



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 20TH MAY 2013

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. J. Brooks, P. Dillon (from Min. 4.) and P. Wells for part of the Meeting (until Min. 5)

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)
1 Councillor in the Public Gallery
6 Members of the public in the Public Gallery

The Meeting opened at 7.00 p.m.

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

The Committee **NOTED** that Cllr. T. Gardiner had been elected Chairman and Cllr. W. Toovey elected Vice-Chairman of this Committee at the Annual Council Meeting on 13th May 2013.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. A. Cunard and J. Lawrence.

3. **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.

4. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

7.03 p.m. At this point the meeting was adjourned to allow a member of the public to speak.

There was a discussion on issues surrounding the jet-ski ramp and concessions on the promenade. Members of the public asked that they be allowed to speak on Additional Agenda item 1 when this was discussed which was **AGREED**.

7.15 p.m. the meeting was reconvened.

As the Mayor could only attend for part of the meeting due to Mayoral duties and wished to speak on Additional Agenda item 1 he requested this item be brought forward. It was **RESOLVED** to change the order of business by moving Additional Agenda item 1 to be the next item.

5. **TO CONSIDER REQUEST BY A MEMBER OF THE PUBLIC FOR THE TOWN COUNCIL TO CONSIDER OFFERING TO TAKE ON THE JET SKI AND DECKCHAIR CONCESSIONS FROM ARUN DISTRICT COUNCIL – REFERRED FROM ANNUAL TOWN COUNCIL MEETING 13TH MAY 2013, MIN. 16.**

A member of the public had spoken at the Annual Town Council Meeting and had asked if the Town Council would be able to take on the running of the jet ski ramp and deckchairs concessions for 2013 as to date they were not open. This was felt to be a lost opportunity in a seaside town and Members were supportive of the idea. As there would be a cost involved in setting up the ramp this would have to go to the Policy and Resources Committee on 10th June. Members **RESOLVED** to refer this to the Policy and Resources Committee to consider staffing and funding issues. Furthermore two Members would request a meeting with the Chief Executive of Arun District Council to discuss the jet ski ramp.

Comment was made that the existing concessions could run the deckchair hire on a deposit scheme from their existing businesses. It was felt this could be feasible and Members **AGREED** to ask Arun to consider this option.

7.35 p.m. Cllr. P. Wells gave his apologies and left the meeting.

6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 25TH MARCH 2013**

The Minutes of the Meeting held on the 25th March 2013 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

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

7.1 **25th March - Min. 96 Further consideration of concerns raised over the new style replacement Litter Bins on the Seafront.**

Members **NOTED** that further to the concerns raised regarding decisions being made on the Seafront Strategy, the Head of Street Scene and Leisure Services had made a request for a Bognor Regis Councillor representative to be appointed to the Project Group. A response is awaited.

7.2 **21st January - Min. 94.5 Untidy state of certain Arun Owned properties in the Town.**

Members **NOTED** that Arun has served a repair notice on the tenant of the property in question and work should commence soon.

8. **APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES**

8.1 **Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification**

Note: It is usual practice for all members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee.

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

Membership: Cllrs: J. Brooks, P. Dillon, T. Gardiner, D. Meagher, S. Reynolds, W. Toovey and Mrs. J. Warr.

Appointment of the Chairman and Vice-Chairman of this Sub-Committee will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

M. Bicknell, Mrs. T. Griffiths, Mrs. V. Johnson, P. Ledword and Miss S. Trodd (allotment tenant representatives).

8.2 Bognor Regis in Bloom Working Party including consideration of recommendations to Council of co-options for ratification

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

Membership: Cllrs: Mrs. E. Anderson, Mrs. S. Daniells, Ms. K. Davis, P. Dillon, D. Meagher and Mrs. J. Warr.

Consideration of the appointment of a Chairman for this Working Party will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

G. Burt, Mrs. M. Huntingdon, Mrs. P. Keane, P. Mortimer, Ms. H. Wilson and/or O. Handson (ADC Senior Community Parks Officer and Parks Manager).

