



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 5th NOVEMBER 2018

PRESENT:

Town Mayor: Cllr. S. Reynolds; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (until Min. 136.1), Mrs. S. Daniells (until Min. 155), P. Dillon, T. Gardiner, S. Goodheart, M. Lineham (until Min. 158), M. Stanley, W. Toovey, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
2 members of the Press (part of meeting)
25 members of the public (part of meeting)
OC Birch (part of meeting)
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)
Cllr. P. Wells (ADC Councillor) (part of meeting)

The Meeting opened at 6.34pm

126. 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. Smith, who was working, and Cllr. Woodall who was unwell, and then read the following statement:

"Members are invited to note that no apologies have been received from Cllr. Enticott. As many will have read in the local press, Cllr. Enticott has been charged with several offences and is due to stand trial in the New Year.

The only information that the Town Council has in this regard is that which is published in the press. Furthermore, as the judicial process is now underway, it would be inappropriate and inadvisable for the Council or any Councillors to make further comment."

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

Cllrs. Cunard and Lineham informed Members that they may have to leave the meeting early due to other commitments.

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 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 23 and 24 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema, and stated that he would leave the Meeting when the Agenda items were discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when the Agenda items were discussed

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda items 23 and 24, as a contractor to the Picturedrome Cinema and stated that he would leave the Meeting when the Agenda items were discussed

128. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD 3rd SEPTEMBER 2018

The Minutes of the Council Meeting held 3rd September 2018 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

129. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

129.1 West Sussex and Arun District Councillor, Francis Oppler, reported that he had submitted a request to WSCC Highways for the installation of bollards at the southern end of Longford Road, as a result of inconsiderate parking, and that he would be raising the need for traffic calming measures in the area. Cllr. Oppler applauded Cllr. Stanley for his work with the Sunken Gardens and appealed to dual-hatted Councillors to object to ADC's Linear Park proposals. Reference was also made to staffing levels at meetings by Cllr. Oppler.

129.2 Arun District Councillor, Paul Wells, reported that he travels via Longford Road daily and spoke of the issues concerning parking. He stated that negotiations with Network Rail should be opened up to consider lay-bys for buses to pull into by the railway station.

Cllr. Wells reported that at ADC's Full Council Meeting on 7th November 2018, a Motion would be put forward regarding local policing.

Cllr. Wells raised concerns about the Health Centre, around the impact and outcomes for that facility, if the Linear Park goes ahead and felt that urgent discussion was required to get firm answers.

130. WRITTEN QUESTIONS FROM COUNCILLORS

Cllr. Stanley put the following written question to the Mayor:

Will the Mayor consider a correspondence with Arun District Council in order to initiate a communication regarding this Council's desire to support the running of Steyne Gardens, in line with our agreed Corporate Strategy?

The Town Mayor confirmed that the Council has stated it would investigate the potential to take on responsibility for the planting and maintenance of Steyne Gardens through the Town Council's Corporate Strategy. The Mayor felt it would be appropriate that a letter be sent to the Chief Executive of ADC, formally registering this interest, and request that the matter is discussed further at the next BRTC/ADC Liaison Meeting.

131. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The meeting was adjourned from 6.54pm until 7.23pm for this item.

Members of the public present in the public gallery spoke about ADC's proposals for the Linear Park expressing concern about: the impact on the Sunken Gardens; parking; loss of greenspace; recent planning application for signage at the site; the future of the Health Centre including health provision in the future. A member of the public also suggested that the Town Council request Tree Preservation Orders for certain specimens around the Queensway car park. This would be referred to the Planning and Licensing Committee for further consideration.

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

There were none.

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

134. Policy and Resources Committee Meeting of 15th October 2018

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

134.1 Min. 70 - To receive Terms of Reference for the Beach Access Topic Team and if acceptable recommend to Council

Members **RESOLVED** to **APPROVE** the recommendation that the Terms of Reference for the Beach Access Topic Team be adopted by the Town Council.

134.2 Min. 71 - ADALC

Cllr. Gardiner advised of an error in the Minutes and confirmed to Members that the position of Treasurer had been filled, not that of Secretary. Cllr. Gardiner requested that the Town Council refrain from withdrawing their continued support until after ADALC had met on 19th December 2018 at which the winding up of the Association will be discussed.

134.3 Min. 72 - Recommendation to support the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions

Members **RESOLVED** to **APPROVE** the recommendation that the Town Council support the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions.

