



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th SEPTEMBER 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, J. Erskine, S. Goodheart (from Min. 64), H. Jones, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of the meeting)
2 Councillors in the public gallery: Cllr. Brooks (during Min. 63) and Cllr. Mrs. Daniells (until Min. 71)

The Meeting opened at 6.31pm

60. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present, read the Council's opening statement and made particular reference to procedures in the event of a fire.

Apologies for absence were received from Cllr. Cunard who was working and Cllr. Mrs. Staniforth due to a family illness.

61. 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. Stanley declared an Ordinary Interest in Agenda item 16 as a Member of Arun District Council

62. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JULY 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 29th July 2019 and these were signed by the Chairman.

63. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Cllr. Brooks took a seat in the public gallery during this item

Meeting adjourned at 6.35pm

A member of the public spoke about his disappointment at the Council's decision to not move forward with regard to the issue of reparishing; questioned the Council's decision to contact regeneration schemes other than Sir Richard Hotham Project, the only scheme with planning permission and also queried the reason for the Council acquiring Bognor Regis Ltd.

A Councillor in the public gallery asked if there were any updates regarding the toilets on the Promenade and the new plans for the Hothamton site, following the withdrawal of the plans for the Pavilion Park.

A member of the public asked for an update regarding the surface of Place St Maur (Min. 31 refers); queried whether there had been any progress between ADC and the BID regarding signposting from the seafront, with a suggestion that the existing monolith be adapted for these purposes, and also asked if others would be able to input into the plans for the Hothamton site.

Meeting reconvened at 6.46pm

It was noted that several of the points raised related to ADC responsibilities and the enquires should therefore be directed to that Council. However, Members did **AGREE** that the issue of the use of the monolith on the Promenade for signposting to the Town Centre should be referred to the Community Engagement and Environment Committee for consideration.

Cllr. Goodheart joined the Meeting

64. CLERK'S REPORT FROM PREVIOUS MINUTES

64.1 8th April 2019 - Min. 154.1 - Signposting for the Town Centre

There was no further update on this issue as there was no Officer availability to attend the last BID Board meeting and the notes were not yet available, but the issue would be followed up at their next meeting.

64.2 8th April 2019 - Min. 154.3 - Olby's Clock

There was no further update available and Officers continue to chase the building owner regarding completion of the legal agreement.

64.3 8th April 2019 - Min. 155 - Offer of Graffiti services to the BID

There was no further update on this issue as there was no Officer availability to attend the last BID Board meeting and the notes were not yet available, but the issue would be followed up at their next meeting.

64.4 29th July 2019 - Min. 31 - Public Question re: Place St Maur

With regard to the question regarding the poor condition of Place St Maur, and as raised by a member of the public earlier in the meeting, a Councillor updated Members that this issue was still being considered by ADC but no further update was available at the current time.

64.5 29th July 2019 - Min. 34 - Town Force Report

ADC have rejected the request for the Town Council to be reimbursed for the additional, unexpected costs of £250 in relation to the Beacon installation as they are of the opinion that this was not their responsibility. This incident highlights the need for clear licences as will be referred to in the Town Force Manager's report which is to be received under Agenda item 7.

64.6 29th July 2019 - Min. 43 - Billy Bulb

It was possible to utilise existing lighting to illuminate the mascot for the Gala parade and as a result, the previously agreed amount of £200, to be funded from General Reserves, was not required.

64.7 29th July 2019 - Min. 51 - Car Parking Contribution

Having confirmed to the Chief Executive of ADC the Town Council's commitment to continue to financially support this scheme, a response had been received. The Town Clerk relayed this to Members, reporting

that the BID's request to have a longer term agreement will be discussed at the next BRTC/ADC Liaison Meeting but that the suggestion of including more of ADC's car parks is likely to be unacceptable to the District Council as it could work against the principle that the scheme encourages permit users to use less popular car parks and could involve costs of £60k to £70k.

65. TO RECEIVE THE TOWN FORCE REPORT

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

With regard to the Beacon burner, having been provided with a video demonstration of the refurbished and improved gas burner, Members **AGREED** to **RATIFY** expenditure for the works of £522 plus VAT to be funded from the Rolling Capital Programme. Members also asked that a letter of the thanks be sent to the fabricator for their efforts to provide such an improved burner.

Members noted that investigations were taking place to enable the Committee to consider installing an independent water supply to all of the seafront showers and a report with costs would be tabled at a future meeting. However, Members did **AGREE** that the ownership of the Fishermen's kiosks should be ascertained and asked that ADC be approached for confirmation of this.

