



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 26<sup>TH</sup> MARCH 2012**

**PRESENT:** Cllr. T. Gardiner (Chairman), Cllrs: Mrs. E. Anderson, J. Brooks, Ms. K. Davis (To Min. 118), J. Lawrence, W. Toovey and Mrs. J. Warr.

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. L. Gill (Clerical Assistant)

*The Meeting opened at 6.30pm*

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

The Chairman welcomed those present. Apologies had been received from Cllr. Mrs. S. Daniells.

### **102. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to 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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

### **103. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> JANUARY 2012**

The Minutes of the Meeting held on Monday 23<sup>rd</sup> January 2012, were agreed as an accurate record and were signed by the presiding Chairman.

### **104. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present. No written questions received.

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

**105.1 26<sup>th</sup> September – Min. 48 Arun Play Strategy**

The proposals put forward by Arun DC in their new Play Strategy were discussed at the meeting of 26<sup>th</sup> September and the response from the Town Council was reported to Arun. From an email now received, it appears that Arun are now beginning the process of implementing the strategy and have begun a public consultation to local residents in the areas where changes are being proposed.

**105.2 21<sup>st</sup> November – Min. 70 Provision of cycle racks**

All cycle racks have now been installed by Town Force.

**105.3 23<sup>rd</sup> January – Min. 84 Commemorative Clock**

Work is now underway to obtain the relevant planning permission, licence and Listed Building Consent required.

**105.4 23<sup>rd</sup> January – Min 86 Benches in Lewes Close**

The Head of Street Scene and Leisure Services reported that she had received confirmation from WSCC that they were arranging for the benches in Lewes Close, on which Ward Allocation money had previously been spent, to be removed.

**105.5 23<sup>rd</sup> January – Min. 90 New initiative from West Sussex Waste Initiatives**

At the meeting it was agreed to host a promotional event for the new Food Waste Digesters initiative in the Council Chamber. However, when the Head of Street Scene and Leisure Services contacted the organisers at WSCC, she was advised that the building would need to be open on a Saturday, so that the public could collect the items. As the Town Hall is not open to the public on a Saturday, the Council was unable to assist with this promotion after all.

**105.6 23<sup>rd</sup> January – Min. 97 and Min. 98 Planning for Culture and leisure Provision in Arun to 2028**

As agreed at the meeting of 23<sup>rd</sup> January, a response to the proposals was drafted, circulated to members for agreement and forwarded to Arun DC.

**105.7 In answer to a query the Head of Street Scene and Leisure Services confirmed that the list of Arun owned premises in Bognor Regis had not yet been received and she would pursue this.**

**106. TO CONSIDER REPLACEMENT/REPAIR OF UP-LIGHTERS AND PEA-LIGHTS BOGNOR REGIS HIGH STREET, MIN. 85 REFERS**

The Head of Street Scene and Leisure Services reported that she had requested quotes for replacement of the pea-lights and repair or replacement of the uplighters in the High Street. Regarding the pea-lights she had received quotes from 3 companies. All advised that draped lights in the trees were considered a temporary display as there was a possibility of them being blown down. A more permanent display is obtained by wrapping the tree and branches with led light strings. Two of the quotes were very similar but the third was considerably more expensive. Also, the quotes were not exactly like for like. Following a discussion the Committee asked the Head of Street Scene and Leisure Services to obtain further quotes for wrapped LED lights from the two companies who provided the lowest quotations. It was **RESOLVED** to give delegated authority to the Head of Street Scene and Leisure Services in liaison with the Chairman to reach a decision once the amended quotes had been received. This was to enable the lights to be installed in time for the Olympics and Diamond Jubilee celebrations. Members would be advised by email of the decision.

It was further **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee to allocate up to £2,500 to fund replacement pea lights in the High Street Trees to be funded from the Rolling Capital Programme.