134.4 Min. 73 - To consider amendments to the Standing Orders and wording of agendas incorporating the agreed amendments

Members **RESOLVED** to **APPROVE** the recommendation that the Town Council adopt the revised Standing Orders incorporating the following amendments:

23.1 of the Standing Orders be amended to read "A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak for three minutes at the beginning of the specific agenda item to explain her/his resolution to the committee but shall take no further part in the debate and will not vote."

31.7 of the Standing Orders be amended to read "A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/statements in writing in advance. Speakers must give their name before stating their question or making their statement and may speak for up to a maximum of two minutes each or five minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period."

31.8 of the Standing Orders be amended to read "A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period."

134.5 Min. 76 - Christmas Lighting Budgets for inclusion in the 2019/20, 2020/21 and 2021/22 budgets

Following further consideration of this matter, Members **RESOLVED** to **APPROVE** the recommendation that Option 2 be the preferred choice and that a sum of £31,500 be allocated within the 2019/20 budget to facilitate this. This sum includes a contingency provision to cover any additional works that may be required owing to poor weather resulting in emergency call outs.

Furthermore, Members **RESOLVED** to **APPROVE** the recommendation that any unused funds from the contingency element be Earmarked for use in future years.

134.6 Min. 86 - To receive any update on potential property purchase

Members **RESOLVED** to **APPROVE** the recommendation that the required expenditure for property purchase be funded by the Economic Development Fund, and that a decision regarding the funding of any future works/alterations to any property would be taken when details are known.

135. Community Engagement and Environment Committee Meeting of 17th September 2018

In the absence of the Chairman, Cllr. Smith, the Vice-Chairman of the Committee, Cllr. Goodheart, reported.

136. Planning and Licensing Committee Meetings of 28th August, 18th September, 9th and 30th October 2018

The Chairman of the Committee, Cllr. Mrs. Warr, reported.

136.1 Min. 111 - Planning Application BR/191/18/PL: 2-4 Waterloo Square, Bognor Regis

Two Councillors expressed their disappointment that the Committee, at the meeting held 18th September 2018, had overturned the decision to object to this planning application.

Cllr. Cunard left the meeting

136.2 Min. 120.4 - Planning Application BR/254/18/A: Hothamton Gardens and Surrounding Areas, Bognor Regis

Some Members expressed their objections to Planning Application BR/254/18/A as they believed that the intended use for the signs was to promote ADC's proposals for the Queensway Linear Park and was, therefore, suggestive of pre-determination that the plans for the park would be approved.

The Civic & Office Manager reported that the application had been considered in line with the standard practice and all material planning considerations were considered. Furthermore, it was noted that no objections from the public had been raised to the application at the Committee meeting and no details of the actual content of the signs were known, other than the general description of publicity.

A Councillor questioned what consideration ADC had given to the Neighbourhood Plan regarding the Sunken Gardens and asked that this be queried with ADC. It was **AGREED** that this matter would be referred to the Planning and Licensing Committee.

137. Events, Promotion and Leisure Committee Extraordinary Meeting of 8th October 2018

The Chairman of the Committee, Cllr. Mrs. Daniells, reported.

138. 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'.

139. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2018 ACCOUNTS

The Town Clerk's report was noted.

Members **RESOLVED**:

To **NOTE** receipt of the External Auditor's Certificate and Report;

To **NOTE** that on the basis of the External Auditor's review of the Annual Governance Accountability Return (AGAR), in their opinion the information in the AGAR is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

140. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS PREVIOUSLY COPIED TO COUNCILLORS (OCTOBER NOT YET AVAILABLE)

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

141. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 19th SEPTEMBER 2018 AND THE NOTES OF THE AGM HELD ON 20th JUNE 2018 (IF AVAILABLE)

The Town Clerk's report was noted, which included the Notes of the meeting held on 19th September 2018 and the Notes of the AGM held 20th June 2018.

142. REGENERATION INCLUDING UPDATE ON BOGNOR REGIS REGENERATION CONSULTATION WORKING GROUP - MIN. 63.1 REFERS

The Deputy Clerk's report was noted.

A Councillor asked that a meeting of the Working Group be arranged before consideration needed to be given to Purdah. The Deputy Clerk suggested that since all Members on the Working Group were also on the Policy and Resources Committee, that a meeting of the Working Group be arranged to take place at 5.30pm on 26th November 2018, prior to the Policy and Resources Committee Meeting starting at 6.30pm. This was **AGREED**.

