



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 3<sup>rd</sup> SEPTEMBER 2018**

### **PRESENT:**

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, J. Cosgrove, A. Cunard, P. Dillon, D. Enticott, T. Gardiner, S. Goodheart, M. Smith, M. Stanley, and Mrs. J. Warr

### **IN ATTENDANCE:**

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

*The Meeting opened at 6.30pm*

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

The 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.

The Town Clerk gave apologies for Cllr. Mrs. Daniells, and Cllr. Toovey who were on annual leave, Cllr. Lineham due to family illness, and Cllr. Woodall who was unwell. No further apologies had been received.

In the absence of the Deputy Mayor, Cllr. Woodall, it was **AGREED** that Cllr. Dillon would act as Vice-Chairman for the meeting.

A Member requested that the Council send best wishes to Cllr. Lineham.

### **94. DECLARATIONS OF INTEREST**

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

Members and Officers should declare an interest by stating: -

a) The item they have an interest in

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

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

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

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

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 21 and 22, as the Tenant of the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed***

***Cllr. Goodheart declared Ordinary Interests in Agenda items 11, as a volunteer with Rox Music & Arts, and 14 as a volunteer with the 4BR group***

***Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 21 and 22, as a contractor to the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed***

**95. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD 2<sup>nd</sup> JULY, AND EXTRAORDINARY COUNCIL MEETING HELD 14<sup>th</sup> AUGUST 2018**

The Minutes of the Council Meeting held 2<sup>nd</sup> July, and Extraordinary Council Meeting held 14<sup>th</sup> August 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

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

There were no reports.

97. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were none.

98. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

The meeting was adjourned from 6.36pm until 6.39pm for this item. A member of the public expressed an interest in the Beach Access Topic Team. Another member of the public asked a question relating to a footbridge in Highcroft Avenue/Ivy Lane, Bognor Regis.

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

There were none.

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

101. **Policy and Resources Committee Extraordinary Meeting of 2<sup>nd</sup> July and Meeting of 30<sup>th</sup> July 2018**

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

**Min. 44 - To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: Events, Promotion and Leisure Committee; Allotments Sub-Committee**

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Events, Promotion and Leisure Committee, and the Allotments Sub-Committee be adopted by the Town Council without change.

102. **Community Engagement and Environment Committee Meeting of 16<sup>th</sup> July 2018**

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

103. **Planning and Licensing Committee Meetings of 17<sup>th</sup> July, 7<sup>th</sup> and 28<sup>th</sup> August 2018**

The Chairman of the Committee, Cllr. Mrs. Warr, reported and advised Members that the Minutes of the Planning and Licensing Committee Meeting held the previous week on 28<sup>th</sup> August 2018, had only been published that day and therefore would be referred to be received and considered at the next Council Meeting in November.

**104. Events, Promotion and Leisure Committee Extraordinary Meeting of 19<sup>th</sup> July, and Meeting of 6<sup>th</sup> August 2018**

In the absence of the Chairman, Cllr. Mrs. Daniells, the Minutes of the Extraordinary Meeting held on 19<sup>th</sup> July were presented by Cllr. Smith, who had been present for that meeting. Cllr. Smith also presented the Minutes of the Meeting held 6<sup>th</sup> August as acting Vice-Chairman for that meeting.

**104.1** A Members spoke of his dissatisfaction at not being able to speak regarding his Motions considered at the Meeting held 6<sup>th</sup> August 2018. It was noted that an amendment to the Standing Orders will be considered at the next Policy and Resources Committee Meeting to detail how, in future, proposers of Motions who do not have a seat on the Committee to which the matter is referred, may present their Motion at the meeting.

**104.2 Min. 41 - Hothamton Play Area**

A Member asked for an update regarding discussions with ADC and was informed that the matter would be raised at the BRTC/ADC Liaison meeting that was due to take place the following day.