With regard to the uplighters three companies have quoted for repair or replacement of the 5 uplighters in the High Street which are not working. Following discussion it was **RESOLVED** to recommend to the Policy and Resources Committee to engage Company A

to replace the five lights at a cost of £990 for lights and fittings and £260 for labour – Total £1,250 plus VAT.

**107. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING: PROPOSAL FROM THE COUNCIL MEETING OF 12<sup>TH</sup> MARCH THAT £2,000 OF WARD ALLOCATION MONEY 2011/2012 BE PUT BACK INTO RESERVES TO BE USED AS ADDITIONAL FUNDING FOR CCTV**

Following discussion Members **RESOLVED** to **APPROVE** the proposal from Council that £2,000 be taken from Ward Allocation money 2011/2012 to be used as additional funding for CCTV. The Head of Street Scene and Leisure Services advised that £500 would be allocated from each Ward to make up the £2,000. That would leave the following sums available, which would go back into reserves unless it was ear-marked for specific projects at this meeting – Orchard Ward £337.50, Pevensey, Marine and Hotham Ward £500 each. Any proposals for the allocation of the funding would require the agreement of all Ward Councillors. Following further discussion it was **AGREED** that Orchard Ward's remaining allocation of £337.50 would be earmarked towards providing a bench at the playing area at the end of Corbishley Road, subject to confirmation that this is within the boundary of Orchard Ward. Hotham Ward's remaining allocation of £500 would be earmarked for buying trees for the BT site subject to the agreement of the other Hotham Ward Councillors. Marine Ward's remaining allocation of £500 would be earmarked for replacement benches on the promenade or by the Aldwick Road shops. There were no Members from Pevensey Ward present and no suggestions had been put forward for the use of Pevensey Ward's remaining allocation so this would be returned to reserves.

**108. CONSIDERATION OF THE RENEWAL OF ANNUAL FEE OF £200 FOR SPONSORSHIP SIGN AT BOGNOR REGIS FOOTBALL CLUB**

Following a discussion it was **RESOLVED** to renew the fee for the Sponsorship sign at Bognor Regis Football Club.

**NOTE:** It has since been established that the E & L Committee have no budget for this expenditure and in liaison with the Clerk this will be funded from the balance of the Pevensey Ward Allocation Budget that has not been allocated to a specific project this year.

**109. TO RATIFY THE MAYOR'S CANDIDATE FOR THE GOOD CITIZEN AWARD – EMAIL PREVIOUSLY CIRCULATED TO MEMBERS**

The Town Mayor reported on a person he wished to nominate to receive the Mayor's Good Citizen Award for 2012 in recognition of services rendered to the town. The Committee **RESOLVED** to support the nomination and it was noted the award would be presented at the forthcoming Civic Reception on Friday April 13<sup>th</sup> 2012. The name of the recipient would remain confidential until this time.

**110. PUBLIC CONVENIENCES – TO RATIFY THE SECOND PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2011/2012 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

It was **RESOLVED** to **APPROVE** the second payment of £20,000 to Arun District Council.

**111. TO CONSIDER 'DRESSING' THE TOWN, INCLUDING IDENTIFYING POSSIBLE FUNDING, FOR:**

- (A) JUBILEE CELEBRATIONS**
- (B) OLYMPIC TORCH RELAY**

The Head of Street Scene and Leisure Services reported that if the Committee would like to see the Town dressed for the Jubilee celebrations and the Torch Relay, the following decisions need to be made: which areas of the town should be dressed with bunting for the Jubilee; which areas of the town should be dressed for the Olympic Torch Relay; should the

Christmas Illuminations be used for either or both events; what style of bunting should be used?

The Head of Street Scene and Leisure Services had obtained a quote from the contractor who installs the Christmas lights to put these up for the Jubilee Celebrations but following discussion Members decided not use the Christmas lights on this occasion. It was **AGREED** that any budget should be spent on purchasing additional red, white and blue and/or Union Jack bunting and that this should be installed throughout the Town from June until September to cover the Olympic Torch Relay and the Queen's Jubilee Year.

