



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON TUESDAY 31ST MAY 2011

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs: E. Anderson, Mrs. S. Daniells,
Ms. K. Davis, J. Lawrence, Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost. (Town Clerk)
Mrs. S. Holmes. (Head of Street Scene and Leisure Services)
Mrs. L. Gill. (Clerical Assistant)
One member of the Press

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 16th May 2011.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. W. Toovey and a late apology from Cllr. J. Brooks.

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 Deputy Town 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 7th MARCH 2011

The Minutes of the Meeting held on Monday 7th March 2011, were agreed as an accurate record and were signed by the presiding Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present. No written questions received.

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

6.1 7th March - Min. 120.1 Olby's Clock and Plaque

It had been agreed at the March meeting to purchase an anodized aluminium plaque to replace the brass one that is badly tarnished that is located underneath the clock in the High Street. This has now been done. However, to make the letters stand out in black these have been oxidised with chemicals resulting in an additional charge of £20.

6.2 7th March - Min. 120.2 Condition of Gloucester Road Telephone Exchange

The Town Clerk had received an update from Mr. McMann the Bognor Regis Regeneration Task Force Co-ordinator prior to him leaving A.D.C. Negotiations are still ongoing and BT had agreed in principle to A.D.C's use of the external area perhaps as a car park or community garden. The car park option is being looked into by Calvin Baylis at A.D.C to assess the business case to justify or reject the use. Should the option of a community garden be progressed the Parks Department would like to manage this. As a follow up the Town Clerk contacted the Head of Parks and Greenspace at A.D.C. and it is has been confirmed that Parks are looking at options and funding as Calvin Baylis has confirmed that the site is not required as a car park at present.

6.3 7th March - Min. 120.3 Dog Fouling Stencil

Following a request from PCSO Myfanwy Moore for the Town Council's dog fouling stencil to be used on the footpath linking Hastings Close to Amberley Drive, approval had been sought from A.D.C. as this area is maintained by them and the stencil has now been applied.

6.4 7th March - Min. 120.6 In Bloom Working Party - Three tier planters outside New Look and Vodaphone

Following a suggestion that the planters should be moved from outside the above premises and be positioned close to the Welcome/Gateway signs in the High Street outside Clock House Café, this proposal was investigated with W.S.C.C. Highways. It has been established that this location will not be suitable, as a result the planters will now be located on the south side of the pavement outside The WORX and between Clock House Café and the Charity shop. These alternative locations have been approved by W.S.C.C. Highways and a Licence is awaited before the repositioning can take place.

6.5 7th March - Min. 121 Plaque for Sun Sculpture

Following liaison with A.D.C. to clarify the proposed wording in relation to the funding element of the project, names of additional funding partners had been added. Contact had also been made with the artist for his permission and suggestions for fixing of the plaque. The artist has confirmed that he has no objection to a plaque but this should not physically be attached to the sculpture in anyway and should be free standing. He plans to visit the site next month to see if he can repair and reseal the surfaces where necessary so he has advised that he will contact the Town Clerk at this time to discuss this further.

6.6 7th March - Min. 122 Oak Leaf table and chairs

Following the last meeting A.D.C. Parks Department had advised the Clerk that they would not be able to located the table and chairs in the new proposed location next to the swings for the following reasons:-

1. With the existing and recent additions of toddler equipment, a cluster of equipment for that age range has been specifically provided at the eastern end of the play area. Therefore, it is sensible to have the table and chairs associated with that age group
2. It wouldn't be advisable to have toddlers wandering in front of the junior swings
3. Currently, the area next to the swings is the only 'free space' within the fenced area
4. Should any money become available in the future, A.D.C. would be looking to maximise use of this space.

Having liaised further with Members, A.D.C. was asked if an alternative location in the Park could be identified but the response had been that the table and chairs would be best located within the play area, as previously identified. Further liaison with Hotham Ward Councillors was undertaken and it was finally AGREED that these items should be installed in the location identified by A.D.C., associated with the existing toddler equipment.

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: Ms. K. Davis, P. Dillon, T. Gardiner, P. Lee, S. Reynolds, 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 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

It was noted that there is currently one Councillor vacancy on this Working Party which Cllr. Mrs S. Daniells offered to fill.

