



BOGNOR REGIS TOWN COUNCIL

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MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE

HELD ON MONDAY 16TH MAY 2016

- PRESENT:** Cllrs. T. Gardiner (Chairman), J. Brooks, P. Dillon (until Min.19), D. Maconachie, M. Smith and Mrs. J. Warr
- IN ATTENDANCE:** Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. L. Gill (Committee Clerk)
1 Member of the Press in the Public Gallery
1 Councillor in the Public Gallery
1 Member of the Public in the Public Gallery (from Min.7)
ADC Emergency Planning Officer (until Min.8)

The Meeting opened at 6.30 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. D. Maconachie elected Vice-Chairman of this Committee at the Annual Council Meeting on 9th May 2016.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and thanked the ADC Emergency Planning Officer for attending. Apologies had been received from Cllrs. S. Goodheart, due to illness and P. Woodall who had a prior engagement. No apologies had been received from Cllr. D. Barnes.

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.

There were no declarations of interest made at this point in the Meeting.

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21ST MARCH 2016

The Minutes of the Meeting held on the 21st March 2016 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no public questions at this time and no written questions had been received.

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

21st March 2016. Min. 108. Report on gateway signage - request from WSCC to repaint the gateway signage to match the public realm works. A Member enquired whether there had been any progress on this. The Project and Street Scene Support Officer advised him that the work was ongoing and Members will be notified when completed.

21st March 2016. Min. 117. Consideration of installation of microphones in the Council Chamber. A Member enquired whether the £500 previously earmarked to investigate the provision of enhanced sound in the Council Chamber was still being held for this project in the future. This will be investigated and Members advised accordingly.

7. ARUN DISTRICT COUNCIL, PRESENTATION FROM AN OFFICER TO ADVISE ON ADC'S EMERGENCY PLANNING, IN PARTICULAR THE PROCEDURES IN THE EVENT OF FLOODING, AND TO ADVISE ON THE REPORTING PROCEDURE AND CONTINGENCY ARRANGEMENTS FOR THE TOWN

The Committee **RESOLVED** to adjourn the Meeting at 6.35 p.m. A presentation was then given by the ADC Emergency Planning Officer. Members asked whether the Town Council has any obligations regarding emergency planning. The Emergency Planning Officer advised that Town and Parish Councils have no obligation but would be advised in the event of an emergency situation. The Emergency Responders contact details will be made available for the Council.

The Chairman thanked the Emergency Planning Officer for his presentation.

The Meeting was reconvened at 7.22 p.m.

Following the presentation Councillors discussed what steps Bognor Regis Town Council could take to assist. Members were asked to identify areas and review again in six months.

8. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS

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: K. Batley, Mrs. S. Daniells, P. Dillon, S. Reynolds, Mrs. J. Warr and P. Woodall.

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, Mr. Penfold, Mrs. Russell and Ms. S. Trodd (allotment tenant representatives).

8.2 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

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

Membership: Cllrs: K. Batley, Mrs. S. Daniells, P. Dillon and Mrs. J. Warr.

Consideration of the appointment of a Chairman for this Working Group 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 and Mrs. P. Keane. Due to staff changes an ADC representative will be invited later.

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

9.1 ENVIRONMENT & LEISURE COMMITTEE

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

9.2 ALLOTMENTS SUB-COMMITTEE

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

9.3 BOGNOR REGIS IN BLOOM WORKING GROUP

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

10. YOUTH SERVICES INCLUDING: UPDATE FROM CHAIRMAN – E&L MIN. 105, 21ST MARCH 2016 REFERS. SET UP FEASIBILITY STUDY AND TERMS OF REFERENCE

The Chairman reported that he had met with volunteers from the 39 Club and was liaising with WSCC through the Project and Street Scene Support Officer to resolve the ongoing problem regarding the leasing arrangements. He is also actively seeking a meeting with the new Cabinet Member for Children Start of Life to further discuss and progress further opportunities to work in partnership with WSCC to enable provision of an open access youth service.

It was **AGREED** to continue to seek a response from WSCC before setting up the feasibility study and Terms of Reference.

