



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 7th MARCH 2011

PRESENT: Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: E. Anderson, J. Brooks (during Min.121), G. Burt, Mrs. S. Daniells and J. Passingham

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Hambleton (Minute Clerk)

The Meeting opened at 7.05pm

116. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies were received from Cllr. Mrs. Warr and Cllr. Brooks who would arrive late.

117. 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.

117.1 Cllrs. Burt and Passingham, as Members of the Bognor Regis Seafront Lights Working Group, declared a Prejudicial Interest in Agenda item 11 - Environment and Leisure Partnership Projects Budget 2011/2012 - to ratify funding allocation for Seafront Lights

The Committee noted that there were two Declarations of Interest made at this point in the Meeting.

118. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st JANUARY 2011

The Minutes of the Meeting held on Monday 31st January 2011, were agreed as an accurate record and were signed by the presiding Chairman.

119. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

120.1 20th September - Min. 102.1 Olby's Clock and Plaque

The Town Clerk advised that following further investigation it has been confirmed that the synthetic plaque discussed at the last meeting is not heat resistant and therefore is susceptible to vandalism. Anodized aluminum has been suggested as an alternative that can be provided in a gold finish at £35 for the plaque and £45 for the engraving. Members felt the plaque would be more suitable in plain anodized aluminum not gold. It was AGREED to proceed with the purchase of the anodized aluminum plaque to replace the brass one that is badly tarnished.

120.2 20th September - Min. 102.2 Condition of Gloucester Road Telephone Exchange

Concern was expressed about the delays and the continuing deterioration of the Exchange building and surrounding area. It was AGREED the Town Clerk should liaise with Richard McMann for the BT contact details to enable this to be progressed.

120.3 20th September - Min. 102.5 Dog Fouling Stencil

The Town Council had been approached by PCSO Myfanwy Moore who is working with colleagues in Pevensey on a local action team in Hastings Close, Lewes Close and Bramber Close. They are looking to improve the area and hope to reduce anti-social behaviour. As part of the process they would like to use the Town Council's 'Clear it up' dog fouling stencil in the alleyways in the LAT area to show residents that they are serious about making the area better and hopefully get more people involved.

The Town Clerk had contacted W.S.C.C. for their agreement on this. Richard Bennett, from Highways, had no problem with using the stencils at each end of Highway maintainable footways that are remote from the highway. He did have concerns about using them on footpaths that are in the open. The County is keen to discourage sign clutter and he would include signing of this nature in that general term.

However, Mr. Bennett suggested that the footpath linking Hastings Close to Amberley Drive is not W.S.C.C. maintainable though part of it (at the rear of 1-19 Bramber Close) is shown as A.D.C. maintainable. This would be a suitable location if A.D.C. were in agreement. The Town Clerk had written to A.D.C. to seek their agreement to use the 'Clean it up' dog fouling stencil on this footpath at both entrances and is awaiting a response.

120.4 20th September - Min 104 Uplighters - Bognor Regis High Street - Update

The Town Clerk had contacted W.S.C.C. to seek details of the original installer of the uplighters to see if something could be done about the faults. Although she had received the name of the company that it is believed provided the uplighters, they were not the installers. They only market and distribute lighting. Unfortunately the officers who looked after the

scheme's installation have moved on so the Town Council may not be able to pursue this further. It was **AGREED** that this be noted and no further action would be taken.

120.5 20th September - Min. 115.15 Correspondence National Piers Society Membership

The Town Clerk had been asked to enquire about the availability of lifetime membership for next year. The response received was that the current rate for Life Membership is £200. Clearly this can only be applied to an individual member and not a corporate body whose lifespan could be considerably more than that of an individual. This was noted.

