



# **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)

Dear Sir/Madam,

## **MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE**

I hereby give you Notice that a Meeting of the Environment and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 21<sup>ST</sup> MARCH 2016**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED this 14<sup>TH</sup> MARCH 2016**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 18<sup>th</sup> January 2016
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda items
6. West Sussex County Council Youth Service Provision in Bognor Regis, presentation from an officer representative of the Young People Service
7. Report on Christmas Illuminations 2015 display and consideration for 2016
8. To ratify response to Arun District Council regarding Car Park Charges

9. Report on Gateway Signage - request from WSCC to repaint the gateway signage to match the public realm works
10. Allotments Sub-Committee - Consideration of the Resolutions Recommendations and Reports in the Minutes of the Extraordinary Meeting held on 2<sup>nd</sup> February 2016
11. Bognor In Bloom Working Party - Consideration of the Resolutions Recommendations and Reports in the notes of the Meetings held on 26<sup>th</sup> January 2016 and 25<sup>th</sup> February 2016 (if available)
12. Consideration of a response to the West Sussex County Council Consultation on the Future of the 3 in 1 Card Concessionary Travel Scheme for young people
13. Ward Allocation Environmental Projects Budget including consideration of 2015/2016 Budget, ratification of spending to date and to earmark remaining funds for specific projects
14. Report on Overview Select Committee Meeting – Engineering Services Annual Review held on 15<sup>th</sup> March 2016 – Report by Chairman
15. To ratify Councillors attendance at Sea Defence Conference 26<sup>th</sup> April 2016
16. Town centre issues including public realm works, Bognor Regis Traders Association, Bognor Regis railway station and Old Quarter Working Group
17. Update on request from members for Councillor representation at public realm meetings and information regarding the public realm working group – Min.92.2 refers
18. Consideration of installation of microphones in the Council Chamber - Reports from Cllr. Brooks and the Project and Street Scene Support Officer
19. To ratify second payment of £15,000 to Arun District Council for the 2015/2016 Partnership Contribution for Public Conveniences (Revenue) as agreed in the Service Level Agreement
20. Consideration of Natural England's Coastal Access Path Project
21. Reports:
  - a. To note Financial Reports, previously circulated
  - b. Any further reports
22. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE**

**HELD ON MONDAY 18<sup>th</sup> JANUARY 2016**

**PRESENT:** Cllrs. T. Gardiner (Chairman), D. Barnes, J. Brooks, P. Dillon (until Min.88), S. Goodheart and D. Maconachie

**IN ATTENDANCE:** Mrs. S. Green (Project and Street Scene Support Officer)  
3 Members of the public

*The Meeting opened at 6.30 p.m.*

### **82. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. J. Warr who is on annual leave and P. Woodall who had work commitments. No Apologies had been received from Cllr. W. Toovey.

### **83. 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.

**Cllrs. D. Barnes and J. Brooks declared an ordinary interest in item 9.**

**84. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> NOVEMBER 2015**

The Minutes of the Meeting held on the 16<sup>th</sup> November 2015 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

**85. ADJOURNMENT FOR PUBLIC QUESTION TIME**

*The Chairman adjourned the meeting at 6.33pm to allow for public question time.*

A member of the public spoke briefly about a proposal to re-open the 39 Club in Glamis Street. The club, which will be run by volunteers, will be for young people to drop-in and take advantage of various facilities such as pool, table tennis, computer corner and café.

*The meeting reconvened at 6.42pm*

The Committee **RESOLVED** to alter the order of business and take Agenda item 16 at this point as it was relevant to the topic raised in Public Question Time.

**86. WEST SUSSEX COUNTY COUNCIL YOUTH SERVICE, OUR SPACE PROGRAMME – CHAIRMAN TO REPORT**

The Committee Chairman is concerned that there is a lack of facilities for young people in Bognor Regis and is keen to find out more about what is available from West Sussex County Council. He has spoken with the Cabinet Member for Children – Start of Life, who has offered to send a representative from his office to attend the next Environment & Leisure meeting, should the Committee agree. It was noted that any youth provision or support by the Town Council would need to form part of the Corporate Strategy, which will be reviewed on the 20<sup>th</sup> January. The Committee **AGREED** that, subject to the youth provision or support forming part of the Corporate Strategy, a County Council representative be invited to the March Environment & Leisure Meeting. Officers would make the necessary arrangements.

**87. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**87.1 16<sup>th</sup> November – Min. 74:** Consideration of budget proposals for 2016/17 including allocations for: In Bloom Working Party and the Allotments Sub-Committee.

There are currently only four Councillors who sit on the In Bloom Working Party and due to other commitments meetings have frequently been non-quorate. This has on occasions delayed the process for budget recommendations and ratifying of costs. Members were asked to consider whether they would support allowing more Councillors to be invited to join the Working Party and to ratify any appointment at the next Environment & Leisure Meeting on the 21<sup>st</sup> March.

Members **AGREED** this action and **NOTED** that any appointments will be ratified at the next meeting.

**88. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2015/2016 BUDGET**

The Project & Street Scene Support Officer reminded Members of the current position regarding ward allocation funds:

Marine & Marine North Wards have jointly donated their allowance of £500.00 to the Aldwick Road Traders Association.

Hotham Ward has donated £250 of their allowance to Stonepillow and the money was used to help provide food for the homeless over the Christmas Period. A letter of thanks had been received from Stonepillow thanking the Town Council for the generous contribution. There is £250.00 of funds remaining.

Orchard Ward has yet to spend any of their £500.00 allowance. They also have an additional £500.00 as Cllr. Cosgrove has donated his Council allowance to the fund.

Pevensy and Hatherleigh Wards have agreed to pool their allowance, giving a total of £500.00, but are yet to decide on a project.

Members were reminded that there is only one more Environment & Leisure meeting left before the end of the financial year. Unless a specific project was identified with the agreement of all ward councillors, funds cannot be earmarked and would return to Reserves.

Members **RESOLVED** to **RATIFY** the payment of £250.00 to Stonepillow and £500.00 to the Aldwick Road Business Association.

