United Charities.

Members are invited to **AGREE** the appointment of a replacement Councillor representative to Bognor & Bersted United Charities, to serve until the end of the current Administration.

## AGENDA ITEM 15

### BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020

#### AGENDA ITEM 15 - TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 13<sup>th</sup> FEBRUARY 2020

##### REPORT BY THE TOWN CLERK

##### FOR INFORMATION

The Notes of the meeting of the Arun District Association of Local Councils held on 13<sup>th</sup> February 2020 are attached as **Appendix 1**.

The Notes make reference, under item 2, to a presentation given by Kevin Owen from Arun District Council, and a 'tick list' circulated to ADALC Members. These are attached as **Appendices 2** and **3**.

# ARUN DISTRICT ASSOCIATION of LOCAL COUNCILS

## *Affiliated to the Sussex Association of Local Councils*

Minutes of meeting held at Clapham & Patching Village Hall on 13<sup>th</sup> February 2020.

Those Present: Chairman, Vice-Chairman, Treasurer, Secretary, representatives from Aldwick P.C., Felpham P.C., Ford P.C., and Pagham P.C.

Item 1: Apologies: Angmering P.C., Clapham P.C., Slindon P.C., and Walberton P.C.

Item 2:

A presentation was given by Kevin Owen, together with Cllr Martin Lury of ADC in relation to “The Draft Arun Design Guide”, currently out for consultation by ADC. The presentation was to explain the purpose of Supplementary Planning Documents (SPDs), such as the Design Guide, and how they relate to the Arun Local Plan (ALP) and Neighbourhood Development Plans (NPDs). SPDs are a material consideration, however, when prepared they have to be called upon and, if an application is not in accordance with a SPD, then can be refused on these grounds. All current SPDs and legacy (SPGs) can be accessed on the District Council website, via

<https://www.arun.gov.uk/supplementary-planning-documents-spds/>

There are three policies within the ALP about design (DSP 1, D DM1 and D DM4) consisting of only a couple of paragraphs. The Design Guide SPD provides a more detailed explanation about, for example, how design looks on the ground, quality of materials used, does it respect local area etc. The Design Guide is broken down into three parts: - What is trying to be achieved in terms of good design; Objectives to achieve; Types of development typically applied for i.e. extension/in-fill plot/10 No. houses/larger scale developments.

Kevin presented Councillors with a ‘tick list’, from the Design Guide SPD, which signposts users to the sections of the Guide that need to be referred to, encouraging people to systematically consider what they need to think about, and the processes to be followed. Parish Councils should refer to the ‘tick list’ to ensure that planning applications are adhering to the Design Guide. It was agreed that Kevin would send a copy of the ‘tick list’ to the Chairman for circulation to Members.

Members are reminded that “The Draft Arun Design Guide” consultation is open until 5pm on 21<sup>st</sup> February 2020.

Item 3:

Minutes: It was noted that Clapham P.C., Felpham P.C., Ford P.C., and Slindon P.C. had been missed off of the list of those present at the meeting on 31<sup>st</sup> October 2019. With these amendments proposed, and seconded, the Minutes of the meeting on 31<sup>st</sup> October 2019 were approved.

Item 4:

Funding: The Treasurer confirmed that the grant from ADC had been received for the year. Whilst SSALC had agreed to continue funding as before, these monies had not yet been received. The Chairman will liaise with Trevor Leggo about whether the Association needed to invoice SSALC for the funds. Parish invoices, with a fee of £15.00 per year, would be the next stream of funding.

The Chairman introduced Joanne Davis as the Association's Secretary and her appointment was approved by Members. Contact details for Joanne are [jsdeandavis@gmail.com](mailto:jsdeandavis@gmail.com).

#### Item 5:

Treasurers Report: As at 12<sup>th</sup> February 2020 the balance of the ADALC Bank Account sits at £816.20 including pending transactions. Members discussed the possibility of purchasing a projector for use at future ADALC Meetings.

The Treasurer, together with the Vice-Chairman, continue to work hard at untangling the problems with accessing the Bank Account, which arose because all signatories, bar one (Cllr Warden) had ceased their duties with the Association. The following Motion was proposed: -

"To agree to remove Tony Gardiner, previous Chairman and Rob Martin, previous Treasurer from the list of signatories for the ADALC Bank Account, and to further agree to Trevor Ford and Lilian Richardson to become the new signatories for the ADALC Bank Account.

To agree to confirm, that at the AGM, Cllr Lilian Richardson was duly elected as Chairman of ADALC and Cllr Michael Warden was duly elected as Vice-Chairman of ADALC. Also, that Cllr Gill Yeates was elected as Treasurer for ADALC."

It was proposed that the Motion be amended to more clearly indicate all of the signatories for the ADALC Bank Account by including the name of Cllr Gill Yeates in the Motion. This amendment was seconded and therefore the amended Motion read: -

"To agree to remove Tony Gardiner, previous Chairman and Rob Martin, previous Treasurer from the list of signatories for the ADALC Bank Account, and to further agree to Trevor Ford, Lilian Richardson and Gill Yeates being added to the list of signatories for the ADALC Bank Account.

To agree to confirm, that at the AGM, Cllr Lilian Richardson was duly elected as Chairman of ADALC and Cllr Michael Warden was duly elected as Vice-Chairman of ADALC. Also, that Cllr Gill Yeates was elected as Treasurer for ADALC."