The Head of Street Scene and Leisure Services reported that a possible underspend in the 2011/2012 Tourism and Event Support Budget could possibly be used to fund this expenditure and that the sum of £1,300 was available. It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that up to £1,300 from the Tourism and Events Support Budget should be earmarked to pay for dressing the town during the summer.

A Member asked what progress had been made with lighting the Town Hall as it would be appropriate to have this in place for the Jubilee Year. The Head of Street Scene and Leisure Services will look into this and inform the Committee of the progress made.

#### **112. UPDATE ON STEYNE GARDENS – MIN. 91 REFERS**

A Member stated that she understood that during the discussions regarding provision of gates for Steyne Gardens, Arun District Council were to investigate the cost of automatic closing gates for the four entrances to the gardens. Members who were at the meeting believed that the intention was to form a "Friends of Steyne Gardens" group who would oversee the Gardens before any money was applied for and that Arun were to write to the residents to gauge their opinion on this. The Head of Street Scene and Leisure Services will write to Arun to ask what stage this process has reached. The report was **NOTED**.

#### **113. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 28TH FEBRUARY 2012 AND 20<sup>TH</sup> MARCH 2012 (IF AVAILABLE), INCLUDING: CONSIDERATION OF RECOMMENDATION TO ALLOCATE £1,500 TO THE FELPHAM RECREATION GROUND, HOTHAM WARD**

The Head of Street Scene and Leisure Services reported that the Notes from the meeting of 20<sup>th</sup> March were not available for this meeting. The Notes and Recommendations from the meeting of 28<sup>th</sup> February were read and **NOTED** with the following additional decisions and comments:

**113.1 Item 4 - Proposed new planter at Elfin Grove.** It was noted that the Working Party had reported that the site had been looked at again and it was estimated that Town Force would be able to build a planter onto the existing wall at a cost of around £400. In Bloom will fund this subject to the local residents agreeing to maintain it as it is on a private road outside a property. **NOTED**

**113.2 Item 5 – consideration of recommendation to allocate £1,500 to the Felpham recreation ground, Hotham Ward.**

Following a discussion regarding the funding request for Felpham Recreation Ground (Hotham Ward) Members **RESOLVED** to **ACCEPT** the In Bloom recommendation that the sum of £1,500 be earmarked to support this project subject to Arun confirming that sufficient funding had been received to allow the project to proceed.

**113.3 Item 6 – Project updates.**

Comment was made on the state of the BT site, both the building and the area around. It is understood that BT have stated the building is still in use and access is required at all times,

the building will not be available for any other use although a Councillor said it would make a good Arts Gallery. It is understood that a scheme is being looked at by Arun to plant the land with trees which will remain even if the plot is eventually made into a car park but the negotiations with BT have stalled. The Head of Street Scene and Leisure Services agreed to contact Arun and enquire what the current situation is.

- 113.4** The Royal Horticultural Society are providing some free seeds for wildflower planting and the suggestion was made that these could be used on a bank of land near to Butlins entrance.

**113.5 Hanging Baskets for Bognor Regis Museum.**

At the last Environment and Leisure Committee Meeting the issue of supplying new or moving existing hanging baskets to the Museum had been brought forward by the In Bloom Working Party and the Head of Street Scene and Leisure Services had been asked to investigate the costs of this further. She reported that the baskets which previously could have been used were not now available which would mean either buying new baskets or moving them from elsewhere, for example from Aldwick Road shopping area. It was agreed that moving them was not an option and new baskets would have to be bought. Costs to purchase and install baskets had been sourced and were as follows: cup and saucer style baskets fully planted £53 each; wire baskets fully planted £35 each. Town Force time to install £19.50 each. The cost to water baskets 3 times a week would be £29.25.

There was discussion as to where the purchase of these hanging baskets could be found. It was suggested that the Marine Ward Allocation could be used for this purpose. Following discussion, Members **RESOLVED** to **ACCEPT** the In Bloom recommendation to purchase 4 cup and saucer hanging baskets and install them at the Museum (at a cost of £290) out of the Marine Ward allocation 2011/2012 subject to the Museum agreeing to maintain them themselves.