*Cllr. Dillion left the meeting at this point.*

**89. TO NOTE BUDGETS FOR 2016/17 AGREED AT THE TOWN COUNCIL MEETING OF THE 11<sup>th</sup> JANUARY INCLUDING ALLOCATIONS FOR: CHRISTMAS ILLUMINATIONS; IN BLOOM WORKING PARTY AND THE ALLOTMENTS SUB-COMMITTEE**

The Committee **NOTED** the 2016/17 Budgets agreed at the Town Council Meeting of the 11<sup>th</sup> January 2016.

**90. CHRISTMAS ILLUMINATIONS REPORT FOR 2015**

The report from the Project & Street Scene Support Officer was **NOTED**.

A Member raised some concerns regarding this year's maintenance of the lights and will attend the meeting with the contractor, currently being arranged, to discuss the issues.

**91. UPDATE ON SPONSORSHIP ADVERTISING BOARD AT BOGNOR REGIS FOOTBALL CLUB AND TO RATIFY PAYMENT OF £60.00 PLUS VAT TO TOP LEVEL DESIGN**

Members were advised that a design had been chosen by the Events Promotions and Publicity Committee and had been sent to the Football Club for production.

Members **RESOLVED** to **RATIFY** the payment of £60.00 +VAT to Top Level Design for the design artwork.

**92. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND THE OLD QUARTER WORKING GROUP; INCLUDING CONSIDERATION OF PROPOSAL TO WRITE A LETTER TO ARUN DISTRICT COUNCIL REQUESTING COUNCILLOR REPRESENTATION AT PUBLIC REALM MEETINGS**

The report from the Project & Street Scene Support Officer was **NOTED**.

**92.1** A Member asked if anything could be done about the lack of street lighting in Station Road as it is very dark in some areas. It was thought that the area in question did not form part of the Public Realm but a map of the lighting included within the works would be requested from ADC. Street lighting was the responsibility of WSCC and dealt with through the Planning & Licensing Committee.

**92.2** The Committee discussed the proposal to write to ADC requesting Councillor Representation at Public Realm Meetings. A previous request for inclusion had been rejected and currently these meetings are attended by ADC Officers, BRTC Officers and contractors only. A Member asked if there was any information regarding what had happened to the Public Realm Working Group which Councillors did attend and to his knowledge had not been wound up. Members thought it very important to be included in discussions and asked that a letter be sent to Arun District Council requesting that Councillors be invited to attend future Public Realm Meetings and to ask for information regarding the Public Realm Working Group.

**93. CONSIDERATION OF THE RENEWAL OF ANNUAL SUBSCRIPTION NATIONAL PIERS SOCIETY – £30.00 PER ANNUM**

Members **RESOLVED** to renew this subscription.

**94. UPDATE ON JETSKI RAMP FOR 2016 SEASON**

At the Town Council Meeting on the 11<sup>th</sup> January 2016 it was agreed that Bognor Regis Town Council would not contribute to the cost of the ski ramp for the 2016 season.

The Committee **NOTED** this decision.

**95. TO CONSIDER NOMINATIONS FOR THE MAYORS GOOD CITIZEN AWARD**

The Committee considered the nomination by the Town Mayor for this year's award and unanimously **AGREED** to support this. Details of the recipient would not be released until the award is made.

**96. TO CONSIDER THE CONDITION OF THE PLAQUE BY THE OLBY CLOCK, AS REQUESTED BY THE HERITAGE PARTNERSHIP MEETING ON THE 27<sup>TH</sup> OCTOBER 2015**

The Committee were asked to consider 2 options from the report previously circulated. Option 1 was to repair the existing plaque and option 2 was to install a new plaque in the style of the one at the Picturedrome.

The Committee **RESOLVED** to proceed with option 2, to commission a new plaque at a cost of £410.00 + VAT inc. carriage to be funded from the balance of the clocks budget and other suitable overspends identified following liaison with the accountant.

**97. CONSIDERATION OF FLOODING ISSUES, POSSIBLE IMPLICATIONS FOR THE TOWN AND CONTINGENCY ARRANGEMENTS**

Members wanted to know what the procedure is for alerting the Town Council should flooding occur and what contingency arrangements could be put in place. A Member asked if it would be possible to have a supply of bollards to use for road closures if necessary. The Project & Street Scene Support Officer reported that there are some bollards kept at the Town Force lock-up but the Town Council would not have the authority to close any roads. However, Town Force would of course assist the principle authorities in any emergency. Flooding issues were discussed and the Committee **AGREED** that the Resilience Officer from Arun District Council should be invited to attend a future Environment & Leisure Committee to advise the reporting procedure and contingency arrangements for the Town.

**98. REPORTS:**

- I. TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED**
- II. ANY FURTHER REPORTS**

The Committee **NOTED** the Financial Reports which had been previously circulated. There were no further reports.

**99. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence list, previously circulated.

***The Meeting closed at 8.15 p.m.***

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 5 – MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS:**

**Min. 96 January 2016: To consider the condition of the plaque by the Olby Clock, as requested by the Heritage Partnership Meeting on the 27<sup>th</sup> October 2015**

The new plaque is now in situ and the old plaque will be donated to the Bognor Regis Museum

**Min. 97 January 2016: Consideration of flooding issues, possible implications for the Town and contingency arrangements**

As there is already a presentation scheduled for 21<sup>st</sup> March, the Resilience Officer from Arun District Council will be invited to attend the next Environment & Leisure Meeting on 16<sup>th</sup> May 2016



**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 7 – REPORT ON CHRISTMAS ILLUMINATIONS 2015 DISPLAY  
AND CONSIDERATION FOR 2016**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER AND THE  
CONTRACTOR**

**FOR DECISION**

A meeting was held with the Christmas Illuminations contractor on the 28<sup>th</sup> January 2016, to discuss a number of issues that arose throughout the 2015 display. Following that meeting the contractor has provided the following report:

**Season Review – Report from Christmas Illumination Contractor.**

Structural and electrical testing was carried out prior to installation and no faults were found at this stage, this did include the testing of timers and programming.

Prior to installation it was agreed that the pine garland swags would be fixed using metal clamps this year rather than the previous method that allowed them to move on the support wire and swag in an unsatisfactory manner.

It was also noted during installation that the WiFi system was still utilising three of the Christmas lighting power points, so unfortunately this had to be temporarily disconnected. Although we have met and discussed this, at this moment in time it still remains the case and should be resolved prior to this year.

All lighting was tested once in situ and timers checked ready for switch on, no faults were found to be present at this time.

