



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 17TH NOVEMBER 2014

PRESENT: Cllrs. P. Dillon (Vice-Chairman), J. Brooks and T. Gardiner

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill (Committee Clerk)
3 Members of the public in the Public Gallery

The Meeting opened at 6.32 p.m.

59. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman the Vice-Chairman took the Chair and welcomed those present. Apologies for absence had been received from Cllrs. A. Cunard and Mrs. J. Warr.

60. 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.

There were no declarations of interest made at this point in the Meeting.

61. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22ND SEPTEMBER 2014

The Minutes of the Meeting held on the 22nd September 2014 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

62. ADJOURNMENT FOR PUBLIC QUESTION TIME

6.35 p.m. At this point the meeting was adjourned to allow members of the public to speak.

The Chair and Trustee of Number 18 Project spoke about the activities of the project since the withdrawal of County Council funding.

Representatives of Bognor Regis Civic Society spoke with regard to the environmental impact of flooding in the area and a report previously presented to the Council by the Society.

6.55 p.m. the meeting was reconvened.

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

22nd September - Min. 47: Unkempt state of the footbridge over the railway line at Longford Road. The Head of Street Scene and Leisure Services reported that contact had been made with Southern Rail who had confirmed the bridge is the responsibility of Network Rail. They have passed the complaint on to their maintenance department who will report back when they have attended the area. It has been put on record that the Council would want to see the area maintained on a regular basis in the future.

22nd September - Min. 53: Victoria Road Car Park. The Environment and Leisure Committee had previously agreed to approach WSCC for a maintenance licence for this car park. When this item was considered at the Policy and Resources Committee it was agreed instead to purchase the land. Negotiations are now taking place with WSCC regarding this purchase.

22nd September - Min. 51: Public Realm Works. A Member expressed his concern that Town Councillors opinions were not being heard with regard to the Public Realm work.

64. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2014/2015 BUDGET

The Head of Street Scene and Leisure Services reminded Members they have £500 to use on projects to benefit their Wards which has to be spent or earmarked for specific projects by the end of the financial year. Pevensey Ward Councillors had previously agreed their allocation will go towards the purchase of a defibrillator at the Regis Centre and arrangements will be made to pay this.

65. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 1ST OCTOBER AND NOTES OF THE NON-QUORATE MEETING HELD ON 30TH OCTOBER 2014

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 1st October 2014 (appended to the file copy of the Minutes) The Committee further **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the non-quorate meeting held on 30th October 2014

The Head of Street Scene and Leisure Services reported that all arrangements were in place for the Switch on. The Christmas trees which were to be delivered on Monday 24th November will now be delivered on Thursday 20th November.

66. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 11TH NOVEMBER 2014

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 11th November 2014.

67. CONSIDERATION TO REVERT MATTERS RELATING TO THE CHRISTMAS ILLUMINATIONS TO THE RESPONSIBILITY OF THE ENVIRONMENT AND LEISURE COMMITTEE

The Head of Street Scene and Leisure Services reported that currently all matters relating to Christmas Illuminations, including the event, are the responsibility of the Christmas Illuminations Sub-Committee. Previously Illuminations were dealt with as an agenda item under the Environment & Leisure Committee and the event was dealt with by the Events, Promotion & Publicity Committee. Members were asked to consider reverting back to this arrangement.

By dealing with the issue under the Environment & Leisure Committee it would cut down the number of meetings required, so reducing both staff time and paperwork. The need to reduce both of these items has been identified by the Finance Task & Finish Group. Also, as the event is run by the Events Team it would be far easier if it was dealt with by that Committee.

Following discussion Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that for budget purposes Christmas Illuminations be dealt with by the Environment & Leisure Committee and the Switch-on Event come under the Events, Promotion & Publicity Committee.

68. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN, INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND LATEST SHOP AUDIT FIGURES

There are still some issues outstanding relating to the precinct work. Some small amounts of snagging remain to be done and the cleaning and sealing is not yet completed. As this is weather dependent it is unknown when this will be finished.

Unfortunately a serious incident of vandalism has occurred to the new trees in the precinct. Three of the trees have been deliberately vandalised – the bark has been stripped which can threaten the health of the trees and may even lead to their death. CCTV footage is being scrutinised to see if those responsible can be identified. Although Hobarts have responsibility for the trees during the first year after the work is completed, vandalism is not included in this.

