



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 28TH MAY 2012

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. P. Dillon, W. Toovey and
P. Wells (from Minute 6.)

IN ATTENDANCE: Mrs. S. Holmes. (Head of Street Scene and Leisure Services)
Mrs. L. Gill. (Clerical Assistant)
Two members of the public and two councillors in the public
gallery for part of the meeting

The Meeting opened at 6.30pm

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 14th May 2012.

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

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. E. Anderson and J. Lawrence.

3. **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.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th MARCH 2012

The Minutes of the Meeting held on Monday 26th March 2012, were agreed as an accurate record and were signed by the presiding Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Meeting was **ADJOURNED** at 6.35pm.

A member of the public spoke about issues regarding the lack of refuse bins and recycling bins along the promenade. The Chairman agreed that the points raised would be considered at the appropriate Agenda item.

The Meeting re-convened at 6.45pm.

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

6.1 26th March – Min. 105.3 Commemorative Clock

The planning application has been sent to Arun and is currently in the statutory publicity and consultation period. A decision should be made by 25th June at the latest.

6.2 26th March – Min. 112 Update on Steyne Gardens

A response has been received from Arun regarding the formation of a “Friends of Steyne Gardens” group. They have reported that they have recently had 3 new friends groups start up – Bognor Community Gardeners, The Greener Bognor Network and the Maltravers Community Orchard in Littlehampton and their time has been taken up supporting these new groups. They also have the In Bloom and Green Flag judging coming up and once this has finished they will look again at turning their attention to Steyne Gardens.

6.3 26th March – Min. 113.5 Hanging Baskets for Bognor Regis Museum

As agreed at the last meeting a letter has been written to the Museum, advising them of the Committee’s decision that the Council would purchase and install 4 cup and saucer type hanging baskets but that the Museum would have to maintain and water them. The Museum had indicated that they would be unable to commit to this at this time and asked if the offer could be put in abeyance. A Councillor stated that he had offered to fit a watering system at the Museum if the Museum purchased one.

6.4 26th March – Min. 115 Update on Business Survey, Town Centre Study and Action Plan

The work on the Town Centre Study is continuing. Town Force has not yet undertaken the removal of the redundant metal-work over the shops, as they are now busy planting but this will be done as time permits. Two meetings of the new Town Centre Traders Group have been held, both of which have had about 15 or so businesses in attendance. It has been made clear that if the free parking is to continue, it will be necessary for this group to take on the role of raising the contribution from traders. Two of the traders have agreed to take on the roles of taking forward the free parking issue and sorting out Terms of Reference for the group.

6.5 31st May 2011 – Min. 6.5 Plaque for Sun Sculpture

The new plaque for the sculpture has been delivered and arrangements will be made for it to be laid. The license from WSCC is also in place.

7. APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES

7.1 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, 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. V. Johnson, P. Ledword and Miss S. Trodd (allotment tenant representatives).

7.2 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 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, B. Whiffin, Ms. H. Wilson and/or O. Handson (ADC Senior Community Parks Officer and Parks Manager).

7.3 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 a Chairman for this Working Party will be undertaken at the first meeting.

8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEE/SUB-COMMITTEES/WORKING PARTIES AND UPDATE IF REQUIRED

8.1 Environment & Leisure Committee

The Committee considered the current Terms of Reference and approved the following amendments:

Item h to read: "All issues relating to the provision, maintenance, sponsorship and promotion of the Town's Christmas lights and maintenance of the High Street Pea Lights where delegated authority has not been given to a Sub-Committee/Working Party"

SUB-COMMITTEES OF ENVIRONMENT AND LEISURE

To read: "There are two Sub-Committees of Environment and Leisure and one Working Party, details as follows:

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

8.2 Allotments Sub-Committee

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

8.3 Christmas Illuminations Sub-Committee

The Committee was requested to consider the draft Terms of Reference for the new Christmas Illuminations Sub-Committee. It was **RESOLVED** to **APPROVE** the Draft Terms of Reference as listed:

TR4C CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

- i. The Sub-Committee to deal under delegated powers within the Budget set by the Environment and Leisure Committee with all issues relating to the provision and maintenance of Christmas lights.
- ii. To investigate ways of promoting the Christmas lights in the town through sponsorship schemes
- iii. Deal with issues relating to the maintenance of the High Street Pea Lights

8.4 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

It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the additions as detailed above are made to the Terms of Reference for the Environment and Leisure Committee SO18.4 refers.