Switch on was due at the end of November and was cancelled due to adverse weather.

Storm details for this season are as follows - (specific to Bognor)

- Storm Clodagh - 28th and 29th November with 40mph winds
- Storm Desmond - 4th - 6th December with 45mph winds
- Storm Eva - 21st December - 25th December with 45mph winds

In between these dates there was 15 days of heavy rain and high winds not recorded as national storms. We were also affected by Storm Barney on 17th and 18th November at which time lights were installed but not switched on.

The above severe weather coupled with the geographical location of Bognor Regis caused numerous damage to the lights, some which then continued to cause failures and issues throughout the season. After checking our records we made a total of 17 call-outs during the display season which is extremely unusual and as I am sure you can appreciate not cost effective for us. Most of the call-out faults were discovered to be related to the pine garland swags, the high winds either tore the metal core of the swags, leaving them suspended by the lighting cables themselves, or tore into the lighting cables which in turn caused electrical reliability issues. These issues got more frequent as the season continued due to the constant weather damage.

With regards to other sections of the scheme, we encountered some issues with Station Road and Railway approach due the replacement of wall mounted power supply points by SSEC.

It is our understanding that only one of these points in this area remains an issue.

Lastly one half of the Queensway lights did not operate this year, this product is very old and we recommend replacement.

### **Christmas Lighting 2016 Proposals**

For ease of reference I have broken the scheme areas down.

#### **London Road / High Street**

##### **Option 1.**

As mentioned above in the review, substantial damage was caused to the Pine Garland element of the scheme; we have now checked these over in our warehouse and propose that due to the structural damage that these are replaced if to be used in 2016. (This is part of your hire agreement and comes at no cost.) Whilst this is an option there is a degree of concern as to not wanting a repeat of 2015

##### **Option 2.**

The Snowflake element of the lights was reliable and did not cause a problem. It is possible we could remove the swags from the scheme and replace them with 6mtr white LED Boa lights, which we feel could be more capable of withstanding the severe weather. (No cost option)

##### **Option 3.**

We install a temporary scheme from our stock range, using new frames for a one year only deal. We would know that they would be reliable, however the choice of frame would be limited.

Finally we note that SSEC have replaced some power outlet boxes and as such we have lost two supply points, BRTC is aware of this and we await a response from SSEC.

#### **Station Road/ London Road**

Product in this area is fine and we carry spare sections of icicle lights. We will need to liaise with SSEC to ensure we have power for all the supply points this year.

#### **Queensway**

This is currently under review for product replacement.

#### **Christmas Trees**

We decorated 3 trees last year; BRTC has purchased additional lights to provide coverage for all of these trees.

**Aldwick Road**

New lights were purchased for this area in 2015, it was noted that during installation the colour selections could be more spread out and this will be achieved this year.

There was also some reliability issues that was traced to water ingress into the supply sockets on the columns, SSEC have been made aware of this and we hope this is resolved for the next display season.

*End of Report.*

**Report from Project & Street Scene Support Officer.**

Following information supplied by the contractor I can confirm that attempts are underway to resolve the issues with SSEC raised in his report. These situations will be monitored and any information will be reported back to the Committee as soon as possible

In view of the time restraints it is important that any orders for new lights are placed as early as possible in the year and I would recommend that the Committee make their decision for the 2016 display as soon as possible. The contractor will be present at the meeting to answer any questions or queries and will also have with him artwork examples of the proposed lights to consider.

**FOR DECISION:**

Members are asked to consider all the options proposed in the contractors report and confirm how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 9 – REPORT ON GATEWAY SIGNAGE - REQUEST FROM WEST SUSSEX COUNTY COUNCIL TO REPAINT THE GATEWAY SIGNAGE TO MATCH THE PUBLIC REALM WORKS**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER      FOR DECISION**

We have received a request from West Sussex County Council for permission to re-paint the gateway structures which are situated at either end of the High Street.

Whilst the proposed paint colour, (RAL 7001), is only a couple of shades different to the current colour grey it is the colour that is being used throughout the public realm.

WSSCC are seeking for permission to be granted to re-paint the gateways through a simple email request rather than a formal process.

**FOR DECISION:**

Members are asked to confirm if they are happy for the gateway structures to be re-painted in the new shade and to grant permission to WSSCC through an informal process.



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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**TUESDAY 2<sup>nd</sup> FEBRUARY 2016**

**PRESENT:** Cllrs. P. Dillon (Chairman), K. Batley, Mrs. S. Daniells,  
W. Toovey and P. Woodall

**IN ATTENDANCE:** P. Carpenter and C. Penfold (Tenants Representatives)  
Mrs. L. Russell (Tenants Representative & Tenant  
Spokesperson)  
1 Tenant Spokesperson and 1 Tenant  
Sheila Green (Allotment Committee Clerk)

*The Meeting opened at 5.30pm*

### **30. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. D. Barnes and M. Lineham who had work commitments, Cllrs. S. Reynolds and Mrs. J. Warr who were on annual leave.

### **31. 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
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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.

**32. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public in attendance.

**33. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (STANDING ORDERS. 31.1) (CONTRACTUAL)**

The Sub-Committee **RESOLVED** to move to confidential business.

**34. TO CONSIDER CORRESPONDENCE RECEIVED FROM A TENANT REGARDING A FORMAL COMPLAINT AGAINST ANOTHER TENANT**

Confidential papers containing the nature of the complaint and a response from the tenants spokesperson, to whom the complaint was addressed, were distributed to Councillors. For the benefit of the non-voting members a precis of the content was given with the omission of the names of the tenants involved.

The Chairman advised Members that the dispute between the two tenants had been long running and that he and the Committee Clerk had previously spoken to both parties on an individual basis to try and resolve the issues which now appeared to have escalated.

The complaint detailed the sender's serious allegations over the behavior and actions of another tenant. It was suggested that what was alleged was down to interpretation and the Council cannot dictate discussion. A Member drew attention to the point that the accusations were supposition and there was in fact no evidence or witnesses to substantiate the claims made therefore the allegations could not be proven. The Chairman said the Sub-Committee needed to try and find a solution as to how the two tenants could co-exist going forward and which would be fair to both parties.

