



# **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)

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

**HELD ON MONDAY 8<sup>th</sup> JANUARY 2018**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (until Min. 146), P. Dillon, T. Gardiner, S. Goodheart, M. Lineham, M. Smith, S. Reynolds, W. Toovey and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Mrs. S. Norman (Assistant Clerk)  
2 members of the Press (part of meeting)  
OC Golding (part of meeting)  
Prof. J. Longmore (University of Chichester Vice-Chancellor) (part of meeting)  
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)  
Cllr. P. Wells (ADC Councillor) (part of meeting)  
1 member of the public (part of meeting)

*In the absence of Cpt. Jonathan Rouffet, there were no prayers*

*Prior to the Meeting, a minute's silence was held in memory of Dougal Maconachie a serving Town Councillor who had passed away recently, with tributes paid by several Members of the Council*

*The Meeting opened at 6.38pm*

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

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

Apologies for absence had been received from Cllr. Mrs. S. Daniells who was on annual leave. Apologies were also noted from Cpt. Jonathan Rouffet the Mayor's Chaplain.

The Town Clerk proceeded to inform Members that she had received, that afternoon, a letter of resignation from Cllr. D. Barnes (Hatherleigh Ward).

**127. 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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

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

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 25 and 26 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema***

**128. TO WELCOME PROFESSOR JANE LONGMORE, VICE-CHANCELLOR OF THE UNIVERSITY OF CHICHESTER, AND TO INVITE HER TO REPORT ON THE UNIVERSITY'S BOGNOR REGIS CAMPUS**

The Chairman welcomed Professor Longmore and invited her to address the Council.

***Meeting adjourned at 6.40pm***

Professor Longmore gave a comprehensive update to Members of the Council regarding the ongoing development, and future plans of the University including the emerging Engineering & Digital Technology Park on the Bognor Regis campus. This included;

- an emphasised investment in the Bognor Regis campus, so that investment is equal and balanced across both campuses by 2021
- an increase in student numbers in Bognor Regis and the provision for accommodation and transport

- the support provided to local schools and through the University's Academy Trust addressing local educational needs such as low attainment levels
- the importance of the local community, being mindful of the pressures that the Bognor Regis campus puts upon it, and how the University must be good neighbours
- how the University sees its role in regeneration, with pride in the contribution made to cultural regeneration through the work in the community that is carried out by their students

***Meeting reconvened at 7.05pm***

During discussions with Professor Longmore, Members asked that the Town Council's congratulations be passed on to her predecessor, Professor Clive Behagg, who had been awarded an OBE for services to higher education and economic regeneration in the New Year's Honours list.

The Town Mayor thanked Professor Longmore for attending, and she left the meeting at 7.10pm.

**129. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6<sup>th</sup> NOVEMBER 2017**

The Minutes of the Meeting held on the 6<sup>th</sup> November 2017 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

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

**130.1** Arun District Councillor, Paul Wells, reported that the Full Council would meet on 10<sup>th</sup> January 2018 and will look at a way forward with the Bognor Regis Queensway Linear Park regeneration proposals. Cllr. Wells referred to a recent article, published in the Bognor Regis Observer, and said he felt that the Town Council should fight to keep the Town Hall.

**130.2** West Sussex and Arun District Councillor, Francis Oppler, reported that he will be writing to the Group Head of Economy at ADC with concerns that he has surrounding health and safety issues regarding the proposed new toilet block on Bognor Regis Promenade.

Cllr. Oppler reported that the County Council are awaiting the decision of the Inspector in relation to the Local Plan. Members discussed ADC's proposals for the Queensway Linear Park and questions were raised surrounding parking, covenants, and the purchasing of land. Cllr. Oppler stated that he would raise these questions at both ADC and WSCC.