8.3 Christmas Illuminations Sub-Committee including consideration of recommendations to Council of co-options for ratification

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

Membership: Cllrs: J. Brooks, Mrs. S. Daniells, P. Dillon, W. Toovey, and Mrs. J. Warr.

Consideration of the appointment of the Chairman and Vice-Chairman of this Sub-Committee will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointment.

Mr. I. Harding (Bognor Regis District Chamber of Commerce).

9. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

9.1 Environment & Leisure Committee

Members considered the following addition to the Environment and Leisure Committee Terms of Reference and **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this addition be made as a point of clarification at TR4 (2) (i):

‘All issues relating to car park charges and buses’

Members also **AGREED** to **RECOMMEND** to the Planning & Licensing Committee that all on-road issues and Tourist Direction Signs should be considered by the Planning & Licensing Committee in future under TR5 (2) ‘Highways and Transport matters’. Also subject to their agreement, that this be reflected in their

Terms of Reference as a point of clarification when their annual review is undertaken at their next meeting, prior to referral on to the Policy and Resources Committee.

Members further **AGREED** to **RECOMMEND** to the Planning & Licensing Committee that when their annual review is undertaken at their next meeting, that all issues relating to ‘**Emergencies - Environment, Public or Disasters**’ currently within their Terms of Reference should be referred to the Environment and Leisure Committee in future. Also, subject to their agreement, that this be removed from their Terms of Reference and added to the Environment and Leisure Terms of Reference at TR4 (2) (j) prior to referral on to the Policy and Resources Committee.

The Committee considered the current Terms of Reference and approved the following amendments: After Item 2 h, new items i. and j. to read:

- i. All issues relating to car park charges and buses
- j. All issues relating to Emergencies - Environment, Public or Disasters

Subject to these additions the Terms of Reference for the Environment & Leisure Committee were **APPROVED**.

9.2 Allotments Sub-Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

9.3 Christmas Illuminations Sub-Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

9.4 Bognor Regis in Bloom Working Party

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

10. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: CONSIDERATION OF 2013/2014 BUDGET AND CONSIDERATION OF REPLACING A DAMAGED TREE IN ORCHARD WAY PREVIOUSLY FUNDED BY WARD ALLOCATION MONEY

The Project and Street Scene Support Officer reported that a tree which had previously been purchased from Orchard Ward Allocation Money had been vandalised and removed. Members were asked to consider whether to replace this tree. As no Members from Orchard Ward were present at the meeting it was **AGREED** to notify them and bring their decision back to the next meeting in July.

The Project and Street Scene Support Officer reminded Members their Ward Allocation money had been reduced to £500 for the current year. Members were reminded if any of them had a project they wished to spend this money on they should get the written consent of their fellow Ward Councillors and bring this to the next meeting.

A Member asked whether funding was available retrospectively. Following discussion the Member was informed that if all fellow Ward Councillors were in agreement and receipts could be produced they could request retrospective funding.

11. **UPDATE ON CHANGE OF SITE FOR THE WIND MACHINE AND RATIFICATION OF ADDITIONAL EXPENDITURE. MIN. 94.2 OF 25TH MARCH REFERS**

The Project and Street Scene Support Officer reported that the wind machine has now been moved to the Foreshore office from Waterloo Square to enable more accurate readings.

The Committee previously approved the cost of moving the wind machine. When the electrical contractors started working on the installation it became apparent that they needed to install an earth cable to the mast connected to the main cut out. This incurred an additional cost of £50 + VAT which has been paid. The Committee **RATIFIED** the additional expenditure of £50.

12. **IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 14TH MAY 2013**

The Notes of the Meeting were not available. However, the Project and Street Scene Support Officer reported that the Committee were being asked to agree the recommendation of the Working Party to sponsor an advert in the “Blake Trail Magazine” at a cost of either £100 for 1/8 page or £150 for 1/4 page. The sponsorship of the Blake Trail Project will form part of the In Bloom portfolio. Members discussed the two options and **RESOLVED** to **APPROVE** the sum of £150 for a 1/4 page advert.

