



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that an Online Meeting of the Town Council of Bognor Regis will be held at **6.30pm on MONDAY 29th JUNE 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements**, to the Council during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 29th June 2020.

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the email address given above to receive the access code and link for the meeting.

DATED this 22nd day of JUNE 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements 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 APPROVE the Minutes of the Online Meeting of Bognor Regis Town Council held on 8th June 2020
 4. Adjournment for the Mayor to read public questions and statements submitted in accordance with the requirements noted above
 5. To receive Correspondence and note circulation by email of list up to 22nd June 2020
 6. Picturedrome Site update - Director's Report, any urgent actions taken for ratification including: -
 - To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema
 7. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
 8. Picturedrome Site update - Director's Report, any urgent actions taken for ratification including: -
 - To consider matters of a contractual nature in relation to the site
 9. Redevelopment of the Picturedrome Cinema - risk report

Agenda item **8** and **9** will contain confidential items and require a resolution to exclude public & press.

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 8th JUNE 2020

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
3 members of the public (part of meeting)

The Meeting opened at 5pm

218. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Mayor advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, members were reminded of the protocol for the online meeting, details of which had been circulated to all the previous week.

As all Members were present, there were no apologies for absence.

219. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

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

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

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

Cllr. Brooks declared an Ordinary Interest in Agenda items 10 and 11 as a Director of International Bognor Birdman

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 13 and 15, as the tenant of the Picturedrome Cinema, and stated that he would leave the Meeting when these Agenda items were discussed. Cllr. Cunard also declared a potential Ordinary Interest in Agenda items 10 and 11 but would redeclare if the discussions required it

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 13 and 15, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these Agenda items were discussed. Cllr. Mrs. Daniells also declared an Ordinary Interest in Agenda items 10 and 11 due to her membership of the Twinning Association and Arun Arts

Cllr. Goodheart declared an Ordinary Interest in Agenda items 10 and 11 as a Trustee of Rox

220. TO AUTHORISE THE TOWN CLERK TO MAKE ANY TEMPORARY CHANGES TO STANDING ORDERS, AS DEEMED NECESSARY, TO REFLECT GOVERNMENT LEGISLATION ON REMOTE MEETINGS DURING THE CORONAVIRUS (COVID-19) PANDEMIC

The Town Clerk's report, including details of the required changes to the Town Council's Standing Orders, was **NOTED**.

Discussion took place regarding the future scheduling of meetings. The importance of seeking agreement with Committee Chairman as well as Mayor and Chairman of the Policy and Resources Committee regarding meeting schedules was stressed. It was noted that the next Annual Town Council Meeting has to be held by May 2021.

Following the debate, Members unanimously **RESOLVED** to authorise the Town Clerk to make changes to the Standing Orders as deemed necessary to reflect The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

221. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9th MARCH 2020

The Minutes of the Town Council Meeting held on 9th March 2020 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

222. ADJOURNMENT FOR THE MAYOR TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

Members **NOTED** that there were no questions or statements from the public.

The Meeting was adjourned at 5.21pm

Questions had been received from Cllrs. Brooks and Cunard and the Chairman therefore adjourned the meeting to read these to Members and responses were received from Cllr. Stanley and the Town Clerk.

The Meeting reconvened at 5.34pm

223. TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

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

Members discussed the possibility of holding more meetings including an element of public forum/engagement. It was noted that Planning and Licensing is now held every three weeks on a Tuesday, as before, and that in accordance with NALC guidance, other meetings including those of

the Full Council, would be held when required to discuss issues that are urgent.

A Member asked if there was a timescale for the issue of the postponed Newsletter. The Town Clerk reported that this will be looked at in liaison with the appropriate Chairmen and the Town Mayor.