**131. WRITTEN QUESTIONS FROM COUNCILLORS**

Cllr. Cosgrove put the following written questions to the Mayor:

*QUESTION ONE - Will the Mayor welcome the installation of a new safety gate at the south end of the playground adjacent the Sunken Gardens, as one of a series of safety improvements the Council asked Arun to implement, and will he write to the Chief Executive not only to thank him but also to urge the remaining improvements including repair of the other safety gates and erection of higher fencing as shown by the short extent of such fencing attached to the new gate?*

The Town Mayor responded that as his fellow Members may recall, when this issue was originally brought before Council in September last year, he considered it urgent enough to warrant immediate discussion rather than referral through the Committee. He was therefore obviously pleased that the replacement gate has now been installed, and this particular safety issue addressed. With regard to any further improvements, the Mayor suggested that, with Members agreement, this issue be referred to the Events, Promotion and Leisure Committee for consideration.

Following discussion, it was **AGREED** that this would be referred to the Events, Promotion and Leisure Committee for consideration.

*QUESTION TWO - What plans if any does the Council have to mark Holocaust Memorial Day on 27th January which marks the tragedy meted out to millions of Jews, Roma, Gays, Poles and others by Nazism, and if there are none will he consult quickly to arrange a suitable commemoration say at the War Memorial?*

The Town Mayor replied that the Council had no plans to mark this date and in view of the timescale, would not wish the Council to rush into anything. However, if Members wish to pursue further, he suggested that the issue be considered at Committee stage to make suitable arrangements for 2019.

*QUESTION THREE - Will the Mayor consult with the Town Clerk to look into the issue of whether he should be the first citizen of the town to lay a wreath on the War Memorial on Remembrance Sunday as established as correct protocol in 2002 when I was Mayor, but since undermined so that an incorrect procedure was reverted to under outside pressure? This correct procedure was researched by a former Town Clerk, and I feel that the Town Mayor as 'first amongst equals' must go first for the people of the Town.*

The Town Mayor stated that the current process whereby all Chairmen proceed together to lay their wreaths had been acceptable to those concerned in recent years, and he could see no reason to revisit this at the current time. The Mayor did express his feeling that the focus for the morning must be the honouring of the fallen members of the armed forces and this should be the purpose for all, rather than concern over protocol and seniority.

*QUESTION FOUR - Will the Mayor enquire to the Chief Executive of Arun as to how an officer there came to accord one event a priority status on grounds of longevity of event when there is no policy or agreed basis for this?*

The Town Mayor responded that he assumed that this question related to the Bognor Regis Kite Festival use of West Park in Aldwick and this matter had been discussed fully by the Events, Promotion and Leisure Committee. However, the Mayor informed Members that he had already raised the issue with the Chairman of Arun District Council who had advised him that in fact, there had been a longstanding agreement between the District Council and the residents surrounding West Park to limit the number of major events to 6 a year in order to limit noise levels which, particularly in summer, can result in them having to listen to music for up to 12 hours a day. Following the joint venture in 2017, the feedback was that this made the weekend untenable for residents and as the Illuminations Gala had been using the park for more than 30 years, and is a well-established event on the calendar, the decision was taken that they should continue to use the space for the Bank Holiday weekend.

**132. ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Town Mayor adjourned the meeting from 7.36pm to 7.37pm to allow for questions from the public. A Councillor seated in the public gallery asked if the Mayor would join in congratulating the organisers of Ice Skating on the Prom.

The Town Mayor **AGREED** that a letter of congratulations would be sent to the organisers.

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

There were none.

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

**135. Policy and Resources Committee Meeting of 21<sup>st</sup> November, the Extraordinary Meeting of the same date and the 4<sup>th</sup> December 2017**

The Chairman of Committee, Cllr. Cunard, reported.

**135.1 Extraordinary Meeting of 21<sup>st</sup> November 2017 - Min. 108 - Consideration of Grant Aid Funding 2018**

Cllr. Cosgrove asked why Cllr. Mrs. Warr had chosen not to vote on the Bognor Regis Seafront Lights application, and whether a Declaration of Interest should have been declared. The Town Clerk drew Members

attention to Min. 106 in which Cllr. Mrs. Warr had declared an Ordinary Interest.

**135.2 21<sup>st</sup> November 2017 - Min. 117 - To receive a report regarding the current use of tablets for the distribution of agendas and reports and consider alternative arrangements**

Following discussion, it was **AGREED** that Members who have no access to a computer, tablet or laptop to view agendas and reports should advise the Clerk accordingly and may retain their tablets for this purpose provided that they are routinely checked for updates.

