



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 25th MARCH 2013

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. J. Brooks, W. Toovey and P. Wells from Min. 92

IN ATTENDANCE: Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. L. Gill (Clerical Assistant)
Mrs. S. Holmes (Head of Street Scene and Leisure Services)
2 Councillors in the Public Gallery
1 Member of the public in the Public Gallery

The Meeting opened at 7.33 p.m

90. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. Mrs. E. Anderson, P. Dillon and J. Lawrence.

91. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary 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 non-Pecuniary interest and the nature of the interest
- c) Whether it is also a 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 Pecuniary and non-Pecuniary. 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 Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

92. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st JANUARY 2013

The Minutes of the Meeting held on the 21st January 2013 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

93. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions asked and no written questions received.

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

94.1 21st January - Min. 81 Update On Replacement Lighting Of The Projecting Clock Located At Wannop Fox Staffurth & Bray.

Members **NOTED** that the replacement bulbs have been installed and the work was carried out to coincide with the annual service. This reduced costs and the Council were invoiced £50.00 for the extra time.

94.2 24th September 2012 - Min. 42 Update on consideration to move the electronic wind machine from the weather station to the foreshore office.

Work is being undertaken with the contractor and the foreshore office to move the wind machine.

94.3 21st January - Min. 77.1 Update On Commemorative Clock.

A Member enquired whether a response had been received to the letter sent to The Queen about the clock. It was **NOTED** that this had not been received.

94.4 21st January - Min. 77.3 Updates on “Strategy and Priorities for 2011-2014” To look at re-installing the shutters on the Bandstand.

A Councillor has inspected the bandstand and reported that the rails which were on the base are no longer there. This means the shutters could not be replaced as they were originally.

94.5 21st January - Min. 77.8 Untidy state of certain Arun Owned Properties in the Town.

Members requested an update on this and enquired whether there had been a response from Arun District Council. To date the Head of Street Scene and Leisure Services had not had a reply.

94.6 21st January - Min. 80 Update On Business Survey, Town Centre Study and Action Plan – Public Realm and Branding Projects.

A Member reiterated his wish to be included in the next Traders Group meeting when the Community Toilet Scheme is on the Agenda, as he wishes to speak about this initiative.

95. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET

95.1 *Cllr. J. Brooks declared a non-pecuniary interest as a member of the Friends of Bognor Pier.*

95.2 *Cllr. P. Wells declared a non-pecuniary interest as a Member of the Traders Association.*

95.3 PROPOSALS FOR SPENDING 2012/2013 BUDGET

The Project and Street Scene Support Officer reported that the outstanding budget for Marine Ward was £1,000. A Councillor had proposed, and agreement had been obtained from other Ward Councillors, that this sum be earmarked for the supply of two webcams, sites to be agreed. Following discussion it was **RESOLVED** to **AGREE** to earmark £1,000 for this project.

The outstanding budget for Pevensey Ward was £1,000. A Member had proposed and had the support of the other Ward Councillors to earmark this sum to go towards providing radio controlled indicative traffic signs in the ward. Following discussion it was **RESOLVED** to **AGREE** to earmark £1,000 for this project.

Hotham Ward has an outstanding budget of £1,000. A Councillor proposed this money be given to the Friends of Bognor Pier to help them get the project going. This proposition was supported by the other Ward Councillors. Members **RESOLVED** to **AGREE** to donate the £1,000 Ward Allocation Money to the Friends of Bognor Pier.

95.4 UPDATE ON PROJECTS USING EARMARKED RESERVE FUNDING FROM PREVIOUS BUDGET ALLOCATIONS

Orchard Ward had earmarked £350 towards providing a bench for the playing field at Corbishley Road. £337.50 had previously been earmarked from the 2011/12 budget making a total of £687.50. There were no proposals for spending the remaining balance of £650 which will be returned to reserves.

95.5 HOME BONUS FUNDING INCLUDING CONSIDERATION OF A PROPOSAL THAT THIS BE USED TO FUND THE BOGNOR REGIS YACHT CLUB BOAT RAMP. POLICY & RESOURCES MIN. 162 REFERS

At the Policy and Resources Committee meeting of 10th December it was agreed that use of the new Homes Bonus Grant of £2,833.34 should be referred to the Environment and Leisure Committee to be considered with the Ward Allocation budgets. It was further agreed that this should be spent on one single project, not spread across the four wards, and that if it was not spent it would be moved to earmarked reserves at the end of this financial year until a suitable project is identified. Members agreed at that time this should be brought to this meeting to enable them to have time to discuss options with other Ward Councillors. It had since been proposed that the funding be given to the Bognor Regis Yacht Club to assist with their boat ramp project. Members were in agreement to this and it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the Home Bonus Funding be given to the Bognor Regis Yacht Club for that purpose.