120.6 20th September - Min. 111.2 In Bloom Working Party - Three tier planters outside New Look and Vodaphone

Cllr. Passingham had now considered alternative locations for the planters located outside the above premises and suggested that these be moved close to the Welcome signs at the junction of London Road and High Street. It was felt that the planters would enhance this area and make a nice entrance feature. It was **AGREED** that the planters should be moved to the proposed locations on a trial basis to see how this works. The Town Clerk would action this.

121. PLAQUE FOR SUN SCULPTURE - CONSIDERATION OF WORDING AND DESIGN - CLLR. PASSINGHAM TO REPORT MIN.101 REFERS

Cllr. Passingham reported he had undertaken research and learned that the inspiration of the artist, Peter Codling, was the celebration of the Town holding the record for the most sunshine hours on mainland England. This was clearly stated on the artist's website.

Cllr. Passingham therefore suggested that the proposed information plaque to explain the thinking behind the design should be worded: *'SUN SCULPTURE by Peter Codling 2008 - Celebrating Bognor Regis holding the record for the most hours of sunshine on mainland England. Funded by Bognor Regis Town Council & Arts Council of England South East.'*

Members approved the wording and it was suggested that the Clerk should liaise with Richard McMann to confirm the wording is factual in relation to the funding element. Contact would also be made with the artist for his permission and suggestions for fixing the plaque. It was suggested the 'front' of the sculpture was facing The Arcade and it was therefore felt that this is where the plaque should be installed.

Following some discussion on the possibility of relocating the sun sculpture in St. Modwen's future regeneration plans for the town, Members noted that it was hoped there would be some feed back from the Town Council's newsletter seeking the views of the public on any possible relocation/removal.

It was **AGREED** that the Town Clerk proceed with the purchase and installation of an anodized aluminum plaque for the sun sculpture subject to the necessary approvals being received.

122. OAK LEAF TABLE AND CHAIRS UPDATE - CLLR. PASSINGHAM TO REPORT MIN. 103 REFERS

It was noted that the proposed location identified by A.D.C. for the installation of the children's oak leaf table and chairs, was shown on what appeared to be an out of date aerial picture and it was difficult to distinguish the area concerned. Cllr. Passingham had since visited the site and recommended that the table and chairs should be installed to the left hand side of the swings, near the fence, on a grassed area as shown in the picture previously circulated to the Committee. The toddlers should not be in any danger from others using the

swings. It was **AGREED** the Town Clerk would advise A.D.C. of the views of the Committee and arrange for delivery of the table and chairs so they could be installed by A.D.C.'s contractors.

123. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET 2010-2011 - PROPOSALS FOR ORCHARD, HOTHAM, MARINE AND PEVENSEY WARDS INCLUDING APPROVAL TO EARMARK THESE ALLOCATIONS SUBJECT TO SPECIFIC PROJECTS BEING IDENTIFIED - MIN. 109 REFERS

123.1 Hotham Ward

Cllr. Burt reported that Hotham Ward Councillors had agreed that the balance of their 2010/2011 allocation should be used to fund the purchase and planting of trees within their Ward area. W.S.C.C. will supply trees at £100 each and plant these during November/December. The Committee **RESOLVED** to support this proposal and agreed that the balance of the Hotham Ward allocation of £595.00 be earmarked at the end of the financial year to fund this project. Cllr. Burt agreed to provide the Town Clerk with contact details for the W.S.C.C. Arboriculturist who administers this project.

123.2 Orchard Ward

Cllr. Passingham advised that Orchard Ward Councillors had also agreed to use their 2010/2011 allocation for tree planting within their Ward.

It was noted that £1,000, being the 2009/2010 allocation had been earmarked previously to plant a Community Orchard but this had proved too difficult to implement. It had therefore been decided that this funding should also be used to fund this new tree planting project. The Committee **RESOLVED** to support this proposal and agreed that the 2010/2011 Orchard Ward allocation of £1,000.00 be added to the funds already earmarked at the end of the financial year and the allocation from both years be used to fund this project.