**135.3 21<sup>st</sup> November 2017 - Min. 121 - To receive an update from Group Leaders regarding removal of future requirement for political parity across committees (S.O. 20.1 (III) refers) and consider any required amendments to the Standing Orders**

There was a discussion amongst Members about the removal of political parity across the Council as it was felt that the subject matter was for Council rather than Committee discussion. It was subsequently **AGREED** that this issue be referred back to Council at the March 2018 meeting, and all Group Leaders were urged by the Town Clerk to consult their Membership to formulate a view prior to the meeting, to inform a full debate on this issue.

**136. Community Engagement and Environment Committee Meeting of 20<sup>th</sup> November 2017**

The Chairman of Committee, Cllr. Smith, reported.

**20<sup>th</sup> November 2017 - Min. 63 - Update on the Youth Services Provision review including: update from the Youth Worker Steering Group Meeting held on 30<sup>th</sup> October 2017 and recommendations from Council Meeting 6<sup>th</sup> November 2017**

The Chairman of the Community Engagement and Environment Committee reported that the Community Youth Worker, appointed to the pilot project, had resigned. The Chairman and Projects Officer are scheduled to meet with Sussex Clubs for Young People on 8<sup>th</sup> January 2018, at which a replacement will be discussed, and an update provided at the next Community Engagement and Environment Meeting later in the month.

**137. Planning and Licensing Committee Meetings of 14<sup>th</sup> November, 5<sup>th</sup> and 19<sup>th</sup> December 2017**

The Vice-Chairman of Committee, Cllr. Reynolds, reported.

**14<sup>th</sup> November 2017 - Min. 112 - Local Rail Matters**

Cllr. Gardiner asked whether a reply had been received from Mr. Nick Gibb MP. As reported under Correspondence at the Planning and Licensing Meeting held on 19<sup>th</sup> December 2017, a reply had been received from Mr. Gibb in which he advised that he had written to the Rail Minister, Mr. Paul

Maynard MP, and would write to the Town Council again once he had received a reply.

Members commented on the successful completion of the renovations carried out at Bognor Regis railway station although it was noted that certain areas surrounding the gateway still needed to be addressed. The Clerk reported that, as agreed at a recent Bognor Regis Regeneration Board meeting, a letter had been sent by the Town Council to Network Rail regarding the poor appearance of the approach to the Railway Station but as yet no response had been received. The Mayor confirmed that he would raise Members concerns at the forthcoming launch event.

**138. Events, Promotion and Leisure Committee Extraordinary Meeting of 13<sup>th</sup> November and the Meeting of 11<sup>th</sup> December 2017**

The Chairman of Committee, Cllr. Brooks, reported.

**11<sup>th</sup> December 2017 - Min. 85 - Consideration of issues surrounding 2018 August Bank Holiday events and to seek agreement of the Committee for Bognor Regis Town Council to try to facilitate a meeting of various parties**

***Cllr. Brooks declared a Pecuniary Interest in this item as his company works for the event organisers***

Cllr. Goodheart asked whether there had been any update on a meeting with the various parties. The Assistant Clerk reported that invitations had been sent but that not all recipients had yet replied. Members questioned whether the situation could have been handled better, and queried whether ADC should have contacted the organisers of the Bognor Regis Kite Festival to discuss the matter in the first instance.

**139. 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'.

**140. TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, DOUGAL MACONACHIE**

The Assistant Clerk's report was noted. The Town Clerk gave details of the funeral arrangements for Cllr. Maconachie.

**141. TO AGREE AMENDMENTS TO THE MEMBERSHIP OF THE POLICY AND RESOURCES COMMITTEE, FOLLOWING THE EX-OFFICIO APPOINTMENT OF CLLR. S. REYNOLDS ON HIS ELECTION AS DEPUTY MAYOR**

The Assistant Clerk's report was noted.

Members **AGREED** to the amendments as set out in the report and noted Cllr. Reynolds' appointment to the Committee by virtue of his position as Deputy Mayor.