The Project and Street Scene Support Officer reported that one of the In Bloom Corex signs was missing and the Working Party had requested £30 + VAT to replace it. Following discussion the Committee **RESOLVED** to **APPROVE** the sum of £30 for a new sign.

13. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 7TH MAY 2013**

The Committee **RESOLVED** to **ACCEPT** the Resolutions Recommendations and Reports from the Minutes of the Meeting held on 7th May 2013, previously circulated.

14. **UPDATE ON ARUN DISTRICT COUNCIL PUBLIC CONVENIENCES BREAKDOWN OF COSTS. MIN. 105 OF 25TH MARCH REFERS**

The Project and Street Scene Support Officer’s report was **NOTED**. Following discussion Members **AGREED** that this item should be brought to the next meeting when further figures would be available. Appended to file copy of Minutes.

15. **CONSIDERATION OF AN EMAIL FROM WSCC REGARDING OPERATION WATERSHED FUNDING AVAILABLE TO LOCAL GROUPS**

The Project and Street Scene Support Officer’s report was **NOTED**. Members will make groups in their wards aware of this opportunity. Appended to file copy of Minutes.

16. **TO NOTE REPORT ON THE DOORSTEP-SPORT CLUB/SPORTIVATE MEETING ATTENDED BY THE HEAD OF STREET SCENE AND LEISURE SERVICES**

The Head of Street Scene and Leisure Services attended a meeting held at the Civic Centre, arranged by Arun District Council, which included a presentation by Doorstep Sports Clubs and Sportivate.

Doorstep Sports Clubs are a national organisation working in areas of deprivation. A description of the 10 Principles of Doorstep Sport Clubs had been circulated to Members. It aims to improve the uptake in sporting activities and to encourage a change in behaviour (decrease crime).

Sportivate is provided through the County Sports Partnership, with funding available until 2017. It can provide funding for facility hire, coaching time and some equipment. It needs a club or facility in place to offer an exit route once the funding stops. The project is about quality, rather than quantity, and is about retention. Many people start attending a scheme but then drop out after a couple of sessions. Sportivate is about retaining people to complete the course and then maybe go on to join a club. The option to join a club for free can be one of the benefits of attending all of the sessions (e.g. joining the local Badminton club after attending Sportivate sessions in the sport).

The purpose of the meeting was to let local partners know of the two organisations and what they can offer. It was agreed that initially it was important to understand what each of the organisations around the table were providing for the target groups and it was agreed that all parties would email details of the groups they deal with and what they are already providing. Gaps can then be identified, which may fit with either the Doorstep Sports Clubs or Sportivate projects. The report was **NOTED**.

A Member commented on a new sport craze, cage cricket, which is becoming popular and suggested it could be mentioned to the local cricket club.

17. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN - PUBLIC REALM AND BRANDING PROJECTS

The Head of Street Scene and Leisure Services reported on the last meeting also attended by Councillors. The public consultation received positive feedback and the project will be taken forward. There is a possibility of some extra funding which may be available and will allow the whole width of London Road, rather than just a central strip, to be refurbished. Work is planned to commence between January and March 2014. Councillors expressed concern that an alternative plan be sought should the full amount not be available. A Member **AGREED** to raise these issues at the next Public Realm meeting.

A Member suggested that a forum, such as Twitter, for members of the public, traders and the developers to comment and update on the scheme as it progresses would be very helpful.

18. CONSIDERATION OF CORRESPONDENCE RECEIVED FROM ARUN DISTRICT COUNCIL REGARDING FUNDING OF LITTER AND DOG BINS

Previously the Town Council decided that all requests for waste and dog bins be referred to Arun District Council. Following a recent application the response from Arun was that they are currently not accepting any further requests for the fitting of litter and dog bins due to funding issues. Town and Parish Councils may choose to act on requests if they wish to fund the full cost of buying and emptying the bins. They advise that this policy has been in place for the past 4 years and all Town and Parish Council's were advised of this in writing. They suggest writing back to the member of the public and advise that additional bins cannot be supported at this time.