Following a vote, the amended Motion was carried and agreed.

#### Item 6:

Membership: Invoices for the membership fee of £15 would be sent to Parishes soon. With a disappointing turnout at the meeting, it was suggested that a letter needs to be written to all Parishes suggesting that the Constitution might be changed to state that in the event of a representative being unable to attend, a 'stand-in' from the Parish Council should be allowed.

#### Item 7:

The Chairman and Vice-Chairman reported on their meeting with ADC's CEO, Nigel Lynn. Nigel stated that he would agree to meeting with organisations such as ADALC, and was not adverse to an annual conference, but he would a wider agenda to include matters other than planning, such as waste management etc., and other issues faced by ADC. A list of issue could be put together and sent to ADC so that a suitable attendee could be identified for future ADALC Meetings.

The questions put to the Chief Constable by Parish Councils, including CC York's responses, will be circulated to Members again.

Item 8:

Items included the PCC elections in May, with Katy Bourne wanting tougher enforcing of speeding in rural areas, concerns about crime in Town Centres putting people off of going into shops, and a big push to get solved crime numbers up, not just reported crime numbers. Unitary Councils was back on the agenda, with Adur/Worthing acting jointly and East/West Sussex doing so temporarily. Negotiations continue following an offer of a 2% salary increase for Council Clerks being turned down by UNISON who are seeking a 10% increase on the NJC pay scale. SALC reported spending an increasing amount of time on individual Councillors calling upon them. SALC will provide advice to Councils through the Clerk, not advising individual Councillors. SALC AGM to be held 15<sup>th</sup> October 2020 at Hilton Avisford Park.

Item 9:

Constitution: The most recently amended version of the Constitution would be circulated to Members to be either approved or rejected at the next meeting.

Item 10:

Speakers: The Chairman had recently attended an 'All Parishes Meeting' organised by Chichester District Council whereby Parishes had been invited to receive a number of updates/presentations from a variety of Officers from the District Council. The meeting had been very informative, with the Parishes split into five groups, but it was acknowledged that this model may not necessarily work in Arun. Suggestions for future speakers at ADALC Meetings included representatives from ADC to speak on items such as Climate Change and Anti-Social Behaviour.

Item 11:

Anyone with an Allotments Policy is asked to share this with Members. Felpham P.C. have recently carried out a review of the application forms for Grant funding, which they have offered to share with other Parishes.

Item 12:

Discussion took place in relation to the "Improving Places and Spaces" presentation given at the last meeting by Sue Furlong. The success of the scheme was very much dependant on volunteers being recruited to carry out some of the devolved services that would no longer be offered by WSCC. As an alternative to the scheme, some Parishes had set aside a budget to cover the cost of, for instance, a couple of extra grass/verge cuts above and beyond the five cuts provided annually by WSCC.

Item 13:

Future meeting date/s:

Thursday 11<sup>th</sup> June 2020

Thursday 24<sup>th</sup> September 2020.

Venues to be advised.

Date to be inserted if ADC agree to a Conference (not to include Planning).

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# Supplementary Planning Documents and Draft Arun Design Guide SPD

February 2020

# **What I am going to cover this evening**

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- **What is SPD? And Why is it needed?**
- **Relationship to the Local Plan and Neighbourhood Plans?**
- **How are SPD used and by whom?**
- **What weight do they have in decision making?**
- **Who prepares them and how?**
- **Consultation and Adoption?**
- **What SPD do we already have?**
- **Purpose of the draft Arun Design Guide – outline structure**

# • What is SPD? And Why is it needed?

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- Localism Act 2011 – Local Development Framework
- LDD, SCI, LDS, SPD
- Local Development Documents = Statutory Development Plan (i.e. Local Plan)
- Supplementary Planning Documents (SPD) – less weight – material consideration
- Supplementary Planning Documents (SPD) replaced SPG



# • Relationship to the Local Plan and Neighbourhood Plans?

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- Development Plan Documents – Statutory Development Plan
- i.e. = Local Plan and Neighbourhood Plans
- Supplementary Planning Documents (SPD) – not part of the statutory development plan

# • How are SPD used and by whom?

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- Local Authority
- Developers
- and all stakeholders
- Provides more detailed guidance with which to interpret adopted policies within the Development Plan
- Can be used to inform pre app discussions
- Shape development proposals before they are set out within a planning application

# • What weight do they have in decision making?

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- Statutory Development Plan or National Planning Policy Framework – para 2 of NPPF 2019:-
  - *“Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise...”*
  - ‘Material consideration’ in determining planning applications
  - SPD can’t introduce new policy and can’t conflict
  - SPD can introduce Standards – if viability tested via examination as part of the Development Plan – otherwise subject to viability and potential challenge
-

# • Who prepares them and how?

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**Adoption of SPD a Local Planning Authority function**

- **Planning & Compulsory Purchase Act 2004**
- **The Town and Country Planning (Local Planning) (England) Regulations 2012**

# • Consultation and Adoption?

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- 2 Stages of consultation under the plan making regulations
  - Regulation 12 Public participation
  - Regulation 13 Representations on supplementary planning document – 4 weeks
  - Regulation 14 – Adoption – made available for inspection with an adoption statement
  - Section 23 (5) of the Planning and Compulsory Purchase Act 2004:-
    - *“A document is adopted for the purposes of this section if it is adopted by resolution of the authority.”*
-