One of the key factors is that the tenants involved have neighbouring plots. A proposal was put forward that both tenants should give up their adjoining plots and be re-located to another part of the allotment so in theory they would no longer have cause to meet or communicate. The Chairman asked the spokespersons if they thought this would be an acceptable and workable proposal to both tenants, and both agreed this would be a fair solution.

The Allotments Sub-Committee **RESOLVED** to **AGREE** this proposal and the Committee Clerk will make arrangements for this action to be undertaken.

The Chairman said he hoped that this would now be the end of the dispute and that both parties could mutually agree to co-exist; any further disruption could result in the termination of contracts of one or both parties from the allotments. It was suggested that if any further incidents occurred that a record should be kept and witnesses identified, however, this must not turn into a "witch-hunt" as this too will not be tolerated.

***The Meeting closed at 6.01pm***

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Thursday 25<sup>th</sup> February 2016

**PRESENT:** Cllrs. P. Dillon and Mrs. S. Daniells also G. Burt (Chairman), Mrs. M. Huntingdon, Mrs. P. Keane, Mr. D. Meagher and Miss. R. Edmonds (Committee Clerk)

*The meeting opened at 3.35pm*

**It was noted that the meeting was non-quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.**

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. D. Barnes, K. Batley and Mrs. J. Warr.

### **2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 26<sup>TH</sup> JANUARY 2016 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS**

As the meeting was not quorate the Notes would be formally approved at the next meeting but in the meantime they were recommended to the Environment and Leisure Committee.

There were no other matters arising.

### **3. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:**

- Approval of Bognor Regis in Bloom entry form for 2016 competition
- Update on Guides/School Competition and the way forward
- BT Site

#### **Approval of Bognor Regis in Bloom entry form for 2016 competition:**

The Working Group (WG) noted the changes made to the entry form for this year and the final form was **AGREED**. The Committee Clerk will begin printing these ready for distribution.

#### **Update on Guides/School Competition and the way forward:**

GB reported that Bognor Regis Mini Golf had agreed to let the WG plant one of their flower beds, as part of a competition being held in association with the Guides. Entry forms have been sent and the closing date for entries is Wednesday 23<sup>rd</sup> March. The Committee Clerk will set a date for judging which will be carried out by the Town Mayor and members of the WG.



It was noted that Rox are happy to have the judging of the pumpkin competition at their Halloween event (date to be finalised). It was **AGREED** that once entry forms are produced, they will be sent to the local schools, allotment holders and all those who entered the main BRiB competition last year. Free seeds will be sent out to the schools and with the first 50 entry forms. Members **AGREED** to pay for these out of the competition expenses budget. Halloween style prizes and certificates will be awarded. The Committee Clerk will look at advertising through the Town Council newsletter as well as a press release nearer the time.

#### **BT SITE:**

No update was available.

#### **4. CLEAN FOR THE QUEEN- UPDATE**

The press have been invited to the litter pick and are hoping to send a photographer. The Committee Clerk will meet all those taking part at the Gloucester Road Gardens at 11.00am, with the litter picking equipment.

#### **5. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION**

It was brought to Members' attention that the land registry for the two areas of land at Amberley Drive, had been checked and it was confirmed that they did not belong to either WSCC or ADC. As no one was taking responsibility for these areas of 'no-man's land' the WG discussed the possibility of the Town Council formally adopting the land and maintaining them through Town Force.

It was **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the Town Council adopts the two pieces of land at Amberley Drive, with a view of maintaining them through Town Force.

#### **6. TO CONSIDER TESCO 'BAG OF HELP' FUNDING SCHEME TO ENHANCE GREEN/OPEN SPACES**

The WG **AGREED** not to enter this round of funding but noted that there was the option to enter at a future date.

#### **7. TO NOTE BALANCES OF 2015/16 FUNDING**

Competition Expenses Budget £750	Balance £379.33
Environmental Projects Budget £1000	Balance £630.06
Fundraising	Balance £135.00

Earmarked Reserves	
Competition Expenses	£607.75
Fundraising	£366.24

Members discussed the remaining balances of the Competition Expenses budget (£379.33) and the Environmental Projects budgets (£607.75) and what this could be spent on. It was decided to earmark the remaining balance of the Competition Expenses to cover costs of this year's BRiB competition including the Guides/School competitions and any prizes. The WG also decided to earmark the remaining balance of the Environmental Projects budget for improvements to the hardened ground between the Alexandra Theatre and Brewer's Fayre by way of either planting or slabs. Also, to improve the appearance of the car park boundaries at Hothampton and Queensway in liaison with ADC. It was also decided that the Fundraising balance (£135) should be moved to ear marked reserves.

It was reported that the £505.00 from the Environmental Projects budget which had been assigned specifically for the Water Butt project would now be put back into the Town Council's reserves as this project is no longer going ahead. This was noted.

Members **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that the competition expenses balance of £379.33 be earmarked to cover costs of the 2016 competitions including prizes.

Members **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that the Environmental Projects balance of £607.75 be earmarked to fund improvements to the ground between the Alexandra Theatre and Brewer's Fayre and also car park boundaries at Hothampton & Queensway.

Members **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that the Fundraising balance of £135 be moved to earmarked reserves.

Members **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that the £505.00 from the Environmental Projects budget which is no longer being used for the Water Butt be put back into the Town Council's reserves.

## **8. TO NOTE TERMS OF REFERENCE FOR THE IN BLOOM WORKING GROUP**

After much discussion, it was **AGREED** this would be looked at with a view of possibly making some changes, later in the year when the Town Council reviews its Terms of Reference for its committees.

## **9. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, GREENER BOGNOR NETWORK AND COMMUNITY ORCHARD PROJECT**

**Bognor Regis Community Gardeners-** It was reported that the group is now entering 'It's Your Neighbourhood' and will keep the BRiB WG updated with their progress.

**Community Orchard Project-** Volunteers have been building bird boxes. New trees are due to be planted in the town, and volunteers will be given training on looking after them.

**Greener Bognor Network-** No update available.

## **10. CORRESPONDENCE**

The correspondence was noted.

## **11. DATE OF NEXT MEETING**

Thursday 31<sup>st</sup> March 2016 at 3.30pm.

***The meeting closed at 4.55pm***

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Group Tuesday 26<sup>th</sup> January 2016

**PRESENT:** Cllrs. K. Batley, P. Dillon and Mrs. S. Daniells also G. Burt (Chairman), Mrs. M. Huntingdon, Mrs. P. Keane, Mrs. S. Green (BRTC) and Miss. R. Edmonds (Committee Clerk)

*The meeting opened at 3.05pm*

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. D. Barnes and Mrs. J. Warr.