On conclusion of the discussion, the following decisions taken by the Town Clerk in liaison with the Mayor, Chairman of the Policy and Resources Committee and Chairman of any other related Committee, in line with the Delegated Authority process were unanimously **RATIFIED**:

- Cancellation of all scheduled Meetings from 12th March 2020 up to and including the end of June 2020
- Online Planning and Licensing Committee Meetings to be held on 6th and 26th May and a Council Meeting on 8th June 2020, additional to the published scheduled
- Cancellation of Mayor's Civic Reception scheduled for 25th March 2020 together with all Mayoral engagements
- Postponement of Annual Town Meeting of Electors scheduled for 16th March 2020 and subsequent cancellation of revised date of 1st June 2020 Closure of Town Council offices with effect from 20th March 2020 with all office staff working from home and Town Force team pulled in from 27th March 2020
- Postponement of 2020 Newsletter
- Cancellation of all Town Council events except the Christmas Switch-On, a decision about which will be taken later in the year
- Flexible Community Fund Grant to Grandads Front Room for £500 to assist with food distributions (following liaison with Members of Community Engagement and Environment Committee)

224. MAKING THEATRE GAINING SKILLS REQUEST FOR SUPPORT

The Town Clerk's report was **NOTED**. A further update was given that whilst a response to the questions raised had been provided by the Department for Work & Pensions (DWP), the Town Council's Accountant still felt that further clarity was required on certain points including the need for confirmation that there was no financial risk to the Town Council.

Members spoke to offer their support for the proposal and the work being undertaken by the organisation, but the need to confirm that there was no financial risk to the Council was noted.

Following further debate it was **RESOLVED** to support the Making Theatre Gaining Skills request for the Town Council to act as the Lead Accountable Body for their DWP funding bid subject to confirmation that there was no financial risk to the Town Council.

225. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY, MARCH AND APRIL 2020 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (MAY NOT YET AVAILABLE)

The Council **RESOLVED** 'to note the payments and transfers made in February, March and April 2020 and to note the balances, bank reconciliations and financial reports'.

226. TO AGREE THE CANCELLATION OF THE 2020 ANNUAL TOWN COUNCIL MEETING, AND RESULTING POSTPONEMENT OF ALL APPOINTMENTS USUALLY UNDERTAKEN AT THAT MEETING, UNTIL MAY 2021, AS PERMITTED UNDER THE LOCAL AUTHORITIES (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY MEETINGS) (ENGLAND) REGULATIONS 2020

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

Members noted the Mayor's suggestion to take all four points from the report "en bloc" when voting but during the debate, it was **AGREED** that the first three points would be voted for "en bloc" but the final point regarding the 2021 calendar of meetings would be voted on separately.

Following the votes, Members **RESOLVED** that: -

- The next Annual Town Council Meeting be held in May 2021;
- All 2019/20 municipal year appointments including Mayor, Deputy Mayor, Committees, Chairman, Vice-Chairman, representatives to "outside bodies" and bank signatories should continue for the 2020/21 municipal year;
- The nomination of Cllr. Barrett as Deputy Mayor be reaffirmed at the March 2021 Council Meeting; and
- The 2021 Calendar of Meetings considered and agreed later in the year.

227. GRANT AID 2020 INCLUDING : TO NOTE THE RETURN OF 2020 GRANTS DUE TO THE CANCELLATION OF EVENTS; AGREE IF THESE AMOUNTS MAY BE EARMARKED FOR PAYMENT IN 2021 ; AND CONSIDER WHETHER RECIPIENTS WITH GRANTS EARMARKED FOR PAYMENT IN 2021 STILL NEED TO SUBMIT ANY PAPERWORK TO THE GRANT AID 2021 PROCESS

The Town Clerk's report, including details of those recipients of Grant Aid 2020 that had returned or not been issued with their award due to the cancellation of events, was **NOTED**.

Following discussion, it was unanimously **AGREED** that Bognor Regis Carnival Association, Armed Forces Day Committee, International Bognor Birdman, Bognor Regis Twinning Association, Pride Bognor Regis and Southdown Folk Festival, should have their funding Earmarked for release

in April 2021. Furthermore, it was **RESOLVED** that these organisations would not have to resubmit a full application to facilitate the release of the funds but would instead be subject to receipt of written confirmation that the event would be going ahead in 2021, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time.

The issue of applicants who had their 2020 allocation Earmarked, for release in April 2021, being able to apply for the 2021 allocation as well, and therefore having a second bite at the cherry, was raised but it was felt that this issue should be discussed further under Agenda item 11 - Grant Aid 2021.