A Member asked if there was a requirement to install art work in any new scheme as this would enhance the area. The Head of Street Scene and Leisure Services will enquire at the next Public Realm meeting.

The works on the station forecourt have been delayed due to issues relating to higher than expected tenders and Value Engineering is currently being undertaken. Before the work begins, all of the businesses in the area will be contacted, to keep them advised of the work and the timescales involved.

Liaison with the railway companies is continuing. Separate plans are being drawn up by Southern Railway to upgrade the station itself. Funding has been obtained for a feasibility project, which will provide an outline plan for the proposals. Further funding is being sought.

69. UPDATE ON REQUEST FROM MEMBER OF THE PUBLIC FOR THE INSTALLATION OF A BUS SHELTER IN ASH GROVE

The Head of Street Scene and Leisure Services reported on the further investigation undertaken on the bus shelter issue.

The type of shelter that would need to be used had been identified and information received as to the specifications on size that the County Council require. Town Force have been out and measured the area and based on the information received from the County Council, it would not be possible to install a shelter in the position requested, as there is insufficient room. Members **NOTED** the report. This would be reported back to the member of the public.

70. UPDATE ON GLOUCESTER ROAD LAUNCHING RAMP

The ramp has now closed for the 2014 season. There were a total of 331 launches between April and September. The buoys have been removed from the water and put into storage and the operator has requested the second (final) instalment of funding.

A meeting on the future of the ramp has not yet been held with Arun – this will be arranged once the Town Council has firmed up on its budget proposals for the next financial year. The offer to meet with them if there were any particular issues or concerns they wished to raise has not been taken. Members **NOTED** the report.

A Member expressed concern that Jet-Ski users may try to use the new boat ramp at the Bognor Regis Yacht Club which is steep and unmanned. A meeting with ADC has been requested to discuss this.

71. CONSIDERATION OF ISSUES RELATING TO FLOOD RISK MANAGEMENT AND NEW HOUSING DEVELOPMENT REFERRED FROM PLANNING AND LICENSING COMMITTEE AND COUNCIL

Bognor Regis Civic Society had presented a report to Full Council regarding issues around flood risk and new housing development. The issues raised by Civic in relation to a temporary pause in significant development in the Bognor Regis area until flooding problems had been resolved have already been dealt with by the Planning and Licensing Committee. However, Civic did raise the issue of the lack of information available on issues relating to surface water flooding and watercourses. An Environment Agency briefing note had been received and this also recognises that much work needs to be done to obtain a better understanding of the flooding issues in the area. They recognise that new development can actually provide opportunities to improve infrastructure to reduce flooding. However, much more investigation needs to be carried out to understand the complex interactions between the various river, surface water and drainage networks.

Following discussion Members **AGREED** to write to the Environment Agency expressing the Town Council's desire to work with them on the issue of Flood Risk Management and asking how best this can be taken forward. Once a response is received, the matter will be brought back to this Committee for further consideration.

72. CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL A27 CAMPAIGN DRAFT REPORT ON IMPACT OF NOISE ON LOCAL COMMUNITIES

A27 Action have been gathering evidence from local residents and businesses on the impact of the congestion on the A27. They have requested that the Council complete an online survey form and allow the Town Council's logo to be used on their website and promotional material. Following discussion Members **AGREED** to complete the

survey and allow the logo to be used although they did not believe there was much noise from the A27 in Bognor Regis but that traffic congestion was an issue. The Head of Street Scene and Leisure Services will complete the survey in liaison with the Chairman or Vice Chairman of the Environment & Leisure Committee.

73. REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES ON FIRST MEETING OF THE NEWLY-FORMED OLD QUARTER WORKING GROUP

The Head of Street Scene and Leisure Services reported that a new Working Group met at The Core Business Centre to discuss issues relating to the Little High Street/Norfolk Street area of the Town (Old Quarter). The meeting was organised by Arun District Council, working with the Town Centre Manager.

Those invited to attend included businesses and residents of the area, together with Council representatives and other interested parties. Notes from the meeting had been previously circulated. Members were very pleased this group had formed and **AGREED** to support the work planned and those works already being undertaken to improve this area.

