



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON TUESDAY 26TH MAY 2015

PRESENT: Cllrs. D. Barnes, J. Brooks, J. Cosgrove (from Min. 3), P. Woodall and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. R. Hambleton (Committee Clerk)

The Meeting opened at 6.32 p.m.

In the absence of both the Chairman and Vice-Chairman, it was **RESOLVED** that Cllr. D. Barnes take the Chair for this meeting.

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 18th May 2015.

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

The Chairman welcomed those present. Apologies had been received from Cllrs. Dillon, Gardiner and Toovey.

3. **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.

Cllr. Cosgrove declared an Ordinary Interest in any matters relating to the Number 18 Project or youth provision.

4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 23RD MARCH 2015**

The Minutes of the Meeting held on the 23rd March 2015 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public in attendance.

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

23rd March – Min. 104.1: Public Realm. A Member remarked on the Public Realm meeting which is to be held on 10th June and asked whether this was a meeting of the old Public Realm Group, which included Members. The Head of Street Scene & Leisure Services confirmed the meeting was to take place but that it would just be a Members Briefing.

23rd March – Min. 104.2: Traders Group. It was noted that the Traders Group had discussed the issue of street drinkers. A Member commented that there were similar issues in the Sunken Gardens and also Hotham Park. There was discussion on a possible storage area / storage solutions for use by the Community Gardeners. It was understood that an area near to the Hatters had previously been identified for use by the Community Gardeners and the Head of Street Scene & Leisure Services was asked to investigate the current situation.

19th January – Min. 81: Footbridge over the railway line at Longford Road. It had been agreed that Town Force would tidy the area around the footbridge and that Network Rail should be contacted to ask if they would pay towards Town Force time. The Head of Street Scene & Leisure Services reported that a reply had now been received, declining support due to lack of budget.

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: D. Barnes, P. Dillon, Mrs. S. Daniells, G. Jones, S. Reynolds, W. Toovey, Mrs. J. Warr and J. Young.

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.

Mr. Carpenter, Mrs. Griffiths, Mr. Penfold and Mrs. Russell (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: D. Barnes, Mrs. S. Daniells, P. Dillon, Mrs. J. Warr and J. Young.

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, Mr. D. Meagher, Ms. H. Wilson and/or O. Handson (ADC).

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

The Head of Street Scene & Leisure Services referred to her report, which advised Members that all of the Town Council's Terms of Reference were being revised and updated and copies of the new and old Terms of Reference had been included with her report. The new Terms of Reference set out not only what the Committees currently do but also what they have the power, although not necessarily the duty, to undertake if the Council so wished. However, some of the powers could only be used with the agreement of other agencies or authorities.

8.1 Environment & Leisure Committee

Following discussion it was **PROPOSED** that Section 7 should refer to Children and Young People rather than just Young People. It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that this amendment should be made to the Terms of Reference.

8.2 Allotments Sub-Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

8.3 Bognor Regis in Bloom Working Party

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

8.4 Following discussion on the Terms of Reference, a Member commented on Section 8, Housing. He asked if the Head of Street Scene & Leisure Services could contact the National Association of Local Councils to ask how other parish and town councils dealt with the issue of affordable housing provision.

8.5 Comment was also made on Section 11.2, the provision of street furniture. Members noted how important the provision of seats was.

9. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2015/2016 BUDGET

The Head of Street Scene and Leisure Services advised Members that each Ward was allocated a sum of money, to be spent for the benefit of people in each Ward. Due to the increase in the number of Wards to 6, the amount for each one had been adjusted and details were given in her report. Members were advised that any ideas for expenditure should be discussed with all their other Ward Members, who would need to sign the appropriate form. Once this was done, the proposal would be brought to this Committee for agreement.

10. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 17TH MARCH 2015 AND THE NON-QUORATE MEETING OF THE 21ST APRIL 2015

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 17th March 2015 and the non-quorate meeting of the 21st April 2015.

10.1 Members **RESOLVED** to **APPROVE** the costs of a £5.00 gift voucher from the Competition Expenses Budget to replace a faulty raffle prize won at the 2014 BRIB awards evening.

10.2 Members **RESOLVED** to **APPROVE** £25.00 plus VAT for new signage and £7.94 for refreshments from the 2015/16 Environmental Project Budget for the BT Site planting.

11. CONSIDERATION OF REQUEST FROM BOGNOR REGIS MUSEUM TO APPLY FOR A LICENCE ON THEIR BEHALF TO RE-SITE AN OLD GAS LAMP AND POST OUTSIDE THE MUSEUM IN WEST STREET

The report from the Project & Street Scene Support Officer was **NOTED**. A Member asked about a Risk Assessment for the project and it was noted that the Museum would be indemnifying the Town Council. Following discussion it was **RESOLVED** that the Town Council would be willing to hold a licence for the lamp in name only, on behalf of the Museum.