Discussion took place about the need for wild planting, especially of plants that are bee and butterfly friendly, and whether Town Force in their planting could take up the mantle. The difficulties with using the planters for wild planting were noted but it was felt that there may be the potential to do something on the roundabouts. It was therefore **AGREED** that the Bognor Regis in Bloom Working Group be asked to look at this issue, working in partnership with the Town Force team.

66. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report, including confirmation that a full report will be provided at the next meeting, was **NOTED**.

67. TO RECEIVE A REPORT FROM THE JOINT ACTION GROUP (JAG) MEETINGS HELD ON 29th AUGUST AND 20th SEPTEMBER 2019

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

68. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5th FEBRUARY 2018 (MIN. 160 REFERS) AND TO ALSO CONSIDER A REVIEW OF THE LIMIT OF £500 FOR THE TOWN CRIER'S COMPETITION EXPENSES

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

Having discussed the merits of the Crier's attendance at competitions, Members **AGREED** the request from the Town Crier to increase the limit that may be spent annually on competition attendance, and furthermore **AGREED** that this should be increased to a maximum of £750 from within the annual budget of £2,000.

With regard to the potential of holding a Bognor Regis Town Crier Competition, Members **AGREED** that the issue should be considered further and that the maximum that may be committed to any such event in 2020, or thereafter, funded from the existing Town Crier's budget of £2,000 per annum should be £750.

To progress the matter, Members requested that the Town Crier liaise with the Civic & Office Manager and the Events Officer with a report to this Committee in due course.

A Member suggested that as part of the Crier's regular engagements, Butlin's be approached to see if it would be possible for her to carry out weekly Cries during the summer season within the Resort. Following discussion, Members **AGREED** that this should be investigated further and asked that Officers make the necessary approach to Butlin's.

Finally, Members **NOTED** the suggestion of a lightweight, summer uniform at an estimated cost of £250 and that this would be funded by the appropriate Earmarked Reserves.

69. TO RECEIVE THE NOTES OF THE CORPORATE STRATEGY REVIEW SESSION ON 14th AUGUST 2019 (CIRCULATED PREVIOUSLY), DISCUSS AND AGREE FURTHER ACTIONS

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

Members **AGREED** that as this is such an important issue, all Members of the Council had been encouraged to attend this Committee Meeting and were therefore invited to join in the debate for this item only.

Members reviewed the "Purpose", "Vision" and "Main Priorities" as circulated previously to all Members. It was noted that this document will be the thread running through all that the Council does.

Much debate took place around Point 3 of the "Main Priorities", which included, health and wellbeing aspects.

Members also discussed the inclusion of *brand* in the "Vision" with a proposal to remove the reference whilst still noting that promotion of the Town would still be an element under "Main Priority 1 - Build on the success of Bognor Regis".

Following discussion, Members **AGREED** to **RECOMMEND** to Council the following:-

Purpose

Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life.

Vision

Our vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

Main Priorities

1. *Build on the success of Bognor Regis*
2. *Manage and reduce the environmental impact of Bognor Regis*
3. *TBC*
4. *Promote arts and culture to make Bognor Regis a great place to live, work, study and visit*

With regard to point 3 of the "Main Priorities" which would cover the health and wellbeing issues, it was **AGREED** that this needed to be reworded and that Members should email their suggestions to the Town Clerk by Monday 28th October. All suggestions will then be considered when this comes before the Council Meeting scheduled for 4th November and a decision made as to the final wording prior to its adoption.

70. TO CONSIDER RESPONSES TO THE WSCC SURVEY REGARDING JWAAC AS PREPARED BY THE PREVIOUS AND CURRENT REPRESENTATIVES TO JWAAC

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

As no draft responses had been received from either the previous or current representative to JWAAC, it was **AGREED** that no submission could be submitted in response to this survey.

Cllr. Mrs. Daniells, seated in the public gallery, left the Meeting

71. TO RECEIVE AN UPDATE ON THE ACQUISITION OF BOGNOR REGIS LTD INCLUDING CONSIDERATION OF THE PROVISION OF DIRECTORS AND OFFICERS INSURANCE SUBJECT TO FURTHER INFORMATION BEING AVAILABLE

The Town Clerk provided a verbal report, informing Members of the following:-

- i) Accounts will be completed and filed before handover;
- ii) Contact will be made by the current Director with HSBC about the Town Council retaining the Bank Account and the necessary paperwork arranged;
- iii) A copy of the Memorandum and Articles of Association has been requested;
- iv) A solicitor has been approached to act on the Town Council's behalf and details of costs are awaited before proceeding.