**105. 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'.

**106. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN JUNE AND JULY AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS PREVIOUSLY COPIED TO COUNCILLORS (AUGUST NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in June and July and to note the balances, bank reconciliation and financial reports'.

**107. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. COSGROVE**

*"The Council Commissions the Community Engagement & Environment Committee to prepare a Report, with Recommendations, with appropriate Officer input and advice on the extent of and need for community space in Bognor Regis Town.*

*This Report should inform current and future Council consideration of acquisition of property within the terms of the Council's Strategy, and*

*consider space for meetings, for exhibition, for community groups and other relevant needs.*

*Current spaces in the Town area include: Bognor Regis Town Hall, The Regis Centre inc theatre and studios, Jeneses, The BR Campus of the University, The Methodist Church, The Hub, The Gordon Centre, The Picturedrome, The Arena, The Baptist Church, St Wilfrids Church, Westloats Community Centre, Local Primary Schools, The Regis School, Grandad's Front Room, The Regis Music School, South Bersted Church, also facilities at Butlins, BR Library.*

*There should also be consideration of the proximity to areas of the Town of other parishes facilities such as: Rowland Rank Centre, West Meads Community Hall, Aldwick Parish Hall, New Park Centre Willowhale Library.*

*The Committee should report to the November meeting of the Council, or January 2019 at the latest, and there should be investigation of capacity, pricing and current regular uptake of the above venues."*

The Town Clerk's report was noted.

Cllr. Cosgrove spoke in favour of the Motion and Cllr. Enticott seconded the Motion.

As the Motion included the proposal that Council agree for the Community Engagement and Environment Committee to undertake activities, the Mayor deemed it appropriate that the matter be debated immediately, rather than standing referred in accordance with S.O. 9.5.

In answer to a query, the Deputy Clerk offered clarification on the process any Neighbourhood Plan review.

It was noted that whilst the Neighbourhood Plan did include reference to community facilities, it would not hold the level of detail the current proposal was seeking. Members thought that the idea of an audit of community facilities was worthwhile and could lead to a dedicated page on the Town Council's website to enable residents and groups to find details of possible venues.

Following debate, it was **AGREED** that the Community Engagement and Environment Committee be tasked with preparing the report as suggested within the Motion, for future consideration by Council.

**108. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 25<sup>th</sup> APRIL 2018 AND THE NOTES OF THE AGM HELD ON 20<sup>th</sup> JUNE 2018 (IF AVAILABLE)**

The notes of the meetings were not yet available.

**109. TO REVIEW COMMITTEE MEMBERSHIPS AS REFERRED FROM THE COUNCIL MEETING HELD 2<sup>nd</sup> JULY 2018 (MIN. 73.5 REFERS) AND ALSO INCORPORATING ALLOCATIONS ARISING FROM POLITICAL PARTY MEMBERSHIP CHANGES**

Members received the Town Clerk's report regarding changes to Committee Membership.

It was **NOTED** that Cllr. Enticott now sits on the Council as an Independent Councillor rather than as a Labour Party member.

Furthermore, Members **NOTED** that Cllr. Cosgrove continues to sit on the Council as a Labour Party member but aligned to the Independent Group.

**109.1** It was **RESOLVED** that Cllr. Brooks should be removed from the Policy and Resources Committee to be replaced by Cllrs. Cosgrove and Goodheart to fill the Independent seats and Cllr. Enticott be appointed to the Policy and Resources Committee to fill the A.N. Others vacancy.

**109.2** It was **RESOLVED** that Cllr. Cosgrove be appointed to the Community Engagement and Environment Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Community Engagement and Environment Committee to fill the A.N. Others vacancy.

**109.3** It was **RESOLVED** that Cllr. Cosgrove be appointed, in Reserve, to the Planning and Licensing Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Planning and Licensing Committee to fill the A.N. Others vacancy. There were no other nominations to fill the Liberal Democrats vacancies.