9. TO NOTE AND CONSIDER THE RESOLUTIONS PASSED AND ISSUES RAISED AT THE ANNUAL TOWN MEETING OF ELECTORS REFERRED TO THIS COMMITTEE INCLUDING:

9.1 **Resolution: ‘The Town Council to look into how the area around the Railway Station could be better regenerated, by looking to improve and find the best use for this area.’**

Following a discussion regarding the area around the Railway station and the station forecourt Members **AGREED** a meeting with Southern Rail be sought to discuss the issues. The Committee requested that the Head of Street Scene and Leisure Services contact R. McMann to ascertain who is responsible for the building and arrange a meeting with them and the Committee.

9.2 **Issue: Request for an increase in refuse collection points for recycling, particularly in the area near the beach.**

A Member reported that Arun District Council had previously tried putting recycling bins on the seafront but these had not been used correctly and had been removed. Now that people are more used to recycling this may be worth trying again. It was noted that in previous years there were teams litter picking along the beach but this did not seem to be the case this year. It was also noted that the beach has been awarded the Blue Flag again this year. This should have certain criteria regarding litter. It was suggested that signs could be put up encouraging people to put their rubbish in a bin. Councillors **AGREED** that the Head of Street Scene and Leisure Services write to Arun District Council to request consideration of extending the refuse contract and including recycling bins along the seafront, also providing cleansing services along the beach all year round not just the recognized season of 1st March to 31st October as Bognor has visitors and tourist activity on any fine day throughout the year.

9.3 Issue: The Railway Station office's opening hours

A letter had been received from a resident who had had difficulty purchasing a ticket from the vending machine with her Senior Citizen's Rail Card and the office was closed. Members **AGREED** this issue be raised in a letter to Southern Rail.

9.4 Issue: The loss of benches and bins near the skate park, at Rock Gardens

Members felt that due to the loss of street furniture over the years they would like to invite the new Chief Executive of Arun District Council to walk the area and to discuss these issues. It was **AGREED** that the Head of Street Scene and Leisure Services should write and invite him to do this.

10. UPDATE ON REPLACEMENT/REPAIR OF UP-LIGHTERS AND PEA-LIGHTS BOGNOR REGIS HIGH STREET, MIN. 106 REFERS, INCLUDING CONSIDERATION OF RECOMMENDATION TO P & R COMMITTEE FOR FUNDING FROM THE ROLLING CAPITAL PROGRAMME FOR ADDITIONAL COSTS FOR REPLACEMENT OF UPLIGHTERS.

The Head of Street Scene and Leisure Services reported that the pea lights have now been replaced and requested Members decide what hours they should be lit. It was decided to light them from 9.00pm to 12.00pm starting from 1st June.

Following discussion it was **RESOLVED** to **RECOMMEND** to Policy & Resources Committee that £150 be paid from the Rolling Capital Programme for the additional cost for repair of cabling to the up lighters.

11. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING: FURTHER CONSIDERATION OF ALLOCATION FOR 2011/2012 AND ANY NEW PROJECTS FOR CURRENT YEAR

At the Environment & Leisure meeting of 26th March it was agreed that the following amounts should be Earmarked from the 2011/2012 budget:

Orchard Ward £337.50 – for bench at playing field Corbishley Road (it has now been established that this area is just outside of Orchard Ward but would still benefit residents of the Ward)

Marine Ward £500 for replacement bench on the Prom or by Aldwick Road shops

Hotham Ward £500 for trees at BT site

These projects now need to be confirmed or the money will have to be returned to reserves. It is not likely that the Hotham Ward project can proceed, as we have not received a response from BT.

There are also balances of Ward Allocation Budgets from 2009/2010 and 2010/2011 as follows:

Marine Ward - £328.51

Hotham Ward - £75.50

Pevensey Ward - £701.79

The Head of Street Scene & Leisure Services had been advised by the Town Clerk that these balances could, subject to agreement from all Ward Councillors and on this occasion only be used for an alternative project or added to the respective projects above. Otherwise the funds will be returned to reserves.