# What SPD do we already have?

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## New

- <https://www.arun.gov.uk/supplementary-planning-documents-spds>
- Open Space, Playing Pitches, Indoor and Built Sports Facilities SPD
- Arun Parking Standards SPD

## Revoke Old

- Open Space & Recreation Standards October 2000 SPG; and
- Parking Standards SPG 2000
- Telecoms October 2000
- Advertisements September 2003
- Archaeology September 2003

# What SPD do we already have?

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## Revise and update Heritage related

- Conservation Areas SPG October 2000
- Areas of Character SPG

## New Guidance

- Accommodation for older people and people with disabilities
- Changing places - toilets

# Why we need the Design Guide

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## Purpose of the Design Guide

Adopted ALP 2018 Chapter 13 Design

Policy D SP1 'Design' overall principles/objectives

Policy D DM1 'Aspects of form and design quality'

D DM4 'Extensions and alterations to existing buildings'



# Why we need the Design Guide

## Purpose of the Design Guide

- current and future challenges
- distinctive character and qualities of Arun;
- design principles and criteria for applications
- design process to achieve high quality design
- best practice
- A tool that can be used everyone masterplanning applicants
- a step-by-step process to ease assessment of proposed development; and
- set out ADC's expectations for future development.



# Who is the DG aimed At?

## Users of the Design Guide

A range of key players:- ,

- **Landowners, developers** promoting development;
- **Householders** residential conversions, alterations and extensions;
- **Designers** drawing up development schemes;
- **Development Management Officers** help with determining applications;
- **The wider community, stakeholders including Town/Parish Councils** commenting on planning applications.



# Section 1 : Introduction

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**Introduction** explains what the Design Guide will achieve and how it should be used.

- **Chapter A** sets out the characteristics and value of ‘good design’ and the key design objectives of the document.
- **Chapter B** explains the process of design and the role of the Design Guide within this.
- **Chapter C** offers an overview into the existing character and context of Arun District in order to provide an initial basis for character assessment.

# Key Design Objectives

## Key Design Objectives

	<b>Local Distinctiveness, Character &amp; Identity</b>		<b>Adaptability &amp; Future Needs</b>
	<b>Cohesive &amp; Vibrant Neighbourhoods</b>		<b>Safety, Security &amp; Crime Prevention</b>
	<b>Diversity</b>		<b>Efficient Use of Natural Resources</b>
	<b>Ease of Movement</b>		<b>Innovation</b>
	<b>Accessibility &amp; Inclusion</b>		<b>Climate Change &amp; Sustainability</b>
	<b>Legibility &amp; Integration</b>		<b>Good Streets &amp; Spaces</b>
			<b>Well Designed Buildings</b>

# Section 2: Masterplanning & Working with the Guide

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- **Chapter D: Responding to the Site and its Setting** e.g. a site appraised to understand its unique characteristics leading to a design rationale that establishes the approach to the site.
- **Chapter E: Natural Environment** e.g. integrate and enhance the natural resources of a site e.g. trees, hedgerows, habitat.
- **Chapter F: Movement Framework** e.g. ensure accessibility, permeability for all to and from and within a site.
- **Chapter G: Built Structure & Development Plots** e.g. locating local centres, community facilities, plot layout, density and mix of uses.
- **Chapter H: Welcoming Streets and Spaces** e.g. the role of different streets and spaces are for the car, pedestrian, residents, for shopping, leisure, art, open space – all of these?.

# Section 2: Masterplanning & Working with the Guide

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- **Chapter I: Parking Strategy** e.g. guides car and cycle parking strategies, emphasising electric vehicle requirements.
- **Chapter J: Building Design** e.g. scale and massing, landmark building, façades and elevations, inclusive and adaptable design, noise and overshadowing, etc.
- **Chapter K: Climate Change and Sustainability** e.g. Sustainable design - climate change mitigation, criteria for energy and water efficiency and insulation and ventilation etc.
- **Chapter L: Ensuring Quality** e.g. use of appropriate and high quality materials, low maintenance



# Structure of the DG

## Structure of the Guide

Section 2 match objectives relevant to development type set out in in Section 3. – Provides a checklist/tick list.

Design Guide Matrix		Intervention Type	Householder Extensions	Building Conversions	Strategic Housing & Major Devel.	Infill Development	Rural Development	Apartment Buildings	New Homes	Mixed Use Schemes
Design Guide Section										
1	S1	Purpose, Status, Users, Objectives and Structure of the Guide & Arun District Context	✓	✓	✓	✓	✓	✓	✓	✓
		D: Responding to the Site & Its Setting	✓	✓	✓	✓	✓	✓	✓	✓
		E. Natural Environment			✓	✓	✓	✓	✓	✓
		F. Movement Framework			✓		✓			✓
		G. Built Structure & Devel. Plots			✓					✓
2	S2	A Step-by-Step Masterplanning Process from Site Appraisal to Delivery			✓	✓		✓	✓	✓
		H. Welcoming Streets & Spaces			✓	✓		✓	✓	✓
		I. Parking Strategy			✓	✓	✓	✓	✓	✓
		J. Building Design	✓	✓	✓	✓	✓	✓	✓	✓
		K. Climate Change & Sustainability	✓	✓	✓	✓	✓	✓	✓	✓
3	S3	L. Ensuring Quality	✓	✓	✓	✓	✓	✓	✓	✓
		M. Householder Extensions	✓				✓			
		N. Building Conversions		✓			✓			
		O. Strategic Housing & Major Devel.			✓					✓
		P. Infill Development				✓	✓			
		Q. Rural Development	✓	✓		✓	✓		✓	
		R. Apartment Buildings			✓			✓		
		S. New Homes			✓		✓		✓	
		T. Mixed Use Schemes			✓					✓