**109.4** It was **RESOLVED** that Cllr. Brooks be appointed to the Events, Promotion and Leisure Committee to fill the Independent vacancy and Cllr. Enticott be appointed to the Events, Promotion and Leisure Committee to fill the A.N. Others vacancy.

**110. REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES OF BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 25<sup>th</sup> JULY 2018 PREVIOUSLY CIRCULATED TO COUNCILLORS, AN UPDATE ON REGENERATION CONSULTATION WORKING GROUP MEETINGS (MIN. 38 REFERS) AND LETTER FROM CLLR. GOODHEART TO ADC REGARDING REGENERATION OPPORTUNITIES**

*Cllr. Enticott left the meeting*

Members noted receipt of the Deputy Clerk's report together with the Briefing Notes of Bognor Regis Regeneration Board Meetings held on 25<sup>th</sup> July 2018 that had been previously circulated.

*Cllr. Enticott returned to the meeting*

It was noted that as per the Resolution taken at the Council Meeting held 2<sup>nd</sup> July 2018 (Min. 63.1 refers) an approach had been made to the Chief Executive of ADC to see if there was any interest in them meeting with developers. Members noted that, as circulated with the Agenda, the response had been to decline the suggestion and furthermore, stated that the recent appeal decision had no impact on the District Council's agreed vision for Bognor Regis.

***Cllr. Brooks declared an Ordinary Interest as a Member of Arun District Council, and an Ordinary Interest as a voting member of Arun Arts***

***Cllr. Cunard declared an Ordinary Interest as a member of Arun Arts***

***Cllr. Dillon declared an Ordinary Interest as a Member of Arun District Council, and also declared an Ordinary Interest as a voting member of Arun Arts***

***Cllr. Goodheart redeclared an Ordinary Interest as a volunteer with the 4BR group***

***Cllr. Reynolds declared an Ordinary Interest as a Member of Arun District Council***

***Cllr. Stanley declared an Ordinary Interest as a Member of Arun District Council***

A lengthy discussion took place with topics including ADC's approach to regeneration, the successful appeal by the Sir Richard Hotham project, the consultation with local people about what is wanted from regeneration and the funding of any regeneration. Statements were made, and questions raised about the impact on the lease arrangements of the Regis Centre following any hotel development at the Regis Centre Site.

***Due to the direction of the discussion, Cllr. Dillon redeclared his Ordinary Interest as a voting member of Arun Arts, and elected to leave the meeting***

***Cllr. Cunard left the meeting***

***Cllr. Enticott left the meeting***

The debate continued with further references to the lease situation, the need for an ADC Masterplan and any future development of the police station. Members also expressed frustration at the lack of any Masterplan from ADC, with some Members expressing their opinion of the importance of the connectivity and cross subsidy of all the sites being considered for regeneration.

***Cllr. Dillon returned to the meeting***

***Cllr. Cunard returned to the meeting***

Cllr. Goodheart spoke of the letter sent by the Town Clerk to Arun District Council referring to issues raised at the last Council meeting (Min. 75 refers) and stated that he was of the opinion that they had not come back with a considered response.

***Cllr. Enticott returned to the meeting***

***Cllr. Brooks reiterated his Declaration of Interest as a Member of Arun District Council's Development Control Committee***

Members noted a letter sent by Cllr. Goodheart, to ADC regarding regeneration opportunities, that had been previously circulated.

**111. TO DISCUSS THE GARDEN TOWN INITIATIVE AS REQUESTED BY CLLR. COSGROVE AND REFER TO THE PLANNING AND LICENSING COMMITTEE**

Cllr. Cosgrove spoke to the item and suggested that the best way to move this forward was to request it is included on a future JWAAC agenda.

Following discussion, Members **AGREED** that the issue should be referred to the Planning and Licensing Committee for further discussion.

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

The list was noted.

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

The list was noted.