It was also noted that any organisation which, having cancelled their event at the current time, found that they were able to reschedule before April 2021 would be able to access their funding upon request to the Town Clerk.

Cllr. Mrs. Warr declared an Ordinary interest in Bognor Regis Seafront Lights and stated that she would abstain from any vote

With regard to the request from Bognor Regis Seafront Lights, Members **RESOLVED** that the organisers could retain their award of £2,500 and would only be required to return this if the 2021 Illuminations Gala should not go ahead.

228. GRANT AID 2021 INCLUDING: TO REVIEW CURRENT GUIDELINES /CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED: CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED; AND REVIEW OF THE GUIDELINES FOR THE FLEXIBLE COMMUNITY FUND

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

Discussion returned to the points raised under the previous item, regarding those that had had the 2020 Grant Aid award Earmarked, and whether they should be permitted to apply for the 2021 allocation, thereby having a second bite at the cherry. It was suggested that an additional grant may be awarded from the 2021 allocation if the applicant could demonstrate how these additional funds would be used to materially enhance the event, over and above the intended purpose of the Earmarked 2020 Grant Aid award. Members noted that this would require submission of a new, complete application for the 2021 awards.

It was noted that the Town Council does not have a set process for following up on the use of Grant Aid or the Flexible Community Fund (FCF) and that this may be advisable:

- i) to ensure that funds are being used for their intended purpose;

- ii) to gauge the success of the use of the award; and
- iii) to use in publicity to promote how the Town Council assists local organisations.

Members also debated the possibility of seeking feedback on the sustainability of their event or project and it was noted that the Grant Aid Guidelines/Criteria do refer to the Corporate Strategy which includes a priority for the Council "Manage and reduce the environmental impact of Bognor Regis". It was subsequently suggested that rather than add additional burden to the application process at the current time, those that are successful in their bids should be approached and asked for more details about how they intend to make their event/project sustainable and meet the Town Council's Corporate Strategy objectives.

Following discussion, Members unanimously **RESOLVED** that:

- Applications for Grant Aid 2021 may be by email.
- The Grant Aid forms as circulated be approved subject to their amendment to include:
 - Additional questions asking about success criteria and timescale of completion of project/event to enable the Town Council to seek feedback on the successful use of the funding.
 - If the application is from an organisation that already has their 2020 Grant Aid award Earmarked, an explanation should be provided to stress the material difference that warrants the additional funds.
- A sustainability enquiry should be issued for both Grant Aid and FCF awards, not as part of the application process but as a follow-up to those that are successful in their bid for funding.
- An Extraordinary Meeting of the Policy and Resources Committee be held on the afternoon of the 16th November 2020 to consider the Grant Aid applications.
- Applications for Flexible Community Fund (FCF) may be by email for 2021.
- The FCF forms as circulated be approved subject to their amendment to include:
 - Additional questions asking about success criteria and timescale of completion of project/event to enable the Town Council to seek feedback on the successful use of the funding.

229. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the lists including the following item highlighted by the Town Clerk:

Item no. 161 from list dated 30th April 2020 (previously circulated to Members) - response to the Town Council's enquiry about the relocation package paid to the now departed Chief Executive of WSCC (Min. 199.1 of Council Meeting 9th March 2020 refers).

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

- 230.** Due to the time elapsed of almost 2 hours, and in accordance with S.O.3aa, Members **AGREED** to defer Agenda items 13 and 15 for inclusion on a future Agenda.