**142. 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 reconciliation and financial reports'.

**143. TO RECEIVE DETAILS OF CURRENT LIAISON ARRANGEMENTS THROUGH JWAAC**

The Assistant Clerk's report was noted and a Member expressed concern at the possible withdrawal of ADC from this three-tier level of consultation.

**144. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 22<sup>nd</sup> NOVEMBER 2017 (IF AVAILABLE)**

The notes of the meeting were not yet available.

**145. TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2018-2019**

The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were noted. The Chairman of the Policy and Resources Committee provided a statement to Members regarding the budget highlighting the various points, and drew Members attention to Option 2 contained within the report. The Policy and Resources Committee Chairman, the Town Clerk, Assistant Clerk and the Town Council's Accountant were congratulated on the 'masterly' 2018-2019 budget and a note of thanks was recorded.

Members **RESOLVED** to **APPROVE** formal adoption of the budget for 2018-2019 resulting in a £3.54 increase per annum per Band D property thus rising from £118.09 to £121.63 a year. Cllr. Gardiner asked that his abstention be noted.

**146. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2018-2019**

The Town Clerk's report was noted.

Members **RESOLVED** to set the precept amount for 2018-2019 at £878,655. Cllr. Gardiner asked that his abstention be noted.

**147. REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES ON BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 25<sup>th</sup> OCTOBER 2017**

The Assistant Clerk's report together with the Briefing Notes of the Regeneration Board Meeting held 25<sup>th</sup> October 2017 were noted.

Members discussed at length their concerns over the plans for the Regeneration of the Town and challenged that the proposals were redevelopment rather than regeneration.

**148. TO NOTE RECEIPT BY THE TOWN CLERK OF THE DEPUTY MAYOR'S SIGNED NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE FOLLOWING HIS APPOINTMENT AT THE TOWN COUNCIL MEETING ON 6<sup>th</sup> NOVEMBER 2017 - MIN. 110 REFERS**

Members noted receipt by the Town Clerk of the customary, non-statutory, Declaration of Acceptance of Office following his appointment as Deputy Mayor from Cllr. Reynolds.

**149. TO NOTE AN AMENDMENT TO THE DATE ON WHICH MAYOR'S CADETS TAKE OFFICE**

The Assistant Clerk's report was noted together with the change of date to May each year for the Mayor's Cadets to take office.

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

The list was noted.

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

The list was noted.

**152. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

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

**152.1 Cllr. Barnes** - JWAAC Highways & Transport Sub Group.

**152.2 Cllr. Woodall** - Arun Arts Ltd, Bognor Regis Concert Band, LSP/AWHP and Stonepillow

Verbal Reports:

- 152.3 Cllr. Toovey** - invited to attend a Southdowns Folk Festival Meeting taking place on 9<sup>th</sup> January 2018.

**153. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists. The following items were highlighted: -

- 153.1** WSCC - A consultation regarding Group Membership of the JWAAC Highways & Transport Sub Group has now concluded, the outcome of which will be discussed and agreed at the next JWAAC H&T Sub Group Meeting. This matter will be referred to the Town Council's Policy and Resources Committee Meeting to be held on the 5<sup>th</sup> of February 2018.
- 153.2** SSALC - Details of Training Days available in 2018, including the West Sussex Spring Conference to be held at Hilton Avisford Park on 6<sup>th</sup> March 2018. Councillors interested in attending the conference are asked to speak with the Town Clerk.

**154. PICTUREDROME SITE UPDATE INCLUDING: -**

**Director's Report, any urgent actions taken for ratification**

The Director's Report was received, and it was noted that an element of the update would require discussion under Confidential Business.

**155. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE**

Members received a verbal report from the Town Clerk and it was noted that an element of the report would need to be discussed under confidential business.

**156. 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 (SO.31.1) - Agenda items 25 and 26 (contractual).

**157. PICTUREDROME SITE UPDATE**

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

Following discussion, it was **AGREED** that the Town Clerk should make contact with the relevant Officer at ADC regarding the identified issue so as to progress the matter.

**158. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE**

Members received and noted the confidential, verbal report from the Town Clerk.

***The Meeting closed at 9.34pm***