12. CONSIDERATION OF WAY FORWARD FOR CHRISTMAS ILLUMINATIONS 2015 INCLUDING NOTES OF THE MEETING WITH ELECTRICAL CONTRACTOR HELD ON 14TH APRIL 2015

The report from the Head of Street Scene & Leisure Services was **NOTED**. It was confirmed that funding was being sought to enable the purchase of 9 reconditioned garland style LED wreaths being offered by the Electrical Contractor which could possibly be installed in Aldwick Road. It was suggested that the traders in Aldwick Road could be approached to assist with funding. It was also reported that under the Council's Financial Regulations, three quotes are to be obtained for the services of an electrical contractor for a new three year contract. A Specification is currently being prepared. Members will be advised when the quotes have been received.

It was **RESOLVED** that the Christmas Illuminations switch-on would be on Saturday 28th November.

The Head of Street Scene & Leisure Services also reported on a competition being run by Blachere Illumination, giving towns the opportunity to win £10,000 of new Christmas lights. The Committee **AGREED** that the Town Council could enter this competition.

13. CONSIDERATION OF REQUEST FROM A MEMBER OF THE PUBLIC FOR THE INSTALLATION OF A LITTER AND DOG BIN

The Head of Street Scene & Leisure Services report gave the background to the issue of requests for new litter and dog bins. Members noted that the Council did not have a budget for the provision and on-going maintenance of bins and it was therefore **AGREED** that all future requests for new dog and litter bins should be referred to the District Council without previous referral to the Environment & Leisure Committee. Members also **AGREED** that a letter should be sent to the member of public who

had requested new bins, explaining that regretfully the Town Council was unable to assist.

It was also suggested that it would be useful to know where all of the litter and dogs bins are in the town and it was **AGREED** a letter should be sent to ADC requesting this information.

14. TO CONSIDER MEMBERSHIP OF NEW ADC/BRTC PUBLIC CONVENIENCES WORKING PARTY

The report on the Public Conveniences Working Party was noted. A Member commented on the Community Toilet Scheme and that he would be giving a presentation to the next Traders Association on this matter. ADC had previously made available the sum of £10,000 to support such a scheme but this funding had been used instead to keep open the toilets on the seafront.

A Member reported that he understood Arun are currently looking at the issue of the public toilets and considering whether to spend in the region of £200,000 or to go out to a private company.

It was **RECOMMENDED** to Council that the following Members should be the Town Council's representative on the ADC/BRTC Public Conveniences Working Party: Cllr. J. Brooks, Cllr. J. Cosgrove and Cllr. P. Woodall.

15. CONSIDERATION OF PROPOSAL RECEIVED BY ADC TO SITE A CHILDREN'S RIDE ON THE PROMENADE FOR THE SUMMER SEASON

Members **NOTED** the report on the proposed new children's attraction on the seafront and **RESOLVED** to support this added attraction.

16. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS AND BOGNOR REGIS TRADERS ASSOCIATION – MIN. 104 REFERS

Members **NOTED** the report on the Public Realm and Traders Association. It was further noted that all Town Councillors had been invited to attend a Members Briefing on 10th June, which will provide an update on the Public Realm works.

A Member commented on the state of the station itself and that work needed to be done to improve and upgrade the facilities. The Head of Street Scene & Leisure Services reported that Southern Rail are currently in the process of putting together plans to improve the station concourse and re-instate some of the areas that had been allowed to deteriorate.

A question was asked regarding the enforcement of the new parking discs. The Member had spoken to some of the Enforcement officers who had reported that the public were still using the old yellow discs but they had not been instructed to issue fines for this. The Head of Street Scene & Leisure Services reported that it was her understanding that the period of grace would only be for the first two months of the year and it was also confirmed that people had been fined for not using the 2015 disc. This matter will be taken up with Arun to ensure that enforcement is now taking place.

17. FIRE SERVICE CUTS UPDATE INCLUDING DETAILS OF APRIL NEWSLETTER MIN.107 REFERS

Members noted the report regarding the proposed Fire Service cuts, including the email and newsletter received on the matter. Members commented that it was an important issue and that there were arguments on both sides that needed to be considered. A Member suggested that this matter could be the subject of a special

electors meeting, where both sides could be invited to put their case. It was also suggested that it may be something for JWAAC to consider.

Following discussion it was **RESOLVED** to **RECOMMEND** that this matter be considered by Council.

18. REPORTS:

18.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

18.2 ANY OTHER REPORTS

There were no other reports.

19. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated. The following additional correspondence was **NOTED**:

1. Email regarding Sustainable Transport 2015 Conference 8th September
2. Email with latest offers from Glasdon UK Ltd
3. Email with Minutes of ADC Emergency Planning Local Partners liaison meeting – attended by Project & Street Scene Support Officer
4. Email with report from the Chairman of the Number 18 Project regarding youth provision in Arun – copied to all Councillors
5. Email from ADC giving details of the Bognor Regis Public Realm Briefing for Members – copied to all Councillors
6. April Weather Report from Town Council website. Members were advised that this could be found on the Town Council’s website under Tourist Information – Weather – Weather reports. New monthly reports are posted in the first week of each month.

The Meeting closed at 8.11 p.m.