# Section 3: Development & Intervention Types

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- **Chapter M:** Housing Extensions
- **Chapter N:** Building Conversions
- **Chapter O:** Strategic Housing (100< dwellings) & Major Residential Development (10-100 dwellings)
- **Chapter P:** Infill Development (2-9 dwellings)
- **Chapter Q:** Rural Development
- **Chapter R:** Apartment Buildings
- **Chapter S:** New Homes
- **Chapter T:** Mixed Use Schemes



# To summarise

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- **SPD provides more detailed policy interpretation and guidance on application of adopted local plan policies**
- **Not part of Statutory Development Plan**
- **However, a material consideration for DM officers**
- **Local Plan and Neighbourhood Plans have primacy**
- **Helps all stakeholders to prepare development proposals**
- **Prepared by LPA**
- **Have to follow statutory consultation and adoption procedures set out in plan making regulations/Act**
- **Already have new SPD and existing – older to be revoked**

# To summarise

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- **Why we need Design Guide?** – to set out what we mean by good design
- **Who is the DG aimed at?** All stakeholders
- **3 Sections**
- **1 Introduction** - A Good design/Objectives, B process, C grounding in Arun /Character
- **2 Masterplanning working with the guide** (D-L)
- Relates Design Objectives to Types of Development – check/tick list
- **3 Development & Intervention types** (M-T)

# Next steps

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- **Four week Public Consultation:** 9<sup>th</sup> January to 5pm 21 February 2020
- **Planning Policy Sub committee:** 28 April 2020
- **Regulation 12 four week period:** (May Dates TBC)
- **Planning Policy Sub committee:** any further reps made during the Reg.12 four week period 30 June PPSC
- **Full Council:** to get agreement to adopt the Arun District Design Guide 15 July

Design Guide Matrix			Intervention Type ↑	Householder Extensions	Building Conversions	Strategic Housing & Major Devel.	Infill Development	Rural Development	Apartment Buildings	New Homes	Mixed Use Schemes
Design Guide Section →											
1	Purpose, Status, Users, Objectives and Structure of the Guide & Arun District Context	S1	Introduction: Chapters A, B & C	✓	✓	✓	✓	✓	✓	✓	✓
			D: Responding to the Site & Its Setting	✓	✓	✓	✓	✓	✓	✓	✓
			E. Natural Environment			✓	✓	✓	✓	✓	✓
			F. Movement Framework			✓		✓			✓
			G. Built Structure & Devel. Plots			✓					✓
2	A Step-by-Step Masterplanning Process from Site Appraisal to Delivery	S2	H. Welcoming Streets & Spaces			✓	✓		✓	✓	✓
			I. Parking Strategy			✓	✓	✓	✓	✓	✓
			J. Building Design	✓	✓	✓	✓	✓	✓	✓	✓
			K. Climate Change & Sustainability	✓	✓	✓	✓	✓	✓	✓	✓
			L. Ensuring Quality	✓	✓	✓	✓	✓	✓	✓	✓
			M. Householder Extensions	✓				✓			
			N. Building Conversions		✓			✓			
3	Specific Guidance for Various Development Types		O. Strategic Housing & Major Devel.			✓					✓
		S3	P. Infill Development				✓	✓			
			Q. Rural Development	✓	✓		✓	✓		✓	
			R. Apartment Buildings			✓			✓		

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 16 - TO RECEIVE AN UPDATE FOLLOWING CLLR. STANLEY'S MOTIONS CARRIED ON 6<sup>th</sup> JANUARY 2020 - MINS. 168 & 169 REFER**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION  
& DECISION**

**Min. 168 - Opportunities to purchase properties for the purpose of commercial lettings**

As a follow up to the decision taken to investigate potential commercial acquisitions, the issue of property investment was a recent article in Local Councils Update (referred to on correspondence listing under Agenda item 21) which highlighted concerns from the National Audit Office (NAO) over councils buying property. For Members additional information only, an excerpt is detailed below.

The NAO said many local authorities were buying property in a bid to offset Government cuts in funding.

However, it warned the scale of spending and borrowing is exposing councils to investment risks such as the impact of an economic recession.

The £6.6 billion spent between 2016-2019 is an increase of 14.4% on what was spent in the previous three years. It includes £3.1 billion on buying offices, £3.2 billion on retail property, £957 million on industrial property and £759 million on shopping centres.

The report also showed that 38% of purchases were made outside of the local authorities' own areas.

Meg Hillier, chair elect of the Committee of Public Accounts said, "Given local authorities have faced such big cuts, it is understandable that many might take part in risky investments to get more money in. However, a fourteen-fold increase in spend on commercial property raises serious alarm bells. Most of these acquisitions by value are being made by a small number of authorities, and activity is concentrated in the South-East."

The NAO said the MHCLG should improve the quality of data held on acquisitions by councils to fully understand the risks and ensure authorities are complying with the framework.