123.3 Pevensey Ward

Cllr. Mrs. Daniells reported that Cllr. Dillon had suggested the repair/replacement of public seats within the Ward, details of the exact locations and requirement to be confirmed to the Clerk by Cllr. Dillon in due course. Cllr. Mrs. Daniells confirmed that Ward Members supported this proposal and suggested any remaining funds could be used for tree planting if Pevensey Ward Councillors were all in agreement. The Committee **RESOLVED** to support the repair/replacement of the public seats and agreed that the whole 2010/2011 Pevensey Ward allocation of £1,000.00 be earmarked at the end of the financial year. This would allow for funding of this project (cost as yet unknown) and further liaison to be undertaken with the remaining Ward Councillors on use of the balance remaining.

(Note: Cllr. Dillon has subsequently advised the Clerk of the requirement to fund the purchase of a gate for installation in an alleyway in Wadhurst Close in an effort to curb anti social behavior in this area. Cllr. Dillon has requested that this be funded from the allocation. Liaison will be undertaken with Pevensey Ward Councillors to ascertain their views on this proposal).

123.4 Marine Ward Seat

The Town Clerk gave a report on the seat outside the Quaker Meeting House that was removed by Town Force as agreed at the last meeting. A resident queried with the Council why this had been removed and Cllr. Brooks has liaised with the resident regarding this. The area underneath where the seat used to be located was found to be pitted and Town Force was asked to investigate and reduce any possible trip hazard. The resident then expressed concern

that the Post Crete used did not blend in with the surrounding tarmac so Town Force have been asked to rectify this problem. It has also been agreed that Town Force will pressure wash the wall behind where the seat used to stand to remove the green algae. The cost of Town Force time to undertake these tasks will be taken from the Marine Ward allocation.

Town Force has also been asked to identify a suitable location on the north side of Aldwick Road for the new seat. They have suggested the only suitable location would be between one of the three planters just past the pedestrian crossing as there is already a seat and a bus stop on that side of the road nearer to the traffic lights. Once a location has been identified then this would need to be marked on the map to enable W.S.C.C. to check the suitability and if acceptable, undertake a public consultation.

A quotation had been obtained for a Victorian Heavy Duty seat with the Town Council's name fixed in the end frames. The cost of the seat inclusive of carriage charge but excluding VAT will be £901. If Marine Ward Councillors wish the seat to be in Moss Green RAL 6005 then a further £60 plus VAT would need to be added to this cost. The Town Clerk asked that Cllr. Brooks seek clarification from all Marine Ward Councillors regarding the location and colour of the seat required to enable contact to be made with W.S.C.C. as soon as possible to progress this project. As it is unlikely that the project will be completed by the end of the financial year and the exact costs are as yet unknown, it was AGREED the 2010/2011 allocation would be earmarked to fund this project.

Cllr. Brooks recommend that any balance remaining of the 2010/2011 Ward allocation following purchase and installation of the new seat should be earmarked for future seating. The Committee **RESOLVED** to support this.

124. MAYOR'S GOOD CITIZEN AWARD - TOWN MAYOR TO REPORT

Cllr. Brooks declared an interest in this item and left the meeting during the discussion

The Town Mayor reported on a person she wished to nominate to receive the Mayor's Good Citizen Award for 2011 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 8th 2011. The name of the recipient would remain confidential until this time.

125. PUBLIC CONVENIENCES - RATIFICATION OF SECOND PAYMENT TO A.D.C. OF 2010/2011 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the second payment of the 2010/2011 revenue partnership contribution for the public conveniences.

The Town Clerk was asked to establish a date for the next meeting of the Public Convenience Working Party. It was reported that currently Mr. Kevin Basford had no news but the Town Clerk would press to get a meeting date arranged before the end of April.