A Councillor suggested writing to supermarkets, large pet stores and dog food manufacturers to enquire whether they would be prepared to sponsor dog bins to raise the funding for this service. Research will be done into the costs involved and how best to implement this suggestion. Members **AGREED** that the Committee Clerk

respond to the member of public explaining the situation regarding funding of dog bins.

19. REPORTS:

19.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

19.2 ANY OTHER REPORTS

There were no further reports.

20. CORRESPONDENCE

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

1. Email from a member of the public about the lack of cafe in Hotham Park
2. Landscape & Amenity product eBulletin
3. The landscape product directory

The Project and Street Scene Support Officer drew Members attention to correspondence regarding the cafe and following discussion it was **AGREED** that concerns regarding the Cafe should be expressed to Arun District Council.

Members **NOTED** the correspondence between the Head of Street Scene and Leisure Services and ADC Senior Regeneration LSP Manager requesting Members views on the Market operating on Bank Holiday Mondays and that no responses had been received from Members. Discussion followed on the issue of the Market. A Councillor stated that he had previously received from the Chief Executive of Arun assurances that changes to the contract would not be made once it had been awarded.

The Meeting closed at 8.49 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 20th MAY 2013

1. Landscape & Amenity - Digital Edition eBulletin March 2013
2. The landscape product directory - latest products
3. Smith of Derby - Happy Easter offers
4. Hampshire Flag Company - St George's Day offers
5. Facebook conversation with a member of the public about the theatre
6. Landscape & Amenity - product eBulletin
7. WSCC - Public Transport Planner - Bus Services in Bognor Regis
8. A & S Landscape - email re System 60
9. External Works - email re External Works 2013 print directory and online resource
10. Pizza Hut - email re Help us find 100 stores
11. Trafalgar Cleaning Equipment - link to their website
12. Woodhouse - Shaping Space April 2013
13. Woodberry of Leamington Spa - Street Furniture 2012
14. Lanyards from IDentilam - product information
15. Glasdon - Special 10% Discount Offer for Local Councils
16. Recovery Met Office - Damage Management Magazine Vol 14 Issue 1 Spring 2013
17. ADC Tree and Landscape Manager - email re removal of the hedge on the seafront mounds
18. Email correspondence between ADC Head of Contracts and Environment and BRTC Project and Street Scene Support Officer regarding 50/50 contribution for public conveniences
19. Landscape & Amenity - Product update and product eBulletin
20. The landscape product directory - latest products
21. Arun District Council email from the Events & Leisure Development Officer regarding a request from a television production company regarding using an old BRUDC pamphlet for Council house tenants on their programme and the Head of Street Scene and Leisure Services response
22. Landscape & Amenity - links to video updates on their products
23. Piers - The Journal of the National Piers Society - Issue no 107 Spring 2013
24. IOTA Commercial Planters - Project News April 2013
25. Landscape & Amenity - Product Bulletin
26. Lamps & Tubes Illuminations Ltd - Flags and Bunting for Queen's 60th Anniversary offer
27. Landscape Specification Part 2 Mowers and remote Mowing
28. A & S Landscapes information about their brochure
29. The Landscape Product Directory latest products
30. Southern Railway Stakeholder Brief link
31. Landscape & Amenity Product eBulletin
32. Park Leisure - email "Get Children Fit and Active while Doing What they Love - Skateboarding and BMX"
33. A & S Landscape - email re their new multi-media website
34. Game & Wildlife Conservation Trust - email requesting weather records for 2011-12 for their research on the effects of climate on insects

35. Email from a member of the public re dog and waste bins for Sturges Road and Southdown Road. Forwarded to ADC
36. Landscape & Amenity - email latest products from “The Landscape Product Directory”
37. Email from Woodhouse re Illuminate May 2013 Lighting the landscape
38. Spoonangel Arts & Crafts - email regarding their locally made bunting for sale
39. Email conversation between the Head of Street Scene and Leisure Services and ADC Senior Regeneration LSP Manager requesting Members views on the Market operating on Bank Holiday Mondays. Copy of memo circulated to all Councillors. As no responses were received by 2.00pm on Tuesday 14th May ADC were advised BRTC had no comment on the proposal