Gareth Davies, the head of NAO, said "MHCLG needs to look again at the framework which governs local authority borrowing and investment and consider whether it is still fit for purpose."

## **Min. 169 - presentation around residential lettings and Community and Trusts**

At the previous Council Meeting Members considered a Motion from Cllr. Stanley as follows: -

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

Following discussion Members agreed that whilst they were in favour of the Motion, the cost of a presentation from an industry expert should be investigated and reported back at a future Council Meeting for further consideration before proceeding.

As the two subjects to be considered - Community Land Trusts and residential lettings - are very different, it has been necessary to seek advice from two different sources and the following responses have been received to these enquiries. Furthermore, it is suggested that a stand-alone Members Briefing is held one evening for this exercise.

### **Residential Lettings**

Contact has been made with a Commercial Agent used by the Town Council and they have suggested a colleague who has almost 38 years of estate agency experience who would be delighted to come along and speak to Members about this issue and see if they can assist in anyway going forward.

The fee for an hour attendance would be £150+VAT.

### **Community Land Trust**

Sussex Community Housing Hub is a service that has been established by Action in Rural Sussex (AiRS), to provide technical advice and support on community led housing initiatives, including Community Land Trusts. They have advised that would be pleased to have the opportunity to present to Councillors on their work, advise on the benefits provided by Community Land Trusts, and discuss how they might assist the Town Council generally.

As this is an initiative funded by 9 District Councils across Sussex, there would be no fee for their attendance.

## **DECISION**

Do Members **AGREE** to invite the following to address Members at a Briefing session one evening:

- i) Local Estate Agent regarding residential lettings at a cost of £150 plus VAT;
- ii) Sussex Community Housing Hub regarding Community Land Trusts at no charge.



## **BOGNOR REGIS TOWN COUNCIL**

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

Mr Nigel Lynn  
Chief Executive  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

9<sup>th</sup> January 2020

Dear Nigel

### **Re: Regeneration in Bognor Regis**

I write to you on behalf of Bognor Regis Town Council and ask that this letter be shared with all Members of Arun District Council, all Cabinet Members and your Corporate Management Team.

Firstly, we would like to request an update on the current situation regarding Arun District Council's position on the various regeneration projects across all five Wards of Bognor Regis. This is in consideration of the fact that regeneration presentations have recently been made to Bognor Regis Town Council by some of the interested parties involving the regeneration of our Town.

All of the participants had been a part of the original regeneration project created by the previous administration at Arun District Council. Since the elections in May 2019, as far as Bognor Regis Town Council understand, no contact has been made by Arun District Council with any of those interested parties. It should be incumbent on the new administration at Arun District Council to act upon the work on regeneration proposals carried out by the previous administration.

Following discussions at the Full Council Meeting, it was suggested that Arun District Council might like to consider contacting those that had participated in the recent presentations made to the Town Council.

TOWN MAYOR: Councillor Phil Woodall

DEPUTY MAYOR: Councillor Steve Goodheart

Surely it would be advantageous to establish if any of these parties would be interested in exploring opportunities that might still be viable and desirable, being beneficial to both the Community and Arun with its future plans within the wider district.

It would be good to understand if Arun District Council is working from a current Master Regeneration Plan for the whole of Bognor Regis, or not. If it is not, could you please advise from what documents Arun are working from and how it is being developed.

In summary, a meeting by way of a Members Briefing (closed to public) to discuss the situation of regeneration in Bognor Regis would be welcomed. It is envisaged that all Members of Bognor Regis Town Council could take this opportunity to meet with representatives of Arun District Council to include, for example, yourself, Karl Roberts, Philippa Dart, Denise Vine, Cllr Lury, Cllr Stanley, Cllr Dr Walsh, Cllr Chapman and Cllr Dixon. It may also be prudent to invite relevant stakeholders such as Mr Nick Gibb MP and representatives of West Sussex County Council.

This would be a great opportunity to gain a better understanding of the current regeneration position and help towards developing a stronger working relationship between Arun District Council and Bognor Regis Town Council.

I would like to formally invite you to consider attending a Members Briefing with Town Councillors, prior to this invitation being extended further afield, and await your response.

Yours sincerely

Glenna Frost  
Town Clerk





Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: 01903 737600

DX: 57406 Littlehampton  
Minicom: 01903 732765



e-mail: [nigel.lynn@arun.gov.uk](mailto:nigel.lynn@arun.gov.uk)

4 February 2020

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

Our Ref: NL/gls

Dear Glenna

I write further to your letter dated 9 January 2020 concerning regeneration in Bognor Regis.

With reference to the regeneration presentations the Town Council received on 16 December 2019, you will recall my email of 4 December stating that if Bognor Regis Town Council were serious about discussing matters with the District Council (as landowners and with the responsibility for regeneration on its land), we should have been included in the early planning of such an event. It was clear that this had been planned for some time and availability of Arun District Council officers should equally have been considered at that early date.

The new administration is aware of the history of certain interested parties wanting to be involved with regeneration projects on Arun District Council land in Bognor Regis. In relation to the Sir Richard Hotham Project, I wrote to Mr Elliott on 7 November 2019 confirming that the Council has on three separate occasions agreed not to progress with his proposal (Full Council 9.11.16, 8.3.17 and 8.7.19).