### **2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 11<sup>TH</sup> AUGUST 2015 AND THE NON-QUORATE MEETING HELD ON THE 4<sup>TH</sup> NOVEMBER 2015 ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS**

There were no other matters arising and the two sets of Notes were **APPROVED**.

### **3. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:**

- Consideration of changes to the BRIB annual competition, deferred from last meeting
- The way forward for 2016 including Guides/School Competition, deferred from last meeting
- BT Site

#### **Consideration of changes to the BRIB annual competition, deferred from last meeting:**

It was **AGREED** to add a 'Best Newcomer' category to the competition, to try to encourage new entrants. Members also **AGREED** that a clause should be put at the bottom of the entry form stating that judges reserve the right to move entrants to a more appropriate category if they deem appropriate. The closing date for this year's competition will be Saturday 25<sup>th</sup> June 2016. MH will produce a 'mock up' for approval.

#### **The way forward for 2016 including Guides/School Competition, deferred from last meeting:**

After discussion it was **AGREED** that this year the Guides competition would be to design a flower bed with the theme being the Queens 90<sup>th</sup> Birthday. It will be the same as previous years, a winner will be selected from the Rainbows, Brownies and Guides and an overall winner will be selected from the winning designs. GB will liaise with the owner of the Mini Golf to see if he would allow the use of one of his beds for the competition.

After agreeing on a 'Grow a Pumpkin for Halloween' competition for the schools to enter this year at the last meeting, it was **AGREED** it would be nice to source pumpkin seeds to hand out with the entry forms, to ensure everyone had an even chance of winning. There will be 3 categories to enter to encourage people of all ages: under 10s, 10-18's and 18+. Labels will be attached to each seed as a way of advertising the WP. These would need to be distributed in April to give the pumpkins time to grow before the judging at Halloween. Members liked the idea of having the judging incorporated with the Rox Halloween event so the Committee Clerk will contact Rox to see if this would be possible.

It was noted that the spare Bognor Regis in Bloom signs were missing. If these were not found by the next meeting, Members **AGREED** 4 more should be ordered.

#### **BT SITE:**

Members discussed the state of the site and particularly the untidiness of the grass. It was **AGREED** to investigate costs of getting extra grass cuttings done through the summer instead of planting any seeds this year. HW will investigate and report back.

#### **4. CLEAN FOR THE QUEEN**

Members **AGREED** that the working party would participate in the "Clean for the Queen" project that is being held nationally to celebrate the Queens 90<sup>th</sup> Birthday celebrations. A litter pick will be held on Saturday 5<sup>th</sup> March at Bluebell/Millwood woods. ADC will provide bags and equipment. All those participating should meet at Gloucester Road Gardens at 11.00am. The Town Mayor and other Members of the Council will be invited to attend.

#### **5. EMAIL FROM MEMBER OF PUBLIC RE UNKEMPT AREAS REQUESTING POSSIBLE IN BLOOM ATTENTION**

A member of the public has identified a couple of areas that are very unkempt and scruffy and wondered if the working party would be able to tidy the areas up. Both ADC & WSCC claim not to own the land however HW offered to check the land register. Members **AGREED** that future agenda items should include areas of concern and eyesores.

#### **6. TO NOTE BALANCES OF 2015/16**

This item was deferred to the next meeting as the relevant information was not available. Members were asked to think of any new ideas of how any money available could be well spent, including any projects which could be undertaken for the benefit of the town which would also promote the WP.

## **7. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, GREENER BOGNOR NETWORK AND COMMUNITY ORCHARD PROJECT**

**Bognor Community Gardeners:** The BCG have decided not to enter this year's South & South East In Bloom "In Your Neighbourhood" competition but to concentrate on smaller areas. They will focus on the Esplanade Gardens, Morrisons alleyway and planter, Weather Garden and the Longford Road rockery.

**Greener Bognor Network:** No update.

**Community Orchard:** No Update.

## **8. CORRESPONDENCE**

Email from Lemos & Crane regarding free wild flower seeds available from Kew Gardens

Fields in Trust newsletter- December

Fields in Trust newsletter- January

Email from Tesco regarding fundraising scheme for communities to improve green spaces – Members **AGREED** this should be added to the next agenda for discussion

## **9. DATE OF NEXT MEETING**

Thursday 25<sup>th</sup> February 2016 at 3pm

***The meeting closed at 4.35pm***

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 12 – CONSIDERATION OF A RESPONSE TO THE WEST SUSSEX COUNTY COUNCIL CONSULTATION ON THE FUTURE OF THE 3IN1 CARD CONCESSIONARY TRAVEL SCHEME FOR YOUNG PEOPLE**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER      FOR DECISION**

Details of the West Sussex County Council consultation for the future of the 3in1 Card concessionary travel scheme for young people was previously circulated to all Councillors to respond individually if they so wished. This is reattached for ease of reference. If the Committee wish to make a formal response on behalf of the Town Council can they please select which option they would like to support:

The proposals for the future of the 3in1 card scheme are:

**Option 1:** The 3in1 Card scheme continues in its current format.

**Option 2:** The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply.

**Option 3:** The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply. Additional funding would be provided for eligible 16-19 year olds from low income families who are in full time further education.

**FOR DECISION:**

Members are asked to consider if they would like to make a formal response on behalf of the Town Council and which option they would like to submit.



Please correct the indicated errors

# The Future of the 3in1 Card Concessionary Travel Scheme for Young People

## Consultation on the Future of the 3in1 Card Concessionary Travel Scheme for Young People - the options

The following options have been developed using feedback from the survey, alongside the reasons for review given above.

### The proposals for the future of the 3in1 Card scheme are:

**Option 1:** The 3in1 Card scheme continues in its current format.

**Option 2:** The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply.

The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply.

**Option 3:** Additional funding would be provided for eligible 16-19 year olds from low income families who are in in full-time further education.



**2** Please refer to the options outlined above and rank the proposals in order of your first, second and third preference.