The Meeting closed at 6.59pm

BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
29th JUNE 2020

AGENDA ITEM 5 - CORRESPONDENCE

FOR INFORMATION

1. New Team Launched to Tackle Countryside Crime In Sussex 03.06.2020 - circulated to Councillors and on Social Media
2. Neighbourhood Alert - Monday 25 May - Sunday 31 May - circulated to Councillors and on Social Media
3. The Parish Noticeboard Company - Marketing information
4. Arun District Council - Town & Parish Briefing re Covid-19 - Issue 10
5. NALC - Coronavirus - information for parish & town councils
6. SALC - Coronavirus - information for parish & town councils
7. WSCC - Proposals revealed for 21km of temporary cycleways in West Sussex
8. VAAC - Weekly Updates - circulated to Councillors and on Social Media
9. VAAC - Volunteers week
10. Royal Mail - changes to Parcel charges to USA
11. SSE Business Energy contract ending notification
12. LCR - Spring Magazine 2020
13. Email from a member of the public regarding permissions needed to run a protest in Hotham Park
14. NALC - Chief Executive's Bulletin
15. WSCC - Fees waived for licensing tables and chairs on pavements outside cafes and restaurants - circulated to Councillors
16. WSCC - Town and Parish Council News: Proposals revealed for 21km of temporary cycleways in West Sussex - circulated to Councillors
17. WSCC News Release - COVID Time Capsule - circulated to Councillors and on Social Media
18. The Office of the Sussex Police and Crime Commissioner - The way ahead for Sussex Police - circulated to Councillors
19. WSCC - News from West Sussex County Council: 5 June 2020 - circulated to Councillors
20. Neighbourhood Alert - Starting This Sunday Neighbourhood Watch Week Celebrates Our Neighbours 05/06/2020 - circulated to Councillors and on Social Media
21. NALC launches publication on website accessibility
22. WSCC - Bikeability team rallies to Southern Rail's call to help NHS workers - circulated to Councillors
23. VAAC - Zoom Senior Leader / CEO Forum for Members and Registered Partners
24. WSCC - Winter Salt Audit
25. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
26. WSCC - Town and Parish Council News: Proposals revealed for 21km of temporary cycleways in West Sussex - circulated to Councillors
27. News from West Sussex County Council COVID19 update: 5 June 2020 - circulated to Councillors (same email also from SALC)
28. WSCC News - First Fire Scrutiny Committee meeting held online
29. WSCC - Cabinet - 16 June 2020 - agenda
30. WSCC - £9.8million boost for pothole prevention and other highway improvements - circulated to Councillors
31. 4Sight Newsletter Project Update
32. NALC publishes new edition of Points of Light

33. WSCC - A feast for the eyes as West Sussex Unwrapped launches - circulated to Councillors and on Social Media
34. WSCC - More than £87,000 awarded for community flood prevention initiatives
35. Email from NALC and the same one from SALC - NALC and BHIB release new risk assessment guide
36. TechClean Company marketing information on cleaning
37. Letter from a member of the public regarding Flower displays and local residents efforts to keep the town looking nice - InBloom
38. Neighbourhood Alert - Weekly Bulletin - Arun District 10/06/2020 - circulated to Councillors and on Social Media
39. Arun Travellers Update - Travellers - New Park Recreation Ground, Chichester - circulated to Councillors
40. VAAC - Weekly Updates - circulated to Councillors and on Social Media
41. NALC - Newsletter
42. NALC - New Model Code of Conduct Consultation
43. SALC - New Model Code of Conduct Consultation
44. WSCC - Cabinet - 16 June 2020 - agenda to follow papers
45. ADC - Town & Parish Briefing re Covid-19 - Issue 11 - circulated to Councillors
46. NALC - Chief Executive's Bulletin
47. Ordnance Survey - Parish & Town Council Survey
48. Arun District Council - Concise Covid-19 Next Steps - 'Reopening High Streets Safely Fund'
49. News from West Sussex County Council: 12 June 2020
50. The Office of Sussex Police and Crime Commissioner - Community resolutions via WhatsApp - circulated to Councillors
51. CPRE - How's your view of the stars? - survey results
52. VAAC - ZOOM Members Networking Event
53. Missing People - missing person now found
54. SALC - Bulletin
55. West Sussex County Council news release: Ten-year climate change plan to be examined - circulated to Councillors
56. London Hearts - Sales information - Parish and Town Council £200 Defibrillator Grant
57. West Sussex County Council news release: Sussex Day with a difference - circulated to Councillors and on Social Media
58. Traveller Update - Travellers Southwick Green - circulated to Councillors
59. West Sussex County Council news release: County Council Cabinet discusses Council's response to COVID-19 - circulated to Councillors
60. West Sussex County Council news release: Work starts soon building new and improved Haywards Heath roundabout
61. Marketing information - Fully Compliant WCAG 2.1 Parish Council Website
62. CPRE - Have a cup of tea with your MP
63. West Sussex County Council news release: Gatwick Airport reopening is welcome news to County Council - circulated to Councillors
64. Email from a member of the public regarding parking permits and the BIDs response to this enquiry
65. PSMA - Your first Public Sector Geospatial Agreement newsletter
66. West Sussex County Council news release: BBQs spark bin fires over weekend - circulated to Councillors and on Social Media
67. Town & Parish Briefing re Covid-19 - Issue 12 - circulated to Councillors
68. ADC Traveller Update - travellers in Arun Area - circulated to Councillors
69. VAAC - Weekly Updates - circulated to Councillors and on Social Media