Mr Cosgrove raised a question at our Full Council meeting on 15 January 2020 requesting, among other things, that the Council calls an Extraordinary Meeting of the Council to "ensure meaningful progress" on regeneration in Bognor Regis. In response, the Leader said:

"The Council recognises the importance of regeneration and attracting investment to the District. When this administration took over in May 2019 a decision was taken to review the previous administrations development plans for the two key Council owned regeneration sites in Bognor Regis and Officers were instructed to halt progression of those proposals, which had come to nothing over 12 years. The Council is now considering what the best approach would be for taking forward development proposals on these sites and that deliver real and sustainable regeneration in the Town. Further consultation will form part of this process, including that planned for Spring 2020 on the Sunken Gardens and may include presentations from external parties to Members, and the community will be kept informed as the proposals develop. I do not intend to call an Extraordinary Council Meeting before that".

I believe this answers all the points raised in your letter of 9 January 2020.

Yours sincerely

  
Nigel Lynn  
Chief Executive

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 18 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR  
CLLR PHIL WOODALL FROM 6<sup>th</sup> JANUARY - 9<sup>th</sup> MARCH 2020**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Saturday 11.01.20	:	BR Model Railway Club Annual Exhibition 2020, Felpham Community College, Felpham
Thursday 16.01.20	:	Institution & Induction of the Reverend Joel Mennie as Incumbent of St Wilfrid's Church, Ellasdale Rd, BR
Friday 17.01.20	:	The Picturedrome Cinema Centenary Celebrations, Picturedrome Cinema, Canada Grove, BR
Saturday 18.01.20	:	Sir Richard Hotham Blue Plaque Unveiling, Hotham House, Hotham Pk, BR
Saturday 18.01.20	:	RAF Air Training Corps Cadets Minibus Fundraiser, TAVR Centre, Chichester Rd, BR
Saturday 18.01.20	:	<i>Deputy Mayor attended: BR Local History Society Wreath Laying Ceremony for Sir Richard Hotham, Churchyard of St Mary Magdalene Church, Bersted St, BR</i>
Tuesday 21.01.20	:	Talk on role as Mayor at WI Mtg (BR), Jeneses United Reform Church, Linden Rd, BR
Friday 24.01.20	:	Official Unveiling of Defibrillator for West End Shopping Centre, Park Rd, BR
Friday 24.01.20	:	<i>Deputy Mayor attended: Aldwick Parish Council Annual Reception, Willowhale Community Centre, Pryors Lane, Aldwick</i>
Sunday 26.01.20	:	West Sussex Guitar Club Concert, Regis School of Music, Sudley Rd, BR
Saturday 01.02.20	:	<i>Deputy Mayor attended: High Sheriff of West Sussex' Annual Prayer Breakfast, Wiston House, Wiston Park, WS</i>

## AGENDA ITEM 18

Tuesday 04.02.20	:	Opening Event for 'The 2 O'clock Club' New Community Venture, Regis Centre, Belmont St, BR
Saturday 08.02.20	:	BR & District Scouts 'Chief Scout Silver Award' Presentations, St Mary's Hall, Grassmere Close, Felpham
Monday 10.02.20	:	Mtg at Butlin's re. Mayor's Civic Reception 2020, Butlin's, BR
Friday 14.02.20	:	Hall & Woodhouse Community Chest 2020 Launch, The World's End, Patching
Wednesday 19.02.20	:	100 <sup>th</sup> Birthday Celebration for Resident, Sandmartins, Stocker Rd, BR
Tuesday 25.02.20	:	Pagham Pram Race 'Helping Others' Grant Presentation Evening, Church Farm Holiday Park, Church Farm, Pagham
Thursday 27.02.20	:	Purple for Polio Afternoon Tea Event, Felpham Community College, BR
Saturday 29.02.20	:	Mayor of Bognor Regis' Charity Race Night, Bersted Jubilee Hall, Bersted
Wednesday 04.03.20	:	Talk on role as Mayor at Pagham Friendship Club, Pagham Village Hall
Saturday 07.03.20	:	<i>Deputy Mayor attended: Shore Community Church 'Swimathon', Arun Freedom Leisure Centre, Felpham Way, BR</i>
Saturday 07.03.20	:	BR District Beaver Scouts Presentation Evening, St Mary's Centre, Felpham
Sunday 08.03.20	:	Southdowns Concert Band 'Spectacular Spring Concert', Alexandra Theatre, Belmont St, BR
Monday 09.03.20	:	Grand Opening of Stonepillow Resource Hub, Ellasdale Rd, BR

### Events Confirmed (But Not Attended):

Friday 31.01.20	:	'The Story of Love in the Harbour' Opening Night Performance by Fatdan Productions, Alexandra Theatre
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**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 19 - EVENTS ATTENDED BY TOWN CRIER  
MRS JANE SMITH FROM 6<sup>th</sup> JANUARY - 9<sup>th</sup> MARCH 2020**

**REPORT BY CIVIC OFFICE**

**FOR INFORMATION**

Thursday 09.01.20	:	Diary Mtg - Plans for 2020, Town Hall
Monday 10.02.20	:	Talk on role as Town Crier as part of 1 <sup>st</sup> Birthday Celebrations for Eastergate WI, Eastergate Village Hall, Eastergate

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING – 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 21 - CORRESPONDENCE**