Following a discussion and some suggestions from Councillors, it was **AGREED** that Members would discuss possible additional projects or enhancement of the projects already identified with their fellow Ward Councillors in time for consideration at the next Environment & Leisure meeting. If no projects are agreed at that meeting the funds will go back into reserves.

12. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 20TH MARCH 2012 AND 19TH APRIL, INCLUDING: RECOMMENDATION TO MOVE LAVENDER TO REAR OF BOATS ON THE CHICHESTER ROAD ROUNDABOUT AND TO CONSIDER RECOMMENDATIONS FROM THE MEETING ON 24TH MAY 2012, TABLED AT THE MEETING

- 12.1** It was **NOTED** that the Resolutions, Recommendations and Reports made at the meeting held on 20th March had been **APPROVED** at the previous meeting, despite the Notes of the meeting not being available.
- 12.2** Following discussion it was **RESOLVED** to **ACCEPT** the recommendation to move or replace the lavender to the rear of the boats on the Chichester Road roundabout.
- 12.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 20th March 2012 and 19th April 2012, subject to any amendments decided upon at this meeting, previously circulated – Appended to file copy of Minutes.
- 12.4** **In Bloom Working Party, 24th May 2012. Recommendation for funding for Elfin Grove Planter.** The Working Party has already arranged to Earmark the £229 balance of the 2011/12 Environmental Projects budget for the Elfin Grove Planter but it is estimated that up to £400 may be required. Final costings of materials are still being investigated. In seeking a source for this, the Earmarked reserves of £1000 for Mons Avenue Planters has been identified as a project that is now extremely unlikely to reach fruition: This was a potential project from several years ago that was to be undertaken in partnership with WSCC. Now that a separate review of town centre regeneration has recently been undertaken with ADC, and separate funding sources identified, it seems improbable that the Mons Avenue Planters project would progress. It is understood that the Environment & Leisure Committee would be likely to return this money back to Town Council General Reserves in the absence of uptake. The BRIB Working Party therefore recommend that a maximum of £400 be allocated as an Earmarked Reserve fund for the Elfin Grove planter project and that any unspent of that £400 be returned to the Town Council General Reserves together with the remaining £600 unspent from the Mons Avenue Planters Earmarked Reserves figure.

Members **RESOLVED** to **APPROVE** the sum of £400 be earmarked to complete this project providing the local residents agree to the upkeep of the planter, with any unspent funds returned to General Reserves.

13. CONSIDERATION OF LETTER FROM WEST SUSSEX COUNTY COUNCIL REGARDING COMMUNITY FLOOD PREVENTION FUND

Two e-mails had been received from WSCC regarding flooding. One in regard to the recently announced multi-million pound ‘Kick Start’ programme for the local economy with £1.5 million being allocated to a ‘Community Flood Prevention fund’ requesting the Council submit their priorities with regard to flooding issues.

The second e-mail was regarding the gully-emptying program, seeking input from local Councils to assist with indentifying gullies that need attention, to prevent flooding and on-going problems. Blocked gullies will then be targeted for clearing by their new contractor Balfour Beatty Living Places.

The Correspondence was **NOTED**.

14. **REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT THE MUSEUM FOR THE 2012 SEASON**

The Committee **AGREED** to release the funding agreed in the budget.

15. **TO RATIFY DECISION ON CONSULTATION BY WEST SUSSEX COUNTY COUNCIL RE REQUEST FOR TOURIST SIGNS ON THE HIGHWAYS FOR BUTLINS WAVE HOTEL**

The WSCC consultation regarding the request for Tourist Signs on the Highway for Butlins Wave Hotel, which had been previously circulated, was discussed. Members **RESOLVED** to **APPROVE** the response to the consultation expressing some concern about the amount of street furniture, but apart from this the Head of Street Scene and Leisure Services had advised WSCC that the Council had no objections to these signs.

Notification had also been received from WSCC regarding new signage for the Museum. This was **NOTED** by the Committee.