96. FURTHER CONSIDERATION OF CONCERNS RAISED OVER THE NEW STYLE REPLACEMENT LITTER BINS ON THE SEAFRONT. MIN. 77.2 REFERS

Members expressed their concerns regarding the provision of large black plastic bins on the promenade. The Head of Street Scene and Leisure Services reported that a new Seafront Strategy will be developed by an Arun led officer group and the issues of buildings, colour schemes and concessions would be looked at by this group. Following a discussion Councillors expressed the opinion that there should be a Bognor Regis Town Councillor representative on the group working in the same way as the Public Realm. This had worked well, had been productive and should be replicated regarding the Seafront Strategy. Members **AGREED** that the Head of Street Scene and Leisure Services should write to Arun requesting that there be representation from Bognor Regis Town Councillors on the group.

97. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN – PUBLIC REALM AND BRANDING PROJECTS. REPORT BY HEAD OF STREET SCENE AND LEISURE SERVICES

The Head of Street Scene and Leisure Services report was **NOTED**. She reported that regarding the Branding Project the Public Realm Group, although very appreciative of the standard of designs, decided not to proceed with any of them at this stage.

The Public Realm Landscape Design had been produced and public consultation had taken place. The designs were considered at the Town Council meeting on 11th March and will go to the Arun Committee shortly.

The Traders Group are working on the Shopper's Guide which is nearing completion and it is hoped will be ready for distribution in the next few weeks.

Letters have been issued to businesses regarding the removal of redundant metalwork from their premises and work will begin on this shortly. There was a discussion on other measures which could be undertaken to tidy up the town ahead of the Public Realm work. A Councillor suggested that the ADC brick planters could be removed and the wooden planters lined up to give a idea of the sight lines down London Road. Members **AGREED** that these ideas should be raised at the next Public Realm Meeting.

98. THE FUTURE OF THE SOUTH WEST SUSSEX INTERNAL DRAINAGE DISTRICT - REPORT ON THE MEETING ATTENDED BY THE HEAD OF STREET SCENE AND LEISURE SERVICES

The Head of Street Scene and Leisure Services report was **NOTED**. At the meeting on 19th November this Committee was asked to consider options for the future of the South West Sussex Internal Drainage Board. These options have now been considered and a workshop was held on 8th March to update parish councils, land owners and local authorities on progress. A steering group is being set up to consider the best way forward and will look at the options, what the costs will be and also assess the risks of each option. It is hoped that they will finalise their recommendations by the summer of 2013, with public consultation in September/October. The new scheme will have to be presented to Defra for their agreement and it is anticipated that it will be put into place between October 2014 and April 2015.

99. CONSIDERATION OF A REQUEST FROM A LOCAL ARTIST TO PROVIDE A COMMEMORATIVE PLAQUE, INCLUDING POSSIBLE COST

A local artist would like the Council to commission a public sculpture. The sculpture would represent an historic handshake that took place in space between the Soviet Union and the USA to mark the end of the Cold War Space Race and to strengthen international relations. NASA predicted that this handshake would take place 225 kilometres above the Earth and would happen over Bognor Regis. In the event, due to a delay, the handshake actually took place over Metz in France. However, the artists are more interested in the fact that the predictions made by NASA relate to the potential of the event occurring over Bognor Regis and that this occasion should be commemorated. Following discussion Members **AGREED** to thank the artist but decline the offer.

100. UPDATE ON A PROPOSAL BY WEST SUSSEX COUNTY COUNCIL TO WORK WITH THE TOWN COUNCIL DURING A FLOOD SITUATION

The report on a meeting between Town Council officers and two WSCC Highway officers regarding the flooding issues was **NOTED**. It was reported that the existing sewage system in all areas can deal with normal flows but extreme weather or surface water can lead it to infiltrate the foul drainage systems. The problem is that over time the old ditch systems have been built over, filled in or not maintained. This is a serious issue that needs to be highlighted and everyone must take ownership of the problem.

£8.2 million has been allocated widespread towards flooding and carriageway repairs. WSCC hope that community led projects can be initiated to consider the problem and possibly to access funding assistance. Local parishes and councils will need to be able to identify potential risk areas and apply pressure where possible, to encourage residents and others to re-establish and maintain their ditches. Enforcing the reinstallation of ditches around fields is not always possible as where some have been left un-cleared over the years; wildlife creatures such as water voles have become established and are protected by the environmental agencies.

Whilst flooding within the four wards is fairly limited, as a way forward Ward Councillors are asked to identify specific areas and focus attention on the most affected. A copy of the Environmental Agency Flood Plan Guide is available in the office. Following discussion Members **AGREED** to obtain information from Ward Councillors on areas of flooding in their Wards.

101. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 24TH JANUARY 2013 AND 19TH MARCH 2013

The Notes and Recommendations from the meetings of 24th January and 19th March were **NOTED** with the following additional decisions and comments:

101.1 Recommendations from the Notes of 24th January 2013

Members **RESOLVED** to **APPROVE** the payment of the South and South East in Bloom Competition Costs - Entry fee of £175 and the Seminar Attendance Costs of £28.

101.2 Recommendations from the Notes of 19th March 2013

Members **RESOLVED** to **APPROVE** payments in respect of:

Launch Day Costs - up to £20

Purchase of £25 Gift Voucher for BRiB prize draw

Purchase of £100 gift vouchers for prizes for the schools Wheelbarrow Competition.

With reference to the request to approve £500 of the remaining Environmental Project funds being earmarked for sustainable planting in the Gloucester Road wall, Members expressed concern as to whether this was truly sustainable as plants had not done well in this location. However, following discussion it was **RESOLVED** to **APPROVE** that the £500 be earmarked for this purpose.

102. TO RATIFY RESPONSE TO ARUN DISTRICT COUNCIL PROPOSAL TO INCREASE CAR PARKING CHARGES UNDER CIVIL ENFORCEMENT AND CONSOLIDATION ORDER 2010

Notification of proposals to increase car parking charges and alter parking periods at Gloucester Road car park had been received from Arun District Council. Due to the short timescale for responses the Head of Street Scene and Leisure Services had sought email comments from Members and the following response was sent to ADC:

“I write with reference to your letter of 23rd January 2013, giving details of the proposed variation to the car parking charges set out in the schedules to the above Order, such variations to take effect from 1st April 2013.

These proposals have been considered by the Members of the Town Council and they wish to raise objections to the proposed increases in charges to the Gloucester Road Car Park, Bognor Regis. The reasons for the objections are:

- The proposed increases are too big
- The increases will discourage people from visiting the town, especially in winter
- The proposed prices are too expensive for people wishing to come down as day visitors to Butlins
- The car parking charges are already high enough and no further increases should be made
- We need to attract more visitors and we are in danger of making on-street parking on the sea front, where the money goes to WSCC not Arun, cheaper than in our off-street car park at Gloucester Road.

I should be grateful if the Town Council’s objections could be taken into account when a decision on this issue is being considered.”

Councillors **RESOLVED** to **APPROVE** the Head of Street Scene and Leisure Services response.

103. UPDATE ON STEYNE GARDENS. MIN. 6.2 28TH MAY 2012 REFERS

The Project and Street Scene Support Officer reported that further to meetings held last year with Arun District Council Officers, when it was proposed to invite residents of Steyne Gardens to form a Friends of Steyne Gardens group to oversee the Gardens and possibly apply for funding to provide electric gates at the entrances, the Parks Manager at ADC had been asked for an update. His response was that in view of the size of the Park and the fact that there seem to be fewer issues there currently, Arun would not be forming a Friends group at this time. A Member suggested that if rough sleepers became a problem again a change of lamps in the street lights might discourage this. Following discussion Members **AGREED** to keep a watching brief on the gardens and bring this back to the attention of the Committee should the situation change.

104. CONSIDERATION OF ISSUES RELATING TO DOG FOULING RAISED AT TOWN MEETING OF ELECTORS

The issue of dog fouling had been raised at the Town Meeting of Electors. Arun District Council are responsible for the provision and maintenance of dog bins but it was reported that they have no further budget for supplying more bins. Due to public concern regarding dog fouling a Councillor requested that this item should be raised at the Joint Liaison meeting with ADC. This was **AGREED**.

105. TO RATIFY SECOND PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2012/2013 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the second payment of the 2012/2013 revenue partnership contribution for the public conveniences.

A Member raised the idea, which had previously been investigated, that advertising space could be sold in the public conveniences. He requested that this be further investigated with Arun District Council

Councillors expressed concern regarding the cost of operating the public conveniences and **AGREED** that a letter should be written requesting a break-down of the expenses incurred in maintaining the public conveniences, including whether all of them will be open this year and the times of opening and closing. It was suggested that electric opening and closing mechanisms would ensure they are open for visitors at the correct times. It was also **AGREED** to take this item to the Liaison Meeting.

106. REPORTS:

106.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

106.2 ANY OTHER REPORTS

There were no further reports.

107. CONSIDERATION OF REQUEST FROM PAGHAM PARISH COUNCIL TO SUPPORT THEIR SUBMISSION IN RESPECT OF THEIR OBJECTIONS TO THE PROPOSED MARINE CONSERVATION ZONE

The Project and Street Scene Support Officer reported that Pagham Parish Council are asking neighbouring Parishes if they would be willing to support their objection to the Marine Conservation Zone (MCZ) being imposed on Pagham Harbour and its coastal frontage, by writing a letter of support for the Pagham Community. Following discussion Members **AGREED** that a letter of support should be written.