**FOR INFORMATION**

- 1. ADC - Fees for Bognor Regis Town Council Election - Thursday 2<sup>nd</sup> May 2020**
2. WSCC - Confirmation of refund following cancellation of JWAAC H&T Sub-Group Meeting scheduled for 4<sup>th</sup> February 2020
3. Neighbourhood Alert - Doorstep Traders advice, 4<sup>th</sup> February 2020. Circulated to Councillors and shared on social media
4. Neighbourhood Alert - Weekly Bulletin - Arun District Area, Monday 26<sup>th</sup> January - Sunday 2<sup>nd</sup> February 2020. Circulated to Councillors and shared on social media
5. HSE - EBulletin, 5<sup>th</sup> February 2020
6. ADC - Statutory Notice of change in ADC's governance arrangements, 5<sup>th</sup> February 2020. Circulated to Councillors
7. VAAC - Weekly E-Bulletin Updates, 6<sup>th</sup> February 2020
8. SGN - Notification of gas works due to take place in High Street, Bognor Regis, from 24<sup>th</sup> February until 6<sup>th</sup> March 2020. Circulated to Councillors and shared on social media
9. Sussex Police & Crime Commissioner - Newsletter, 7<sup>th</sup> February 2020. Circulated to Councillors
10. Various emails from local council representatives in relation to the cancelled JWAAC H&T Sub-Group Meeting
11. Ellis Whittam - February Newsletter
12. NALC - Chief Executive's Bulletin, 7<sup>th</sup> February 2020. Circulated to Councillors and shared on social media
13. WSCC - Agenda for Cabinet Meeting to be held 18<sup>th</sup> February 2020. Circulated to Councillors
14. SALC Bulletin - 11<sup>th</sup> February 2020. Circulated to all Councillors
15. DCK Accounting Solutions - 31<sup>st</sup> March 2020 Year End Accounts Timetable
16. NALC - LCR Magazine, Winter 2020
17. HSE - Weekly Digest eBulletin, 12<sup>th</sup> February 2020
18. NALC - Newsletter, 12<sup>th</sup> February 2020
19. SSE - Notification that SSE will no longer be able to give approval for third party attachments on any cast iron columns. This will include festive lighting, hanging baskets, banners, cameras or any additional signage
20. VAAC - Weekly E-Bulletin Updates, 13<sup>th</sup> February 2020
21. SALC - Agriculture Bill Short Summary
22. Neighbourhood Alert - Women In Policing Careers Event - 5 March 2020 - circulated to Councillors and on Social Media
23. Arun District Weekly Bulletin 14/02/2020 - circulated to Councillors and on Social Media
24. NALC Chief Executive's Bulletin - circulated to Councillors
25. Neighbourhood Alert - Additional Support Is Available In A Power Cut If You Act Now 14/02/2020
26. The Office of Sussex Police and Crime Commissioner - Consulting with Sussex Residents - Circulated to Councillors

27. West Sussex County Council - Budget Update 14 February 2020 - circulated to Councillors
28. West Sussex County Council: Environment Agency Flood Alerts & Warnings - circulated to Councillors and on Social Media
29. Neighbourhood Alert - Flood Warnings (circulated as above)
30. Home Start Arun, Worthing and Adur - Impact Report 2018-19
31. Neighbourhood Alert - Arun District Weekly Bulletin - Monday 10 February - Sunday 16 February - circulated to Councillors and on Social Media
32. Mulberry & Co - End of Year Finance Training
33. Littlehampton Newsletter "Progress" Spring 2020
34. VAAC - Volunteers' Week 2020 Volunteer Fair - circulated to Councillors
35. VAAC - Weekly Update 20-02-2020 - circulated to Councillors and on Social Media
36. WSCC - The FREE Big Wellbeing Event 2020 - circulated To Councillors and on Social Media
37. Office of the Police and Crime Commissioner - Victims' Charities receive funding - circulated to Councillors
38. Twinning minutes for 17<sup>th</sup> February and 12<sup>th</sup> March agenda
39. CAGNE - Head Commissioner of the government's independent aircraft noise body faces tough questions about the Civil Aviation Authority's current consultation on aircraft noise modelling – CAP1875
40. Insight Conference - Digital Transformation in Public Services - Thursday 23rd April 2020 - Central London
41. NALC - Chief Executive's Bulletin - circulated to Councillors
42. The Regis School Newsletter
43. Local Councils Update Issue 237 - March 2020
44. HM Treasury - PWLB governance change
45. Bognor Herald - latest edition: 1 Feb 2020
46. WSCC - On Behalf Of Children and Family Services - Early Help Branding information
47. Public Sector Network Newsletter - February 2020
48. ADALC Notes 13<sup>th</sup> February 2020 - circulated to Councillors
49. Parish Online Newsletter
50. Parish Online Case Studies Survey
51. VAAC Weekly Updates – circulated to Councillors and on Social Media
52. Neighbourhood Alert - Please Provide Your Feedback – circulated to Councillors