**NOTE:** As the remaining Marine Ward Allocation 2011/2012 of £500 had already been earmarked (Minute 107), this funding may have to come from Marine Ward Allocation 2012/2013 subject to agreement by all Marine Ward Councillors.

**114. POSSIBLE NEW FUNDING STREAM FOR ENVIRONMENTAL PROJECTS FROM JWAAC COMMUNITY PROJECTS FUND**

The Head of Street Scene and Leisure Services read from her report which was **NOTED**. The funds are not to be used as a replacement for any other grant funds. 'Legacy type' projects are sought. Match funding will be required. It is unlikely that dog bins would be considered under this funding. A new bench might be considered if community demand can be shown but not routine provision or that which a town or parish might otherwise be expected or choose to fund.

**115. REPORT ON MEETING ATTENDED REGARDING NEW CULTURAL HUB FOR TOWN CENTRE**

The report from the Head of Street Scene and Leisure Services was **NOTED**. The purpose of the Cultural Hub Planning meetings was to try and find a suitable cultural hub for the town. With the purchase of the old church by Mr & Mrs Jones, this objective will be met and so no further meetings of this group will take place. Some members felt that it should have continued to find somewhere closer to the Town centre but other parties are still looking at finding sites for other cultural events to take place. It was felt that with the right advertising and signage the Linden Road venue could be very successful.

**116. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN**

The Head of Street Scene and Leisure Services referred to her report which was **NOTED**.

**117. INFORMATION AVAILABLE TO VISITORS AND ISSUE OF VISITOR INFORMATION CENTRE, REFERRED FROM COUNCIL**

At the last meeting a number of concerns were raised about the operation of the new Visitor Information Point and also the 2012 issue of Sussex by the Sea. Members asked that a letter be sent to Arun expressing these concerns and a draft letter had been produced by the Head of Street Scene and Leisure Services for Members approval. Following a discussion about the VIC provision in Bognor Regis, Councillors **AGREED** to send the letter to Arun District Council.

*Cllr. Ms. K. Davis gave her apologies and left the meeting at this point*

**118. REQUEST FROM MEMBER OF PUBLIC FOR ADDITIONAL DOG BINS**

A letter has been received from a member of the public who lives in Parkway (Marine Ward), expressing concern that there are not enough dog bins when there are so many dog owners. He has asked if anything can be done to remedy this. Following discussion Members felt that it was not appropriate to place dog bins in residential areas as there were objections from those living near them. There are bins in the park areas where most owners walk their dogs.

**119. ITEMS FOR INCLUSION ON JWAAC AGENDA**

Members did not have any new items for inclusion.

**120. REPORTS:**

**(A) FINANCIAL REPORTS**

**(B) ANY OTHER REPORTS**

A Councillor reported that some people were complaining that they were hitting their heads on the Arun sign on the Promenade near the steps opposite Berkeley Court and requested this be brought to the attention of Arun District Council.

There were no further reports.

**121. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence as detailed on the list previously circulated (appended to file copy of the Minutes) including the additional items listed below.

1. Letter from Cllr. E. Anderson with a petition signed by 11 skate park users requesting consideration is given to improving the facilities at the skate park, and listing the facilities they would like to see. Cllr. Anderson also noted that the benches on the Promenade close to the skate park have been removed and it is understood these will not be replaced by Arun District Council. Councillors **AGREED** that the Council should write to Arun District Council to point out that the skate park is not in the best location and that with the current regeneration in progress perhaps it could be looked at being relocated to a more suitable site, perhaps West Park, with improved facilities and the existing site be returned to a modern covered bandstand with refreshment facilities
2. The Queen Elizabeth II Fields Challenge – letter re safeguarding sports pitches playgrounds etc during the Jubilee Year
3. Southern Rail – Stakeholder brief February/March 2012
4. Landscape & Amenity – email digital eBulletin March 2012