126. ENVIRONMENT AND LEISURE PARTNERSHIP PROJECTS BUDGET 2011/2012 - TO RATIFY FUNDING ALLOCATION FOR SEAFRONT LIGHTS AND CONFIRM FUNDING TO BE AWARDED AT THE MAYOR'S CIVIC RECEPTION IN EARLY APRIL 2011

126.1 *Cllrs. Burt and Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights as Members of the Working Group and left the meeting during the discussion on this item*

126.2 It was noted that the budget for the seafront lights had been set at £9,000 for the financial year 2011/2012. Following a brief discussion it was **RESOLVED** that funding to this level should be awarded to the Bognor Regis Seafront Lights Working Group.

126.3 Members also noted that all Town Council grants including Grant Aid, Sponsorship, Cultural and Partnership Projects would be paid out in the new financial year at the forthcoming Mayor's Civic Reception on Friday 8th April 2011. All awards given by the Town Council are subject to receipt of signed certified accounts in accordance with Council procedure.

126.4 *Cllrs. Burt and Passingham returned to the meeting*

127. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 10th FEBRUARY 2011

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 10th February 2011 previously circulated - **Appended to file copy of Minutes.**

128. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 23rd FEBRUARY 2011

It was acknowledged that money was short but one Member made comment that the old zig zag lighting in London Road should be considered for replacement. It would also be helpful to finish the lighting under the canopy in the Queensway.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 23rd February 2011

129. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 15th FEBRUARY 2011

Comment was made about the large water bill received for the Sandringham Way allotments. The Town Clerk advised this was due to an oversight as the water had not been turned off to the allotments over the winter period. However, arrangements had now been put in place to ensure that this would not reoccur.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 15th February 2011.

130. REPORTS:

130.1 Financial Reports

The Committee noted the financial reports, which had been previously circulated.

130.2 Any Other Reports

Visitors Information Centre and Website

Concern was expressed about a local newspaper report and the curtailment of the important tourist service and the effect this would have on the town during the summer season and long term.

Cllr. Brooks had attended the Cabinet meeting where this matter had been discussed and he reported the service would now be extended until June 30th 2011. There are plans to prepare a virtual website to a suitable standard. If the website is not available by the end of June, there will be an extension of time possibly until August 31st 2011.

Comment was made that only 50% of the population have Internet access and it would be difficult for tourists who do not have computers to see the virtual website or learn about the holiday resort.

It was stressed how important the Visitors Information Centre is to the town although it is believed to be a 'loss maker'. It was noted that Arun Arts tried hard to take on this project but the funds were insufficient to make it viable for the theatre. Also an alternative operator was no longer an option.

Marine Ward and Discarded Cycles

It was reported that two bicycles had been left securely fixed to railings in Marine Ward for some considerable period of time. It was felt a grinder may be required to get these released. Cllr. Brooks said he would investigate the cost and if Ward Members were in agreement their removal could be funded from the Marine Ward Allocation. The Town Clerk requested that Cllr. Brooks seek approval from all Marine Ward Councillors for this action to be taken and advise her accordingly.

131. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed previously circulated -
Appended to file copy of Minutes

The Meeting closed at 7.50pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING 7th MARCH 2011

1. Meteorological Report for January 2011 - previously copied to Councillors
2. A.D.C. - email from A.D.C. Landscape Officer advising that the plans for the Seafront Mounds outside Mountbatten Court are progressing well and giving details of the scheme - copied to Councillors
3. Southern Stakeholder Brief for February 2011
4. Bognor CAN - email with details of community event to promote good health and well being on Saturday 19th February - promoted on Town Council notice boards
5. Greening Campaign - 'First round of the Sustainable Communities Act completed'
6. Railway Development Society - Railwatch Newsletter Issue No. 127, April 2011 - copy circulated for each Councillor. Also enclosed copy of railse Railfuture in London and the South East quarterly branch Newsletter Issue No 111, March 2011 and details of A.G.M. and associated paperwork to be held in Brighton on 7th May 2011
7. W.S.C.C. - News Release 'West Sussex bakers are salt savvy'