10.1 MOTION REFERRED FROM TOWN COUNCIL MEETING 9TH MAY 2016, PROPOSED BY CLLR. J. COSGROVE TO CONSIDER THE PROPOSAL TO EXAMINE LOCAL PARTNERSHIP WORKING TO DELIVER YOUTH SERVICES IN THE TOWN INCLUDING: CONSULTING YOUNG PEOPLE AS TO THEIR WISHES WORKING WITH OTHER PARISH-LEVEL COUNCILS IN THE URBAN AREA AND WITH VOLUNTARY GROUPS AND THE DISTRICT COUNCIL NEGOTIATING WITH THE COUNTY COUNCIL TO CONSIDER A SUITABLE PROCESS AND TIMESCALE AND TO RESOLVE ACCORDINGLY

The report by the Project and Street Scene Support Officer was **NOTED**.

The Committee **RESOLVED** to adjourn the Meeting at 7.40 p.m. to allow a Councillor in the Public Gallery to speak on this item.

With the huge loss of youth provision he believed there should be a consultation with young people to see what they wanted in the form of provision. The Local Education Authority (LEA) should consult with others who can deliver services if they cannot. One way forward would be to talk to young people, Providers, the District Council and the LEA. Provision such as Scouts and Guides were popular but generally used by young people whose parents had attended themselves and who could afford the uniform and other costs. The focus should be on providing something for the children who slip through the net and do not want to be part of an organisation. Whilst Youth Provision is not a statutory obligation of the Town Council he believed it should be considered and a Working Group set up to progress this matter.

The Meeting was reconvened at 7.55 p.m.

Following discussion Members **AGREED** that it was important to have discussions with WSCC and the LEA prior to setting up a Working Group and to consult with young people and other agencies in order to be able to advise on what is possible. The Chairman will continue to work with the Project and Street Scene Support Officer to seek dialogue with WSCC and the item will be reviewed at the next Meeting.

11. UPDATE ON RESPONSE FROM ADC IN RESPONSE TO LETTER SENT 12TH APRIL 2016 CONCERNING TOILETS ON THE PROMENADE AND PROVISION OF PUBLIC CONVENIENCES ACROSS THE DISTRICT

The Project and Street Scene Support Officer reported on the response from ADC. They are aware of the concerns and issues regarding the closure of toilets on the promenade and have a meeting in June to deal with this issue. No decisions can be made until after this meeting. Members suggested that if there is no possibility of the toilets being opened on grounds of anti-social behaviour, ADC should at least provide portable toilets until a permanent solution is agreed. Following the ADC meeting in June the Project and Street Scene Support Officer will report back to the Committee on their findings.

12. TO CONSIDER SEEKING IMPROVEMENTS TO THE FITZLEET CAR-PARK AND TO REQUEST INFORMATION FROM ARUN REGARDING MONTHLY CAR-PARKING TICKET SALES

A Councillor reported a list of items he had recorded as untidy or faulty in the Fitzleet car park. These included poor or faded signage, fading parking bay marking, glass door panels replaced with board, dirty stairwells, poor lighting and lifts often out of service. With car park charges having been increased Members felt this was not acceptable.

It was **AGREED** that the Project and Street Scene Support Officer would write to ADC on the Committee's behalf regarding the Committee's disappointment at the service received and listing all the items requiring attention.

It was further **AGREED** that ADC should be asked to provide monthly reports on ticket sales and usage of car parks in the town.

13. UPDATE ON CHRISTMAS ILLUMINATIONS INCLUDING CONSIDERATION OF ENTRY INTO THE BLACHERE ILLUMINATION 2016 CHRISTMAS LIGHT COMPETITION

The Project and Street Scene Support Officer referred to her report. Following discussion Members **AGREED** to enter the 2016 Blachere Christmas Light Competition. An Officer will submit the entry on behalf of the Town Council. The Committee agreed to support any travel and accommodation costs being paid if the entry was successful and entered into the final judging.

A Councillor reported that the Seafront Lights season was to be extended until October and asked that a letter be sent to the BRSFL Association to thank them and to request a meeting to discuss whether the lights could be turned on during the Christmas period. This was **AGREED**.

14. BOGNOR IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 31ST MARCH 2016

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 31st March 2016.

14.1 Members **RESOLVED** to **APPROVE** the expenditure of £15.00 for the Guides competition prize to be funded from the Competition Expenses Budget, Earmarked Reserves.