(Required)

Please answer all parts of this question

Option 1

- Please Select - ▾

Option 2

- Please Select - ▾

Option 3

- Please Select - ▾

**3** If either of Options 2 or 3 (ceasing the 3in1 Card scheme) were to be implemented in the future, please indicate your views for each of the academic years below.

Please answer all parts of this question

(Required)	Strongly oppose	Somewhat oppose	Neutral	Somewhat agree	Strongly agree
2016-2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017-2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2018-2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**4** Please state any further views you may have on the future of the 3in1 Card scheme.

**Want to continue responding later?**

Save your response and return later...

**Don't want to continue at all?**

Clear your answers from this computer

Cookies are essential for this service.



# Consultation on the future of the 3in1 Card Concessionary Travel Scheme for Young People

Consultation ends 8 April 2016



west  
sussex  
county  
council

# Consultation on the future of the 3in1 Card Concessionary Travel Scheme for Young People

## Overview

The 3in1 Card scheme is currently available for young people aged 5-19, living in West Sussex and in school or full-time further education. The scheme offers the following three benefits:

- Cheaper bus fares – 25% to 50% savings for young people on buses at any time they travel. The discount is in addition to the standard child fare.
- Proof of age – the card is printed by CitizenCard and acts as approved photo ID. This allows card holders to prove their age on the bus, when shopping and when going out.

- Discounts – offers at selected shops, leisure venues and attractions.

There is an application fee of £50 for the 3in1 Card, which is waived for families assessed as being on a low income, and for children who are being 'looked after' by West Sussex County Council Children's Services in residential or fostered accommodation.

You can find out more about the 3in1 Card scheme at [www.your3in1.co.uk](http://www.your3in1.co.uk)

Help with Home to School transport is separate from the 3in1 Card scheme and is not part of this consultation. Further information about statutory Home to School transport is available at [www.westsussex.gov.uk/schooltransport](http://www.westsussex.gov.uk/schooltransport)

## Why we are consulting

The 3in1 Card scheme is being reviewed in the light of changes to national legislation, local policy and [Future West Sussex](#) priorities.

We recently carried out a Young Person's Travel Survey to gather information and understanding of who is using the scheme and form a picture of their travel needs. This has helped to shape the proposals below. We received 1580 individual responses to the survey, 52% of whom are currently not 3in1 Card users or a parent of one. Whilst 77% said that the most negative impact would be the increased cost of fares, over 4% went beyond this and said they would not be able to afford to

go to their school/college of choice. The overwhelming majority of 3in1 Card holders (83%) always or mostly use the 3in1 Card to get to or from school or college. Nearly as many (79%) said that they would continue to pay for the bus without a 3in1 Card.

The Council is facing increasing financial pressures across all of our services and we have to make some very difficult decisions about how we spend our limited resources. This consultation will help us to understand the views and priorities people have about the 3in1 Card scheme, and to inform our decisions in the future.

The following options have been developed using feedback from the survey, alongside the reasons for review given above.

### **The proposals for the future of the 3in1 Card scheme are:**

**Option 1:** The 3in1 Card scheme continues in its current format.

**Option 2:** The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply.

**Option 3:** The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply. Additional funding would be provided for eligible 16-19 year olds from low income families who are in full-time further education.

## **Frequently asked questions**

### **Q. What is the standard child bus fare (without a 3in1 card)?**

A. Young people aged 5-15 get a standard child bus fare discount which is 30% to 50% of the adult fare, depending on the bus operator. Children under 5 travel free on all bus services.

### **Q. Is the Council's Home to School transport policy affected by this consultation?**

A. No. The Statutory transport assistance available from West Sussex County Council is not being consulted on. Eligible pupils will continue to receive transport assistance.

### **Q. Who is eligible for assistance with school transport?**

A. For under 16s, West Sussex County Council's Home to School Transport policy provides statutory assistance to the nearest or catchment area school including additional help for those on a low income.

### **Q. Do young people with disabilities get any travel concessions?**

A. Young people with an eligible disability can apply for the Disabled Person's Bus Pass which offers free bus travel at all times. A 'Companion Pass' is also available which entitles a carer

or companion to free bus travel when accompanying the pass holder.

### **Q. If Option 2 or 3 is chosen, when would the Scheme cease?**

A. This is one of the reasons that we are consulting. The timing of any changes to the Scheme will be informed by this consultation.

### **Q. What happens if the Scheme ceases and I have a card valid beyond that date?**

A. No decisions have been made on the future of the 3in1 Card scheme. If the scheme does change and you have a card that is valid for after that time there are two scenarios that would be considered. Firstly a proportionate refund of the original £50 fee could be offered, or secondly you would be able to use the card until it expires. This is one of the decisions that this consultation will help to inform.

### **Q. How can I find out more about planning my child's journey to school or college?**

A. You can find out more by visiting [www.westsussex.gov.uk/schooltransport](http://www.westsussex.gov.uk/schooltransport)



# Summary of proposals and further information

## OPTION 1

### **The 3in1 Card scheme continues in its current format**

The scheme would continue to offer the same benefits to cardholders: cheaper bus fares on local bus services, CitizenCard proof of age and additional offers and discounts at selected shops, leisure venues and attractions.

The scheme would continue to support the key objectives of the 3in1 Card: to introduce a 'bus habit' in young people; reduce school gate congestion; and lessen the extent to which cost is a barrier to bus travel for young people.

The Council already spends £24 million on statutory home to school travel support for eligible pupils and concessionary travel for older and disabled people, both of which are determined by government legislation.

Bus operators already offer commercially discounted child fares. Approximately 6,000 out of 116,000 school and college attendees currently have a 3in1 Card giving a further discount. This means that the funding for the 3in1 Scheme is being spent on 6% of the total numbers in full time education.

Funding the discretionary 3in1 Card scheme currently costs the Council £1.2 million a year. If the Scheme were to continue savings would be needed from elsewhere in the Council.

## OPTION 2

### **The 3in1 Card scheme ceases to operate and only statutory home to school transport to eligible pupils applies**

The Council spends £24 million on statutory home to school travel support for eligible pupils and concessionary travel for older and disabled people, both of which are determined by government legislation.

All under-16s can receive a child fare reduction on buses and trains. Season tickets offer further savings and can be cost effective for frequent travel.

School pupils (up to Year 11) from low income families can receive additional assistance with Home to School transport and this help would remain in place. This provides free home to school travel for qualifying pupils.