70. LCR - Win a £50 Amazon Voucher - LCR - Give Us Your Feedback
71. Arun's Response to the Covid Pandemic
72. Email from a member of the public offering support during COVID
73. Southern Co-operative - News: Communities urged to #KeepCooperating after lockdown ends
74. ADALC Chairman's Update - June 2020 - circulated to Councillors
75. Email from a member of the public wanting a memorial bench for a deceased family member
76. ICO - Data Protection fee - Reminder to renew
77. Arun District Council - Concise Covid-19 Next Steps - 'Reopening High Streets Safely Fund' - Application Reminder.
78. Arun District Council - Update for Town & Parish Councils re Remote Meetings - circulated to Councillors
79. Aylesford Electrical - Christmas Lighting in Bognor Regis Town Centre - marketing information
80. Email from a member of the public regarding hopes for a statue of Bucgan for the town
81. The Parish Noticeboard Company - Newly Launched - Sanitising and Information Station - Marketing information
82. NALC - Chief Executive's Bulletin
83. The Office of Sussex Police and Crime Commissioner - circulated to Councillors
84. News from West Sussex County Council: 19 June 2020 - circulated to Councillors
85. ModernGov - Effective Strategic Thinking - Virtual | CPD Certified
86. SALC - Bulletin
87. Traveller Information - Travellers on Yapton Road - circulated to Councillors
88. Co-operative Bank - letter for The Bognor Pier Company re business during Covid
89. Co-operative Bank - letter for BRTC re business during Covid

BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 29th JUNE 2020

AGENDA ITEM 6 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: -

- TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No.2 for March/April 2020 and Vol 54 No.3 for May/June 2020 have been received, which are 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 31st March 2020 was previously copied to Councillors for information under separate cover.

Leak in Screen 4 of the Cinema (previously known as Screen 3) - the repairs that were due to commence last year to the tower that were put on hold until the spring due to the bad weather have not yet taken place owing to the current COVID-19 situation. Once things start to ease a little further contact will be made with the contractor to establish if he is still willing to carry out the works and when they may be able to commence.

Town Force Works - weekly checks of 1b Linden Road are being carried out by Town Force in line with the insurance policy. This is funded by BPCL.

Railings - at the Policy and Resources Committee Meeting held on 3rd February 2020 (Min. 136 refers), Members agreed as follows: -

*"With regard to potential railings at the cinema, Members noted the response from the Area Highway Manager (WSSC) 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, WSSC Highways should be asked for a definition of "Highway compliant" and the resulting impact on design."*

AGENDA ITEM 6

As a result of that decision, the Area Highways Manager at WSCC was asked whether he could suggest a consultant/company who would have the expertise required in highway works and therefore able to undertake a feasibility study. His response was as follows: -

"If I'm honest, I'm not sure this is something we should consider permitting under licence, as it is for the highway authority to consider if railings are necessary for safety reasons, and as you know, I can't see any basis for the additional street clutter.

It's not something we have permitted to a third party previously and so don't really have any contacts in terms of contractors.

I did also suggest that ADC are consulted on the idea, as I know they have longer term plans for the area that would involve de-cluttering the space."

The Area Highways Manager did however provide the name of a contractor who may be able to assist, and they have been contacted for a price. Further companies will be investigated to seek quotations and a report will be made back to Members in due course. No approach has yet been made to ADC to consult them on the idea, but this will also be followed up shortly.