14.2 Members **RESOLVED** to **APPROVE** the cost of £31.20 to purchase pumpkin seeds and £1.98 for the printing of labels for the pumpkin seeds for the 'Grow a Pumpkin for Halloween' competition from the Competition Expenses Budget, Earmarked Reserves.

The Project and Street Scene Support Officer further reported that there are two unadopted pieces of land which the In Bloom Working Group have been researching with a view to adopting them. One now appears to be owned but ownership has not been confirmed for the other. Following discussion it was **AGREED** that the Bognor in Bloom Working Party should maintain the small piece of land pending further efforts to ascertain its ownership. If ownership cannot be established, the Town Council will adopt this piece of land. In the event of this happening, Members were asked if they would consider this plot becoming part of the Royal British Legions Centenary Fields Perpetual Remembrance areas. This was also **AGREED**.

15. REPORT ON MEMBERSHIP OF LOCALITY AND THE SERVICES IT PROVIDES

The report from the Project and Street Scene Support Officer was **NOTED**.

16. RATIFY PAYMENT OF £416.67 +VAT FOR RENEWAL OF ANNUAL MEMBERSHIP OF LOCALITY

The Committee **RATIFIED** the payment of £416.67 + VAT for renewal of the Annual Membership of Locality.

17. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2016/2017 BUDGET

Members were reminded that they have Ward Allocation Budgets for Environmental projects for 2016/17. The Project and Street Scene Support Officer provided Councillors with a simple spreadsheet showing what money is currently in the budget and what has been earmarked for projects from the 2015/16 budget.

18. UPDATE FROM COUNCILLORS ON THE SEA DEFENCE CONFERENCE HELD 26TH APRIL 2016

A Member who attended the Conference reported on the event. The main conclusion appeared to be that the tides are moving the shingle eastwards and that this will protect the foreshore. With the exception of the problems with the Pagham spit, nature will be allowed to take its course. The report was **NOTED**.

19. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION, BOGNOR REGIS RAILWAY STATION AND OLD QUARTER WORKING GROUP

Councillors **NOTED** the Project and Street Scene Support Officer's report. Following discussion it was **AGREED** that the Council will adopt the new decorative lights for an initial period of 36 months under the care and labour package paid for by money from the Coastal Communities fund and then review the situation again.

A Member further reported that the clock on the station was still not working despite efforts to get it repaired. The Project and Street Scene Support Officer advised that a meeting with the Bognor Regis Railway Station Project Group will soon be taking place regarding the refurbishment and she will raise this issue then. A letter from the Town Mayor had also been sent requesting that the clock be repaired. This was **NOTED**.

20. TO CONSIDER WSCC CONSULTATION ON PROPOSALS FOR CHANGES TO WEST SUSSEX HOUSEHOLD WASTE RECYCLING SITES (HWRSS)

Members **NOTED** the Project and Street Scene Support Officer's report. Following discussion it was **AGREED** that the Project and Street Scene Support Officer write on the Council's behalf to object to the proposed changes to recycling sites opening hours and days.

21. TO CONSIDER A COMPLAINT FROM A MEMBER OF PUBLIC REGARDING LITTER AND ANTI-SOCIAL BEHAVIOUR IN MARINE WARD

The Project and Street Scene Support Officer referred to her report which was **NOTED**. A Councillor had been to look at the area and it had been cleaned and cleared. Members will check the area regularly and report the condition if it worsens again.

22. REPORTS:

22.1 To note Financial Reports, previously circulated

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

22.2 Any further reports

There were no other reports.

23. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated. A Member drew attention to correspondence item 6. "WSCC email regarding changes to Stagecoach bus routes which will affect Bognor Regis from 29th May 2016" It was noted that there had been no opportunity to comment on these changes which will affect workers and shoppers. The Committee asked the Project and Street Scene Support Officer to write to

Stagecoach to express the Council's disappointment at the lack of consultation and voice their opposition to these cuts.

The following additional correspondence was **NOTED**:

1. 1 Additional Busking Licence Application.
2. ADC Email from Foreshore Officer regarding new short term pollution signs for Aldwick East and Felpham beaches.
3. Email correspondence between a member of the public and BRTC regarding unkempt appearance of buildings in Waterloo Square and the Civic and Support Services Manager's response.
4. WSCC Public Rights of Way: annual works summary 2015.

The Meeting closed at 8.50 p.m.