With regard to the issue of Directors and Officers Insurance, Members **NOTED** that whilst the Company lay dormant, with no activities or transactions, the cover would be provided by the existing Bognor Pier Company Ltd policy, at no extra charge. However, Members were advised that as soon as Bognor Regis Ltd becomes active in any way, it will be necessary for a new policy to be taken out which will require a premium to be paid.

72. TO RECEIVE A REPORT ON THE POTENTIAL TO REGISTER BOGNOR REGIS CIC - MIN. 38 REFERS

The Town Clerk's report advising that the registration of Bognor Regis CIC would not be permitted due to its similarity to Bognor Regis Ltd, was **NOTED**.

73. TO RECEIVE AN UPDATE ON THE PROPOSAL TO INSTALL A ROLLER TRACK/DECK FOR THE BEACH AS DISCUSSED AT THE PREVIOUS MEETING (MIN. 44 REFERS) INCLUDING THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 23rd SEPTEMBER 2019

The Deputy Clerk's report, including the recommendation from the Community Engagement and Environment Committee that no budget be identified for this project and that therefore the project to install a temporary roller track/deck should progress no further, was **NOTED**.

With regard to the longer term project to provide permanent access to the sand for all, it was noted that this is being dealt with through the Beach Access Topic Team which reports into the Community Engagement and Environment Committee.

74. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2020 TOWN NEWSLETTER

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

A Member queried when would be the appropriate time to discuss the design and layout of this publication. Officers reported that if Members were considering changing from the 8-page, A4, matte finish format, then guidance would be required immediately, as changes to the format could change the quotation.

Following discussion, it was **AGREED** that the 8-page, A4, matte finish format should continue for the 2020 publication.

With regard to the content, design and layout, Members noted the past articles and the suggestions for the next edition as referred to in the circulated report. All were asked to bring any suggestions, including any examples, to the next Committee Meeting on 25th November and Members were reminded that a final decision would have to be made at that meeting to allow enough time for the design and print.

Finally, Members **AGREED** to once again run a photography competition for the front cover of the 2020 Town Newsletter.

75. TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 47 REFERS

The Deputy Clerk's report was **NOTED** and following discussion it was **AGREED** that no contribution would be made to ADC for their planting at Steyne Gardens, as the opportunity to take over planting of this area was not available.

76. TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019: TO REQUEST THAT ADC RESTORE THE GRAFFITI PARTNERSHIP AGREEMENT - MIN. 48 REFERS

The Deputy Clerk's report, including the clarification of the history to the Street Scene Partnership, was **NOTED** and following discussion, the Motion was **REJECTED** with Members agreeing to progress the matter no further.

77. TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019: THAT WE RECORD ATTENDANCE AT WORKING PARTIES AND OUTSIDE BODIES, AS WELL AS FORMAL MEETINGS, AND PRESENT THIS AT THE ANNUAL ELECTORS MEETING ALONG WITH THE OTHER ATTENDANCE RECORDS - MIN. 49 REFERS

The Deputy Clerk's report was **NOTED** and following discussion, the Motion was **REJECTED** with Members agreeing to progress the matter no further.

78. FURTHER CONSIDERATION FOLLOWING REQUEST TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE FOR A MORE DETAILED ANALYSIS INCLUDING SPECIFIC ACTIVITIES AND COSTS FOR A PROMOTION BUDGET - MIN. 159 REFERS

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

Following debate, Members **AGREED** that should the Events, Promotion and Leisure Committee decide to commit to the platform following the end of the month's trial, funding of £150 should be provided from General Reserves for the remainder of the 2019/20 financial year with a budget allowance being made in 2020/21 of £300.

79. FINANCIAL REPORTS INCLUDING:-

79.1 To note Committee I&E Reports for the month of August 2019 - previously copied to Councillors

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

79.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

80. CORRESPONDENCE

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

A Member suggested that, with regard to item 2 on the circulated list, a letter be sent with best wishes for the gentleman's retirement and it was **AGREED** that this should be sent by the Mayor.

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

The verbal Director's report, including updates regarding the works to the Tower, the painting, a tenant's planning application and receipt of the Bulletin publication, was **NOTED**. Members were informed that a further report would be given under confidential business.

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

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

the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) - Agenda item 22 and 24 (contractual).

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

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

Members received and **NOTED** the Director's confidential, verbal, report in relation to 1b Linden Road.

Furthermore, with regard to the same property, Members **AGREED** to proceed with the suggested enquiries with the minimal costs noted.

85. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.47pm