Buildings Insurance - details of the insurance renewal were received and the premium that was due on 20th April 2020 is noted as £7,601.50 inclusive of the policy administration fee and Insurance Premium Tax, which is slightly cheaper than last year. This has been paid by The Bognor Pier Company Ltd. As in previous years, details of the renewal premium will be passed to the Managing Agents to be apportioned between the tenants respective to the various sites.

Claim against Spindler Builders Electrical and Plumbing Limited - Members are advised that in respect of the case against Spindler Builders Electrical and Plumbing Limited this matter has been concluded and the claim is now stayed indefinitely and will not proceed further.

Disabled Ramp - it was reported at the Town Council Meeting back in March that plans had been drawn up for a disabled ramp at the front of the cinema. The design showed open railings to the side of the ramp and it had been queried with the Structural Engineers whether this was likely to be the preferred design of the planning authority in view of the listed status of the building or whether a wall rather than railings would blend in better. A discussion was also had with the Conservation Officer at ADC who indicated that a low wall to flank the ramp, painted black so that it blends into the background might work well in view of the location. It was also recommended that the railings should not be ornate so as not to detract from the ornate canopy pillars. The draft plans were therefore amended to reflect the points raised. Concern at the width of the ramp has also subsequently been highlighted as it is felt that its physical size does have an impact on the building itself. Having liaised further with the Structural Engineers

AGENDA ITEM 6

new draft plans have therefore been prepared to reflect this and are attached for Members consideration - **Appendix 1**.

Liaison has also been undertaken with the tenant in view of their plans to change the access to the front of the building for which planning permission has now been approved. No issues are foreseen with the ramp from the tenant's perspective and indeed it is seen as a welcome addition.

DECISION

Members are asked to **NOTE** the plans and **APPROVE** that these should now be submitted to the Planning Authority for consideration.

TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA

Once again, it is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

DECISION

Members are asked to **CONFIRM** that the signatories to The Bognor Pier Company Ltd. accounts shall continue as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.

SSE ©

3rd floor the Pinnacle
 Central Court Station Way
 Crawley, West Sussex
 RH10 1JH

t: 01323 325354
 t: 01932 506111
 e: office@sussexstructuralengineers.co.uk

NOTES:

This drawing is to be read in conjunction with all relevant Architects and Engineers drawings
 Only figured dimensions are to be used for construction
 All dimensions are to be verified on site prior to work commencing

No.	Description	Date

Client: Bognor Town Council

Address: Bognor Regis Town Council, The Town Hall
 Clarence Road
 Bognor Regis, West Sussex PO21 1LD