108. ARUN DISTRICT COUNCIL LETTER REGARDING FUTURE NIGHT SHELTER PROVISION (PREVIOUSLY COPIED TO COUNCILLORS)

A letter has been received from the Head of Housing, Arun District Council regarding the future of Glenlogie, which had been used as a night shelter but is to be sold. ADC are asking Parish Councils if they have any premises which could be used as alternative shelter when needed.

Following discussion Members **AGREED** a letter should be written to Arun District Council expressing concern that Glenlogie is to be sold and no longer available for a night shelter but that Bognor Regis Town Council does not have any suitable property to use for this.

109. CORRESPONDENCE

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

1. GPS Lighting suppliers of Lighting and Audio equipment
2. Email between Head of Street Scene and Leisure Services and ADCs Resources Director and Deputy Chief Executive regarding the Jet Ski ramp
3. WSCC email re Active Communities - Flooding Support
4. Hampshire Flag Company - Easter flags and banners
5. The landscape product directory

The Project and Street Scene Support Officer drew Members attention to correspondence regarding the Jet Ski ramp and following discussion it was **AGREED** this matter should be put forward for discussion at the Joint Liaison Meeting.

The Meeting closed at 9.15p.m

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING 25TH MARCH 2013

1. Glasdon Manufacturing Limited - discount offer for Councils
2. UK Point of Sale - A4 Snap Frame offer
3. CDL Fencing Systems - Your Product Specifications: information about a fencing system
4. Lite Lumenpulse - information on their service
5. The landscape product directory - product directory information
6. Landscape & Amenity Product eBulletin
7. Glasdon U.K Ltd Supplier update information
8. Email response from ADC to a letter from a member of the public regarding Swansea Gardens
9. Brandspace - email regarding promotional space rates in the town
10. Identilam - email re Lanyards
11. ADC memo and table re increase in car park charges for Gloucester Road car park - Circulated to all Councillors
12. Email from ADC re a local designer with an idea for a concept bench for Bognor Regis seafront
13. LPD - email from the landscape product directory
14. Landscape & Amenity - Product Update January 2013
15. LB Facilities - Electrical Testing and Inspection services
16. Sustainable Business Network - February Update
17. Piers Journal Issue No 106 Winter 2012
18. landscape product directory - featured products
19. Copy of a letter from a member of the public to Southern Water regarding issues with sewage in their garden during floods
20. White Hill Direct Ltd - email re seating solutions for outdoor spaces
21. Management Horizons - information on Continuing Professional Development Management Workshops - 2013
22. Woodhouse - email re Shaping Space, defining the landscape February 2013
23. Landscape & Amenity Product eBulletin
24. Take One Media - e news
25. landscape product directory - online product directory
26. Landscape & Amenity - renew subscription to Landscape & Amenity Product Update
27. System 60 - email regarding modular canopy system
28. Norfolk China Ltd - email re commemoration mugs
29. Bognor Regis Meteorological Observations January 2013 (copied to Councillors)
30. MUTA - Inflatable Play Safety Information Seminar
31. CLD Fencing - Product Update Feb 2013
32. LT Bunting - Bunting and flags sales
33. IOTA Comercial Planters - Project News
34. Southern Rail - Stakeholder Brief February 2013
35. Cameron Irrigation Systems Ltd - information on their purchase of UNIK Irrigation Company Limited
36. Email correspondence from 2 artists re a public sculpture project for Bognor Regis

37. ADC communication and meeting notes 20/6/12 re the re-formation of the Bognor Regis Business Crime Reduction Partnership
38. Lamps & Tubes - offer on an Illuminated Union Jack for the summer's Royal events
39. Online Playgrounds - Commercial Playground Spares Service Catalogue
40. Landscape & Amenity - product ebulletin
41. Woodhouse - Illuminate March edition
42. LPD - the landscape product directory x 2
43. Landscape & Amenity - email link to video library
44. LT Illuminations Ltd - Flags and bunting offers
45. UK Point of Sale - A4 snap frame offer
46. UK Point of Sale - Issue 40
47. Grastex - 2013 Grass Cutting Programme
48. Fitzpatrick Woolmer - email 10% off litter bins offer
49. Landscape & Amenity - product eBulletin
50. Sovereign Play equipment - Sale information
51. Smith of Derby - TIME info on services
52. landscape product directory
53. Railwatch magazine No135 April 2013 (copied to Councillors)
54. IOTA Project News March 2013