74. CONSIDERATION OF BUDGET PROPOSALS FOR 2015/2016 INCLUDING ALLOCATIONS FOR: IN BLOOM WORKING PARTY; CHRISTMAS ILLUMINATIONS SUB-COMMITTEE; AND THE ALLOTMENTS SUB-COMMITTEE

The Report was **NOTED**. Following discussion of the Budget Summary with Preliminary Budget proposals for 2015/16 members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Environment and Leisure Committee budget for the financial year 2015-2016 as detailed in the draft proposals. This was with the exception of £2,500, to be transferred to the Events Promotion and Publicity budget from the Christmas Activities budget for running the switch on event if it is agreed by the Policy and Resources Committee that Events Promotion and Publicity Committee will run the event in 2015. (Appended to the Minutes as Appendix 1)

75. REPORTS:

75.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

The Committee **NOTED** the Financial Reports which had been previously circulated.

75.2 ANY OTHER REPORTS

There were no further reports.

76. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated and appended to file copy of the Minutes, including the following additional correspondence received:

1. Number 18 Project - Invitation to Meeting on Youth Provision in Arun - emailed to Councillors
2. Medway Galvanising Company - Parks - Monohinge Self Closing Gates
3. WSCC - 2 application² for busking licence
4. ADC email regarding the trees in London Road being vandalised
5. Email from a member of the public about litter under the Pier

The Head of Street Scene and Leisure Services drew Members attention to correspondence from the previously circulated list including:

- Two emails from members of the public regarding the lack of litter or dog waste bins in their areas. One of these members of the public also contacted Arun District Council who had investigated and pledged to install 2 new litter bins.
- The Head of Street Scene and Leisure Services had contacted the Station Manager regarding an enquiry from a member of the public about the ticket office at the Railway Station. He had responded regarding the issue and this response had been forwarded on to the member of public.
- Right Driver - Free Highway Code tests available online. This has been advertised on noticeboards and the internet.
- Beach Clean Up - email regarding litter around the Pier which cannot safely be accessed. This will be forwarded to Arun and to the owner of the Pier for their attention.
- Copy of an email to The Editor of Your Space website, West Sussex from Number18 Project requesting information on the reasons for delisting Number18 from the website.

The Meeting closed at 8.15 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING
17TH NOVEMBER 2014

1. Sutcliffe Play catalogue Issue No 6
2. WSCC 15 Applications for busking licence
3. Sea Water Quality in the Arun District to 17th September
4. Flags & Flagpoles - Diwali Flags & Bunting
5. ADC, Emergency Planning Officer - Registration form for Community Resilience Fair 16 October at Littlehampton Academy
6. Illuminate - Lighting the landscape - October 2014
7. ADC Sea Water Quality in the Arun District to 24th September (final)
8. Get Cycling winter activities
9. St John Ambulance - First Aid Training for employees
10. Email from Woodhouse - From mobility on demand to quality public realm made with Ferrocast and universal design
11. ADC information and poster on the Resilience Fair 16th October
12. iMag News - Big Screen hire company marketing information
13. Railwatch No 141 October 2014 copy circulated to Councillors 20/10/14
14. Greener Bognor Newsletter October 2014
15. Earth Anchors - email re WW1 commemorative bench
16. Application for person wishing to hold a pre-planned activity on the highway - 25th October London Road/High Street
17. Healthmatic - email re taking over public toilets
18. Earth Anchors - Outdoor Notice Boards
19. Telephone conversation and email from 2 members of the public regarding lack of provision of rubbish and dog waste bins and further correspondence from ADC regarding the same
20. PSSLive Play and Parks - mobile-working inspection and reporting software update
21. WSCC email with attachment re Riparian Ditches Town and Parish
22. Email from Andrew Deptford re Defibrillators for sale
23. Smith of Derby - "Time" - e-newsletter
24. Email correspondence between a member of the public, a Councillor, BRTC Street Scene and Leisure Services team and Bognor Regis Station Master re the purchase of tickets at Bognor Regis railway station
25. Military Speakers - Real Heroes; Real Stories - Inspirational Speakers
26. travelGBI - November 2014 No 432
27. WSCC email re Preparing for winter (Winter Maintenance Plan)
28. Right Driver - email regarding free Highway Code training - posted on TC website