Project: Disabled Access Ramp

Drawing title: Proposed Plans

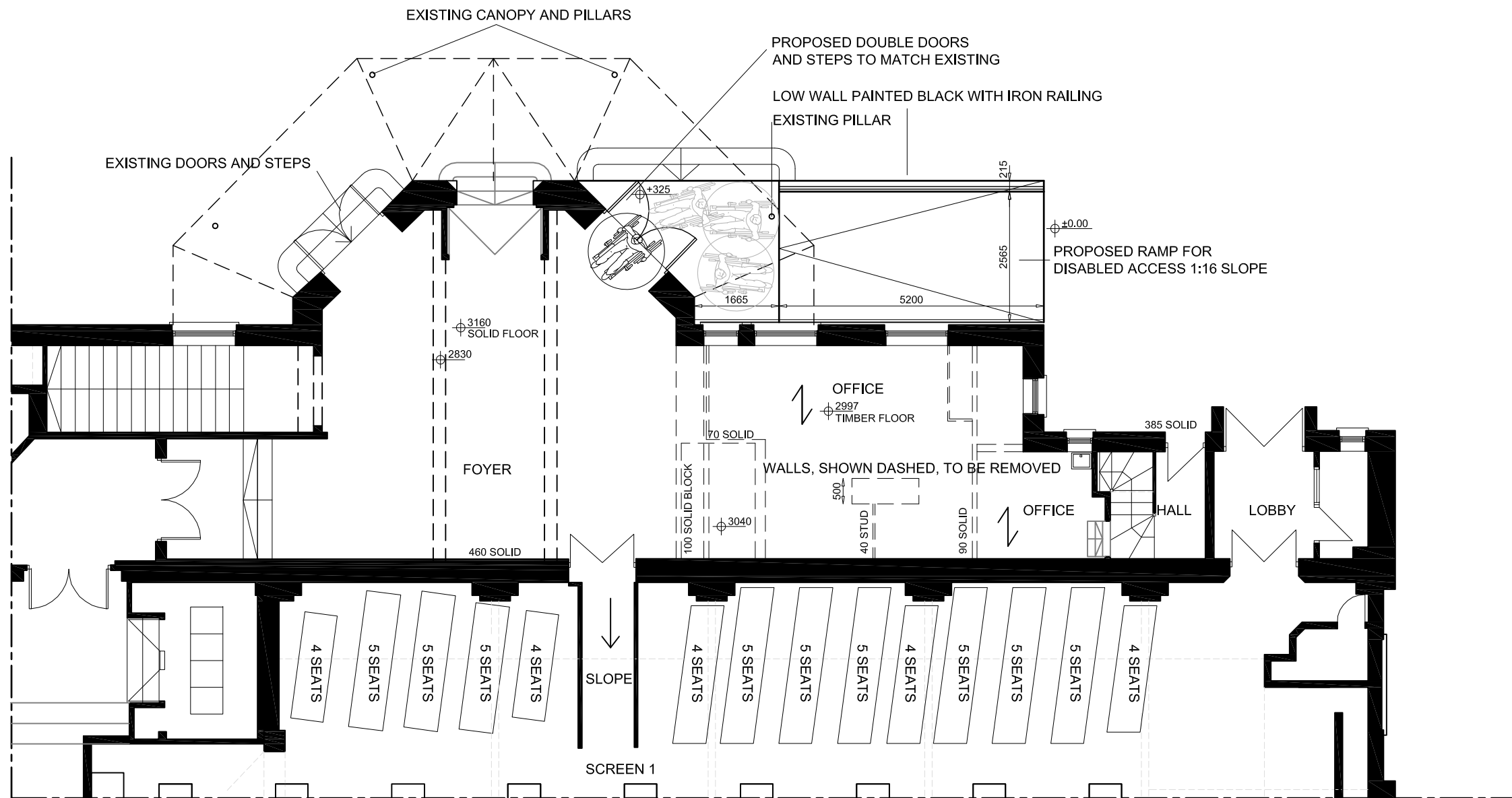
Project No SSE_194

Date 08-06-20

Drawn by IA

Drawing No P01

Scale 1:100@A3



PART OF GROUND FLOOR PLAN





EAST ELEVATION

SSE ©

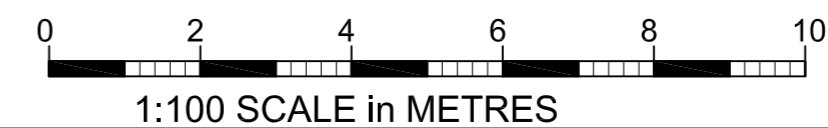
3rd floor the Pinnacle
 Central Court Station Way
 Crawley, West Sussex
 RH10 1JH

t: 01323 325354
 t: 01932 506111
 e: office@sussexstructuralengineers.co.uk

NOTES:

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No.	Description	Date
Client:	Bognor Town Council	
Address:	Bognor Regis Town Council, The Town Hall Clarence Road Bognor Regis, West Sussex PO21 1LD	
Project:	Disabled Access Ramp	
Drawing title:	Proposed Elevations	
Project No	SSE_194	
Date	08-06-20	
Drawn by	IA	
Drawing No	P02	
Scale	1:100@A2	





SOUTH ELEVATION

SSE ©

3rd floor the Pinnacle
 Central Court Station Way
 Crawley, West Sussex
 RH10 1JH

t: 01323 325354
 t: 01932 506111
 e: office@sussexstructuralengineers.co.uk

NOTES:
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No.	Description	Date
Client:	Bognor Town Council	
Address:	Bognor Regis Town Council, The Town Hall Clarence Road Bognor Regis, West Sussex PO21 1LD	
Project:	Disabled Access Ramp	
Drawing title:	Proposed Elevations	
Project No	SSE_194	
Date	08-06-20	
Drawn by	IA	
Drawing No	P03	
Scale	1:100@A2	