**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 21a - ADDITIONAL CORRESPONDENCE**

**FOR INFORMATION**

1. Public Sector Mapping Agreement - Newsletter, February 2020
2. SSALC - Clerks Legal & Finance Networking Day, 26<sup>th</sup> March 2020 in Brighton
3. NALC - Chief Executive's Bulletin, 28<sup>th</sup> February 2020. Circulated to all Councillors
4. Sussex Police & Crime Commissioner - Newsletter, 28<sup>th</sup> February 2020. Circulated to all Councillors
5. Neighbourhood Watch - Supporting Communities Affected by Flooding. Shared on social media
6. Neighbourhood Watch - Get Safe Online Campaign. Shared on social media
7. VAAC - Funding Focus, March 2020
8. WSCC - JWAAC Agenda, 11<sup>th</sup> March 2020
9. Vision ICT - Spring 2020 Newsletter
10. Bognor Regis Twinning Association - details of the latest foreign film to be shown at the Picturedrome Cinema
11. UK Debt Management Office - Public Works Loan Board Repayment Notice
12. SSALC - Coronavirus: Latest Information and Advice. Circulated to all Councillors and Officers
13. WSCC - JWAAC Agenda/Public Document Pack for meeting to be held 11<sup>th</sup> March 2020
14. WSCC - Town and Parish News, March 2020. Circulated to all Councillors
15. HSE - Weekly Digest eBulletin, 4<sup>th</sup> March 2020
16. St Wilfrid's Hospice - February 2020 Newsletter
17. VAAC - Weekly E-Bulletin Updates, 5<sup>th</sup> March 2020
18. ADC - Coronavirus information, 5<sup>th</sup> March 2020
19. Neighbourhood Alert - Weekly Bulletin: Arun District, 17<sup>th</sup> February-1<sup>st</sup> March
20. Neighbourhood Watch - Protecting the Isolated and Vulnerable During the Covid 19 Outbreak. Circulated to all Councillors and shared on social media
21. The Regis School - Newsletter, Issue 11. Circulated to all Councillors
22. Sussex Police & Crime Commissioner - More Tasers for Sussex Police, 6<sup>th</sup> March 2020. Circulated to all Councillors
23. NALC - Chief Executive's Bulletin, 6<sup>th</sup> March 2020. Circulated to all Councillors
24. Housing, Communities & Local Government Committee - Relaunched inquiry: Progress of Devolution in England
25. Home-Start Arun, Worthing & Adur - Rolls Royce Partnership Press Release, 9<sup>th</sup> March 2020



**BOGNOR REGIS TOWN COUNCIL  
TOWN COUNCIL MEETING - 9<sup>th</sup> MARCH 2020**

**AGENDA ITEM 22 - PICTUREDROME SITE UPDATE INCLUDING: -**

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **A.G.M. OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2019 AND TO NOTE THE DIRECTOR'S REPORT**
- **TO NOTE RECEIPT OF THE £13,250 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (FOURTH QUARTER)**

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

**Cinema Theatre Association** - a copy of the Picture House Magazine No. 44, for 2019 has been received, which is available for Members to view if required.

**Balance Sheet for The Bognor Pier Company Ltd** - a copy of the detailed Balance Sheet up to and including 31<sup>st</sup> December 2019 will be copied to Councillors for information under separate cover.

**Proposed Monthly Budget for year ending December 2020** - further information in relation to this matter will be given at the meeting. However, as this deals with individual annual rental payments, which are not a matter of public record, this item will therefore be dealt with under confidential business.

**Leak in Screen 4 of the Cinema (previously known as Screen 3)** - owing to the inclement weather experienced recently, resulting in very high winds and excessive rainfall, the temporary measures that were undertaken last year to stop the ingress of water into the tower have failed and resulted in further leaks occurring, with the screen having to be closed to the public for a period at the start of half term. The Town Force team have accessed the tower area internally and resealed around the windows as a temporary measure and cleaned up the area until the planned repair works to these windows externally can be undertaken once the weather improves. The area is being monitored regularly whilst the bad weather continues to ensure that the action taken has stopped all the water ingress so that further repairs can be undertaken quickly if additional leaks are detected. These works are being funded by BPCL.

**Other Town Force Works** – works undertaken recently at the site and funded by BPCL include removal and replacement of the Perspex and safety film protecting the damaged stained glass sign for the centenary event including tower hire, drain pipe works and repair to a boundary fence panel damaged following the recent inclement weather.

**Final Account Fourth Screen Project** - Following the final walkabout with the Quantity Surveyor towards the end of January to confirm clearance of any

## AGENDA ITEM 22

outstanding snagging issues relating to the fourth screen project, the statement of final account has now been signed off by both the Contractor and Quantity Surveyor. The final valuation has also now been issued enabling the final payment totalling £23,369.33 plus VAT to be made.

**Disabled Access Ramp** - as was agreed at the Policy and Resources Committee Meeting back in November last year, plans have now been drawn up for a disabled ramp at the front of the cinema. The design shows open railings to the side of the ramp and it has been queried with the Structural Engineers whether this is likely to be the preferred design of the planning authority in view of the listing status of the building or whether a wall rather than railings would blend into the building better. A response from them is awaited.

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

### **A.G.M. OF BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2019 AND TO NOTE THE DIRECTOR'S REPORT**

Members are invited to **ADOPT** the accounts, previously copied to Councillors under separate cover and to **NOTE** the Director's Report.

#### **DECISION**

Members are invited to **ADOPT** the accounts for year ending 31<sup>st</sup> December 2019 and to **NOTE** the Director's Report.

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

Members are advised that £13,250 Management Fee has been received from The Bognor Pier Company Ltd. and paid into the Town Council's account.

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

#### **DECISION**

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