16-19s who can use rail services to get to Sixth Form or College are able to use the Council-supported Sussex Student Card. This is free to apply for and gives a 33% discount to further education students on their Southern Rail term-time season tickets. More information is available at [www.westsussex.gov.uk/studentcard](http://www.westsussex.gov.uk/studentcard)

16-19s attending full-time further education from low income families will continue to be able to access Bursary funding from their School or College if they are eligible.

Without the 3in1 Card, families who are not eligible for assistance with school transport would be required to pay the full child fare for under 16s, and the full adult bus fare for 16-19s.

Higher bus fares may lead to families increasing car use for school journeys.

This consultation will include working with bus operators to explore the introduction of commercial products that would help to reduce travel costs.

The CitizenCard photo ID card offered as part of the 3in1 Card scheme would no longer be available. Standard CitizenCard photo ID cards (without the 3in1 Card scheme discounts) are available to purchase from [www.citizencard.com](http://www.citizencard.com)

The retail and leisure discounts currently offered as part of the 3in1 Card scheme would no longer be available.

Funding the discretionary 3in1 Card scheme currently costs the Council £1.2 million a year. If the Scheme were to continue, savings would be needed from elsewhere in the Council.

### OPTION 3

**The 3in1 Card scheme ceases to operate, and only statutory home to school transport applies.**

**Additional funding provided for 16-19 year olds from low income families who are in in full-time further education.**

As Option 2, plus:

Targeted financial assistance would be provided for full-time further education students aged 16-19 from low income families.

This is an addition to full-time education Bursary funds, which will continue to be available to qualifying students. This is administered by each School and College.

Further additional information will be added to the 'Have Your Say' website as it becomes available throughout the consultation period.

## Useful links and further information

<b>Home to School Travel Support</b>	<a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a>
<b>3in1 Card scheme</b>	<a href="http://www.your3in1.co.uk">www.your3in1.co.uk</a>
<b>Sussex Student Card</b>	<a href="http://www.westsussex.gov.uk/studentcard">www.westsussex.gov.uk/studentcard</a>
<b>Disabled Persons Bus Pass</b>	<a href="http://www.westsussex.gov.uk/buses">www.westsussex.gov.uk/buses</a>
<b>Travel West Sussex journey planning website</b>	<a href="http://www.travelwestsussex.co.uk">www.travelwestsussex.co.uk</a>

## How to find out more and let us know your views

**The date for closure of the consultation is 8 April 2016.**

1. Our preferred method response is to complete the online survey on our 'Have Your Say' website:

**<https://haveyoursay.westsussex.gov.uk/highways-and-transport/3in1card>**

2. Contact Transport Co-ordination

Email: **buses@westsussex.gov.uk**

Phone: **01243 777330**

3. Write to:

**3in1 Card Consultation  
Transport Co-ordination  
West Sussex County Council  
County Hall  
West Street  
Chichester  
PO19 1RQ**

Your comments will then be collated and analysed before being passed to the Cabinet Member for Highways and Transport to inform his decision for the next steps.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 16 – TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION, BOGNOR REGIS RAILWAY STATION AND OLD QUARTER WORKING GROUP**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER**

**FOR INFORMATION**

**PUBLIC REALM – PHASE 3: STATION ROAD/UPPER LONDON ROAD**

The contractor has been appointed and the formal process to issue instruction will be undertaken by ADC as soon as possible to ensure work commences promptly on the 11<sup>th</sup> April 2016. Assurances have been given that there is no cause for concern over lead times with robust contingency plans in place to accelerate works should this be required to ensure they are completed on time. Pedestrian management: access to shops, deliveries and casual car parking issues have all been qualified and satisfactorily addressed within the risk register. Preparation work will be undertaken during the day and surfacing at night to cause minimal disruption. This phase should not impact on the High Street works nor should they overlap.

**TRADERS ASSOCIATION**

A meeting was held on the 9<sup>th</sup> February and the following items were discussed:

**Advertising:** Spirit FM is still offering the 60 second shared commercial package, which will enable 3 businesses to have a 15 second slot on a 60 second advert. A similar package was run in Littlehampton which is thought to have been productive.

**Training:** The Town Centre Manager (TCM) is repeating the successful Customer Service Training which is held in association with Butlins. There are also plans to include some Town Centre Ambassadorial Training. This would be aimed at businesses such as taxi drivers who would be able to pass on information about where to shop/eat, what to see or where to go.

**Shopfronts:** The TCM has been working with Section 215 officers to improve shop frontage. There is now only 1 shop in the London Road that is in urgent need of attention. It is estimated that in excess of £5,000 of private sector investment has been put into shop frontage improvements.

**Spring clean:** The TCM will again hold a spring clean of the town centre area. This year it will link up with Bognor Regis in Bloom and join in the "Clean for The Queen" campaign.

**Shopwatch:** A new Chairperson has been appointed. The vacant position for Vice Chairperson is still to be filled. Approximately 20 businesses have signed up to the Shopwatch incentive which will now be run independently from the Pubwatch scheme.

**Promotion & Marketing:** The TCM continues to actively promote the town.

**Continued.**



**Events:** Street markets have been scheduled for 29<sup>th</sup> March – 2<sup>nd</sup> April, 2<sup>nd</sup> August – 6<sup>th</sup> August and 29<sup>th</sup> November – 4<sup>th</sup> December.

The TCM board are keen to run the Aerial Birdman event this year to keep the momentum going. However, this will only be possible if volunteers can be found as the organisation takes a lot of manpower.

The 2016 Southdown Folk Festival will be held throughout the town centre taking place between 23<sup>rd</sup> and 25<sup>th</sup> September.

**Empty Shops:** The vacancy rate is currently 8.8% which is down from 14% in 2012.

**Business Improvement District (BID):** The TCM is continuing to work on the BID. A timeline is in place and it is predicted that completion of the whole procedure, if adopted by the traders, will be in place by April 2017.

### **BOGNOR REGIS RAILWAY STATION**

The planning application has been submitted. The project is currently at the design stage with the more detailed stage due to commence during March. Full designs are anticipated by the end of April. On site works are scheduled to commence mid-September with an estimated completion of approximately 1 year. Funds are secured until 2018. Design is being undertaken in close liaison with the Arun District Council Conservation Officer to ensure the heritage is preserved. Once a schedule of works is in place a communication programme will be rolled out. Ground floor plans and the construction delivery programme are available from the office if Members wish to view them.