*The Meeting closed at 8.42 pm*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE**  
**COMMITTEE MEETING 26<sup>TH</sup> MARCH 2012**

1. Blachere – email lighting offers
2. The Festive Lighting Company – Festive News Newsletter Jan 2012
3. The Festive Lighting Company – letter with proposal for Lighting contract
4. Blachere – email re ordering 2012 Christmas Lights Catalogue
5. Lamps and Tubes – Illuminations Sale Catalogue
6. Proludic – letter offering play area equipment funded by ‘Awards for all’
7. Woodhouse – email Illuminate – Lighting the Landscape January 2012
8. Stocksigns – catalogue 2012, Health and Safety and Custom made signs
9. WSCC – email from Peter Proudley re ‘Planning school places document 2011 – 2012’ giving contact details for comment
10. Glasdon Products for Local Councils – letter and 3 product leaflets
11. Carole Aspden, Principal Manager Youth Services, WSCC – letter re extension of time limit for the Youth Service to save £2million – copied to all Councillors
12. Alan Mowat – letter to J Brooks, (The Mayor) re The Arun Leisure Culture Strategy
13. Aston Seabridge – email re his letter suggesting possible street markets in Bognor Regis
14. Woodhouse – email re shaping space January 2012 Urban Furniture
15. Rachel Gibson: Allsigns – email re their range of signage
16. West Sussex Sustainable Business Network – email from Rowan Wallis: Update – February
17. Piers Magazine – Issue no 102 Winter 2011
18. The Greening Campaign – email re Support for Community Energy Project Ideas
19. Cyan – letter and catalogue re teak furniture sale offers
20. Sharon Sutton – email Ideas for Regeneration
21. The Greening Campaign – email re Greening Alton and Holybourne
22. West Sussex Trading Standards – Approved Business Directory
23. UK Point of Sale – Issue 34 Display products catalogue
24. ADC – Acknowledgement from Sadie Tooley re Town Council comments on ‘A Leisure Strategy for the Arun District’
25. Arun District Council – letter re “Love Parks Week” 21 – 29 July 2012
26. Recovery – Damage Management Magazine Volume 12 – Issue 4 Winter 2011-2012
27. Lamps and Tubes – email re bunting sales
28. Leisure opportunities – newsletter issue 574 21 Feb – 5 March 2012
29. Lamps & Tubes – email re lamp post flag mounting kit
30. Landscape and Amenity – email, product update
31. Landscape and Amenity – Product Update February 2012
32. Sustainable network – email Update March
33. Printed t shirts – email from Charlotte Brooks re supplying T-shirts
34. Travel GB News – March 2012 no 401
35. Get Cycling CiC - news sheet 6 March 2012
36. Arun District Council – email conversation re vandalised bench on the promenade (Pit Stop Cafe) which has now been removed and will not be replaced by ADC
37. Arun District Council – booklets on Opportunities for volunteering within parks and green spaces – copies available for Councillors if required
38. Coastal Team, Community Development and Big Society – email re their contacts
39. Greening Campaign – email re free workshop Planning for Low Carbon Living in Horsham

40. Sharpcat – advertising re Direct Mail services
41. Greening Campaign – email re free home visits for West Sussex residents from Warmer West Sussex
42. Cyan – email offer for purchase of Jubilee Bench
43. Railwatch – No131, April 2012
44. Black Forge Art – letter addressed to Mayor re introducing their business
45. Bus Infrastructure Project Officer, West Sussex County Council – email re: Bus Shelter Grant Scheme – 2012/2013. Offer of grant towards purchase of new non-advertising shelters and application pack for same. Deadline for submission of application forms is Friday 11<sup>th</sup> May 2012
46. ADC – email information and press release re New Crime Website Encouraging Arun to Interact
47. The Queen Elizabeth II Fields Challenge – letter re safeguarding sports pitches playgrounds etc during the Jubilee Year
48. Southern Rail – Stakeholder brief February/March 2012
49. Landscape & Amenity – email digital eBulletin March 2012