**114. 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:

**114.1 Cllr. Mrs. Daniells** - Bognor Regis Regeneration Board; Bognor Regis Twinning Association; BRTC/ADC Liaison Meeting.

**114.2 Cllr. Cosgrove** - BRTC/ADC Liaison Meeting.

**114.3 Cllr. Toovey** - Southdowns Folk Festival.

Cllr. Warr reported that following the disappointment of the Illuminations Gala being cancelled due to poor weather conditions, Bognor Regis Seafront Illuminations had rescheduled the firework display for the evening of Bank Holiday Monday and had raised in excess of £300 from a bucket collection held on the evening.



**115. CORRESPONDENCE**

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

- 116.** Members **RESOLVED** to vary the order of business and take Agenda items 21 and 22 next.

*Cllr. Cunard redeclared a Disclosable Pecuniary Interest in Agenda items 21 and 22 as the Tenant of the Picturedrome Cinema, and left the meeting*

*Cllr. Reynolds redeclared a Disclosable Pecuniary Interest in Agenda items 21 and 22 as a contractor to the Picturedrome Cinema, and left the meeting*

*In the absence of the Chairman, Cllr. Reynolds, the Vice-Chairman, Cllr. Dillon took the chair*

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

The Town Clerk's report was noted. It was noted that an element of the report would need to be discussed under Confidential Business.

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

The previously circulated Director's Report was noted, and actions taken as detailed were **RATIFIED** including :-

- Expenditure of £110 for investigation and temporary repair following the leak in Screen 3
- Notification of surveyor hourly charges
- Final costs of £625.65 and £1,612.50 for scaffolding and roof repairs respectively
- Cost for extension of joint insurance to 2<sup>nd</sup> July of £174.11

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

During the discussion about the leaking Cinema tower roof, concern was expressed about the revolving light, housed within the tower and its future use. Members felt that as part of planning heritage the illuminated sign should be allowed, as it was originally in the 1960's, and **AGREED** that a Planning Application should be submitted to the Local Planning Authority to permit the use of it.

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

120. 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 20, 21, 22 & 23 (contractual).

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

The Town Clerk's confidential report was noted and actions taken were **RATIFIED** as detailed in the confidential report, appended to the file Minutes.

Members questioned the reasoning for why confidential reports were not circulated to Members prior to a meeting.

The Town Clerk explained that confidential reports were no longer circulated before a meeting to protect the Council as, in recent times, information that had been deemed as confidential had found its way into the public domain.

The acting Chairman reminded Members that the issue was not an agenda item but could be included on a future agenda. Therefore, Members **RESOLVED** to instruct that the issue be placed on the agenda for the next Policy and Resources Meeting.

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

The Town Clerk's confidential report was noted, and actions taken were **RATIFIED** as detailed in the confidential report, appended to the file Minutes.

123. Members **RESOLVED** to **APPROVE** a further extension to the Meeting of 15 minutes to enable the completion of this Agenda in view of the urgency of the items.

*Cllrs. Cunard and Reynolds returned to the meeting*

*Cllr. Reynolds retook the chair*

124. **TO RECEIVE AN UPDATE ON OFFICE PROVISION AND AGREE ANY ACTION**

The Town Clerk's confidential report was noted, and actions taken as detailed were ratified.

Members discussed the suitability of a property for the potential intended use in both the short and long term, and it was unanimously **RESOLVED** that the Town Clerk should liaise with the appropriate parties to achieve the required outcome as detailed in the confidential report appended to the file Minutes.

125. **THE ROYAL HOTEL, BOGNOR REGIS - INVITATION TO PROCURE THE HOTEL**

The Town Clerk's confidential report was noted.

Following discussion, Members **AGREED** to **REFER** the matter to the Planning and Licensing Committee Extraordinary Meeting to be held 10<sup>th</sup> September 2018 to identify the most timely and efficient way to progress the agreed action, as detailed in the confidential report appended to the file Minutes.

***The Meeting closed at 9.01pm***