### **OLD QUARTER WORKING GROUP**

The dates of the Old Town Artisan markets have been confirmed as Sat 9th April, Sat 16th July and Sat 10th Sept. A flier has been produced incorporating the newly agreed logo for the area. See below.



A design workshop is to be held on 15<sup>th</sup> March 2016. Members of the Old Quarter Working Group will meet with the appointed designers with the aim to achieve the following:

- to inform the likely materials, styles and settings for public art gateways
- to explore potential materials and designs for the pedestrianised areas
- to advise the materials and design of the dwell space(s)

Designs for new decorative lights for the area have been submitted to the group for consideration.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 17 – UPDATE ON REQUEST FROM MEMBERS FOR COUNCILLOR REPRESENTATION AT PUBLIC REALM MEETINGS AND INFORMATION REGARDING THE PUBLIC REALM WORKING GROUP – MIN.92.2 REFERS**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER**

**FOR INFORMATION**

At the Environment & Leisure Committee Meeting on the 18<sup>th</sup> January a Member asked if there was any information regarding what had happened to the Public Realm Working Group which Councillors did attend and to his knowledge had not been wound up. Members thought it was important to be included in discussions and asked that a letter be sent to Arun District Council requesting that Councillors be invited to attend future Public Realm Meetings and to ask for information regarding the Public Realm Working Group.

The Head of Street Scene & Leisure Services contacted the Head of Economic Regeneration, Planning & Economic Regeneration Service, at Arun District Council and received the following communication:

*“My understanding is that the Public Realm Project Group was set up some time ago during the conceptual and consultative phases of the project.  
We are now fully into the delivery phase of the project which council officers are responsible for and therefore the original group is no longer required to meet.  
We have provided regular updates to Members during the delivery phase, including special briefings, and will continue to do so whilst work continues.  
I hope this clarifies the situation.”*

However, a Bognor Regis Public Realm: All Members' Briefing, has been scheduled for the 6th April at 5.30pm in the Council Chamber to which all Members are invited and details have been previously circulated.

**BOGNOR REGIS TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE MEETING – 21<sup>st</sup> MARCH 2016**

**AGENDA ITEM 18 – CONSIDERATION OF INSTALLATION OF MICROPHONES  
IN THE COUNCIL CHAMBER - REPORTS FROM CLLR. BROOKS AND PROJECT  
AND STREET SCENE SUPPORT OFFICER**

**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER      FOR DECISION**

A Councillor is investigating the possibility of installing microphones in the Council Chamber and is submitting a report to this Committee. Members are asked to consider the following points when making their decision.

- Arun District Council (ADC) has advised that they will not contribute to any costs other than gifting their existing redundant microphones. In return, The Town Council's contribution will be: to agree to pay for the installation and ongoing maintenance costs and to cover any costs that may be associated with obtaining listed building consent for a wired system if required. If installed, both Councils would be able to use the system when necessary.
- The Council Chamber is not solely used for Council Meetings so any equipment would not be able to remain in situ. It would need to be assembled prior to every meeting and then put away afterwards.
- The only budget that has been set aside for this is project by the Town Council is £500, which was earmarked for the production of a report by Auditel to advise on the likely installation costs.
- ADC have advised that as part of the work agreed by their Full Council in January 2016, under the report on the 2020 Vision, one of the projects to reduce future costs included "explore alternative use of Bognor Regis Town Hall". It is anticipated that this work will be carried out during 2016/17. Should this work on reducing costs conclude that the Town Hall be used for some other purpose or purposes then any costs incurred by BRTC on installing a sound system may only have a relatively short life.

Officer recommendation would be to commission a full report from Auditel to establish the total costs for the installation and to confirm from ADC if planning permission is required and if so the associated costs before making a decision on whether to proceed.

**FOR DECISION:**

Members are asked to consider the reports and confirm how they wish to proceed.

**ENVIRONMENT& LEISURE COMMITTEE**  
**21<sup>st</sup> March 2016**

**GENERAL CORRESPONDENCE**

1. Sustainable Business Network – January Update
2. email from Open Forum Conferences – Palliative & End of Life Care conference 23<sup>rd</sup> February 2016
3. email from press regarding deck chair provision in Bognor Regis, following comments made at an ADC meeting, and response from BRTC
4. Update from WSCC Tastemail
5. Letter from a member of the public to the Mayor regarding the closure of the Gloucester Road Boat Launching Ramp
6. Email from Foreshore Officer regarding shingle clearance at Bognor seafront
7. Earth Anchors - Information on Wheelistat wheelie bin stations
8. Invitation to a Public Meeting in Horsham about fracking "Facts Before Fracking: Health" 23 March 2016
9. Email from a member of the public regarding Dog Fouling
10. Email letter from Gatwick Area Conservation Campaign inviting Parish Councils to join the campaign
11. UK Onshore Oil and Gas Summit - register your place today - Manchester Conference Centre 6<sup>th</sup> July 2016. Conference about Shale Gas
12. Email from ADC re Natural England's English Coastal Path from Shoreham by Sea to East Head (Chichester Harbour)
13. EA email with attachment giving formal notice of the Darainage Rates and Special Levies set by the Internal Drainage Board for 2016/17 to be displayed
14. Earth Anchors - Information on wheelchair friendly picnic benches
15. Open Forum Conferences - How are Local Authorities confronting Online Child Sexual Abuse
16. Open Forum Conferences - Mental Health: Moving Forwards - The Five year Plan
17. WSCC Think Family - Think Family & Early Help newsletter March 2016 - Saved to file
18. Rural West Sussex Partnership - Superfast Broadband business Digital Connectivity Grant 2<sup>nd</sup> round
19. Open Forum Conferences - Dementia: Quality of Care 2016 27th April 2016, Manchester Conference Centre, Manchester
20. WSCC Community Asset Mapping - Tobacco Control surveys for public and professionals
21. Open Forum Events - The NHS Five Year Plan Conference 22 March 2016
22. Open Forum Events - Integrating sport projects to help public health policy 4<sup>th</sup> May 2016
23. Why Sport Media Group -Investment in Sport and Activity: The Economic Impact of Sport 11<sup>th</sup> October 2016 Manchester United Football Ground (saved to File)