16. **TO CONSIDER ARUN DISTRICT COUNCIL PUBLIC CONSULTATION QUESTIONNAIRE ENTITLED 'YOUR COUNCIL 2013-2017'**

Following a discussion on the questions in the public consultation questionnaire, members **AGREED** that the Head of Street Scene and Leisure Services should respond to Arun that the Town Council was concerned that many of the questions were misleading.

17. **REQUEST TO WEST SUSSEX LIEUTENANCY OFFICE FOR A LOCAL REPRESENTATIVE TO ATTEND A COMMITTEE MEETING TO GIVE OVERVIEW OF THEIR ROLE**

It was **AGREED** to invite a representative to give an overview of the role of the West Sussex Lieutenant.

18. **CONSIDERATION OF INVESTIGATING THE FORMATION OF AN ARUN DISTRICT BRANCH OF THE SUSSEX ASSOCIATION OF LOCAL COUNCILS**

Members discussed the formation of an Arun District branch of the Sussex Association of Local Councils. Other districts in West Sussex have local branches but Arun does not. It was **AGREED** that the Council write to neighbouring Parishes in the Arun District to invite them to form a group.

19. **TO NOTE EARMARKED RESERVES AS AT 31ST MARCH 2012**

Copies of the Committee's Earmarked Reserves up to and including 31st March 2012 had previously been circulated and were **NOTED** – Appended to file copy of the Minutes. The Head of Street Scene and Leisure Services reported that the sum of £4,264.60 which had previously been earmarked for Environmental Project Surplus for bins is now unlikely to be used. Following discussion it was **AGREED** to earmark this money for work to be undertaken in the Town Centre as part of the Town Centre Strategy.

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

There were no items for inclusion.

21. **REPORTS:**
(A) FINANCIAL REPORTS

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

(B) ANY OTHER REPORTS

No further reports.

22. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence – **APPENDED** to file copy of the Minutes.including the additional item.

Changes to National Express Coach Service 027 from Bognor Regis to London.

Previously copied to Councillors.

The Meeting closed at 8.38 pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 28TH MAY 2012

1. Bognor Regis Seafront Lights – letter from Greg Burt to thank the Town Council for financial support
2. ADC - rubbish and recycling collections over Easter and May Bank Holiday poster and e-mail with information
3. Accord – poster advertising their Spring Festival on Saturday 21st April
4. Portsmouth Water Ltd – letter regarding ‘Working with us as the Drought Continues’
5. Gala Lights – Spring Sale
6. Antony Merlyn – re Thameslink Franchise Bid
7. The Birmingham Mint – email re medals being produced for local councils as a memento of the Diamond Jubilee
8. Landscape & Amenity – email with link to Latest Video Update
9. Glasdon – catalogue of products for Town Councils
10. The Railway Development Society Ltd – Annual Report and Financial Statements
11. National Piers Society – Letter re their 29th Annual General Meeting on Saturday 12th May 2012
12. Sustainable Business Network – email from Rowan Wallis: Update – April
13. Woodhouse – email with their Illuminate, lighting the landscape April 2012
14. Bognor Regis Meteorological Observations March 2012
15. Lite Ltd – email re Ultra Bright MaxiLED lights
16. TDH Group – email marketing Jubilee Bunting and Street Party Supplies
17. PJ Drew (Engravers) Ltd – publicity material for Jubilee signs
18. Landscape & Amenity – email Product update, April 2012
19. Piers magazine – Issue no 103 Spring 2012
20. The Birmingham Mint Ltd – information on The Queen’s Diamond Jubilee commemorative coin for sale
21. Landscape & Amenity Product eBulletin
22. ADC – copy of response to Mrs Y Willard re toilet closure in Marine Park Gardens
23. Flags & Flagpoles – Olympic Merchandise now available
24. Active & Healthy Workplace – Grant Scheme information and application form
25. Stakeholder Brief – April/May 2012
26. National Express - Coach Service 027 from Bognor Regis to London withdrawal (copied to all Councillors)
27. WSCC – email re West Sussex Tree Wardens Network
28. Active Sussex – email from Isabelle Swan re Community Games
29. WSCC – email re Bus Shelter Grant Scheme
30. ADC – email Sea Water Quality in the Arun District