A Member suggested that the points raised during public question time and statements, pertaining to the Sunken Gardens, the Health Centre and the proposals for the Linear Park, be referred to the Regeneration Consultation Working Group Meeting to be held 26th November 2018.

143. TO CONSIDER THE APPOINTMENT OF A COUNCIL REPRESENTATIVE TO THE 'INTEGRATED PREVENTION AND EARLIEST HELP' (IPEH) ARUN HUB - PARTNERSHIP ADVISORY BOARD

The Civic & Office Manager's report was noted.

Members **AGREED** to take up the offer of a position on the IPEH Arun Hub Partnership Advisory Board.

Nominations for Cllr. Cosgrove and Cllr. Dillon were proposed and seconded for the appointment of a Council Representative on the Board.

Following a vote it was **RESOLVED** to appoint Cllr. Cosgrove as the representative.

144. TO NOTE THAT CLLR. COSGROVE NOW SITS ON THE PLANNING AND LICENSING COMMITTEE (NO LONGER IN RESERVE)

It was **NOTED** that Cllr. Cosgrove now has a permanent position on this Committee.

145. Members **RESOLVED** to vary the order of business and take the Additional Agenda item next.

146. TO APPROVE THE APPOINTMENT OF CLLR. M. STANLEY TO FILL ONE OF THE LIBERAL DEMOCRAT VACANCIES ON THE PLANNING AND LICENSING COMMITTEE

The appointment of Cllr. M. Stanley to fill one of the Liberal Democrat vacancies on the Planning and Licensing Committee was **APPROVED** by Members.

147. Members **RESOLVED** to vary the order of business and take Agenda item 25 next.

148. THE ROYAL HOTEL, BOGNOR REGIS - INVITATION TO PROCURE THE HOTEL

The Town Clerk's report was noted.

Members **AGREED** that there were no further avenues to be explored for partnership working with PSP at the current time but reserved the right to revisit this if circumstances dictated.

It was noted that with the sale of the Royal Hotel, work on this project would now be terminated.

However, Members were keen to hear about plans for the Royal Hotel and asked that an invitation be extended to the new owner to meet Councillors and share details of their plans for the building.

149. TO RATIFY THE CHANGE IN DATE AND TIME OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT MEETING TO BE HELD ON 12th NOVEMBER 2018 AT 7PM, INSTEAD OF 19th NOVEMBER 2018, TO ENABLE A PRESENTATION FROM PC MOOREY ON SCAMS AND FRAUDS

Members **AGREED** to **RATIFY** the change in date and time of the Community Engagement and Environment Meeting to be held on 12th November 2018 at 7pm to enable a presentation from PC Moorey on scams and frauds.

150. TO RECEIVE, AND IF ACCEPTABLE, AGREE THE ADOPTION OF THE COMMUNITY WINTER RESILIENCE PLAN 2018/19

The Civic & Office Manager's report and the Community Winter Resilience Plan 2018/19 were noted.

Members **AGREED** to **ADOPT** the Community Winter Resilience Plan 2018/19.

151. TO CONSIDER APPROVAL OF ABSENCE FROM MEETINGS FOR CLLR. M. LINEHAM DUE TO CONTINUED IMMEDIATE FAMILY ILLNESS

As Cllr. M. Lineham was in attendance at the meeting, it was not necessary for Members to consider the Agenda item.

152. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

153. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

154. 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:

154.1 Cllr. Mrs. Daniells - Bognor Regis Twinning Association; BRTC/ADC Liaison Meetings.

154.2 Cllr. Dillon - Armed Forces Day Committee; Bognor Regis Heritage Partnership; BRTC/ADC Liaison Meetings.

154.3 Cllr. Gardiner - Arun District Association Local Councils; VAAC Executive Board; West Sussex ALC Ltd.

155. CORRESPONDENCE

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

Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest in Agenda items 23 and 24 (Picturedrome), as an employee of the Picturedrome Cinema, and left the meeting

Cllr. Reynolds redeclared a Disclosable Pecuniary Interest in Agenda items 23 and 24, 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

156. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's previously circulated reports were noted. It was noted that an element of the Procurement Risk update report would need to be discussed under Confidential Business.

Members asked whether there might be an opportunity for a site visit, prior to the official opening. It was **AGREED** that the Town Clerk would contact the Tenant to make enquiries.

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

158. 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.

Cllr. Lineham left the meeting

159. 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, 24 & 25 (contractual).

160. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

The Town Clerk's confidential risk update report was noted and actions taken were **RATIFIED** as detailed in the confidential report.

The Meeting closed at 8.47pm