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.

R. Bennett (W.S.C.C. Highways), G. Burt, Mrs. M. Huntingdon, D. Meagher, P. Mortimer and Ms. P. Dart or her representatives Ms. H. Wilson and/or O. Handson (ADC Senior Community Parks Officer and Parks Manager).

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

8.1 Environment & Leisure Committee, Allotments Sub-Committee and 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

9. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING –

9.1 Update on 2010/2011 allocations

The report from The Town Clerk giving an update on the projects was NOTED. A Councillor asked if it was possible to roll over any underspend to next year. The Town Clerk advised that any money earmarked for a project which had an underspend could be rolled over. However, if a project had not been identified at the end of the financial year any budget underspend would go back into reserves.

9.2 Consideration of any proposals for 2011/2012 for Orchard Ward, Hotham Ward, Marine Ward and Pevensey Ward.

The report from The Town Clerk requesting Councillors give consideration to use of their 2011/2012 allocation was NOTED. Councillors will discuss with the other Councillors in their wards how they would like their allocation spent and bring proposals to the next Environment and Leisure Committee Meeting.

10. CONSIDERATION OF W.S.C.C. CONSULTATION ON POTENTIAL CHANGES TO SUPPORTED BUS SERVICES – COPIED TO ALL COUNCILLORS

There was a discussion on the proposed cut to the no 60 bus route which may affect young people going into and out of town in the evenings and those visiting relatives in Nursing Homes on Sundays. As this is a consultation process a Councillor felt the public should be made aware of the proposed changes and to canvass public opinion. It was AGREED to provide the Observer Newspaper with a Press Release and invite the public to respond directly to the consultation. The decision for phase 1 cuts will be made on 20th June so a response from The Council to West Sussex County Council should be sent before that date. It was also suggested the West Sussex County Council Councillor for the Bognor Area should be encouraged to respond.

11. CONSIDERATION OF PROPOSAL AND OFFER OF FINANCIAL CONTRIBUTION FROM MR K SCUTT FOR A CLOCK TO BE INSTALLED IN THE TURRET OF THE TOWN HALL TO COMMEMORATE THE QUEEN'S DIAMOND JUBILEE IN 2012

Members spoke in support of this proposal and AGREED in principle to accept this offer Investigation into the costs and implications of providing a clock would be undertaken and a detailed report will be submitted to the next Environment and Leisure Committee Meeting.

12. UPDATE ON VIEWS OF RESIDENTS RECEIVED SO FAR REGARDING THE SUN SCULPTURE FOLLOWING CONSULTATION IN TOWN COUNCIL NEWSLETTER - REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

The report detailing the survey results so far was NOTED. A Councillor commented on the dirty state of the pavement surrounding the sun sculpture. The Head of Street Scene and Leisure Services will contact Arun District Council to ask them to look into this as cleansing

of the Town Centre is their responsibility. It was NOTED that the Council had already agreed that no money would be spent on moving the sun sculpture in the present economic climate.

13. CONSIDERATION OF REPLACEMENT OF THE THREE-TIERED PLANTERS THAT HAVE BEEN MOVED FROM THE FRONT OF THE RAILWAY STATION WITH LOW LEVEL WOODEN PLANTERS - MIN 88 REFERS - REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

The report detailing the background to this proposal was NOTED. The Committee SUPPORTED the idea of replacement of the three-tier planters with low level planters in this area. Following some discussion and **RESOLVED** to refer to the Bognor in Bloom Working Party.

14. INVESTIGATION INTO PROCESS OF APPLICATION FOR QUALITY COAST AWARD AND WHAT THE FUTURE HOLDS - REFERRED FROM TOWN COUNCIL MEETING 16TH MAY 2011

It was AGREED to defer this item to the next meeting to allow for more time for research.

15. CONSIDERATION OF INSTALLATION OF FREE CYCLE RACKS WITHIN THE TOWN CENTRE/SEAFRONT AREA AND IDENTIFICATION OF SUITABLE LOCATIONS - REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

There was a discussion about the Rangers report, tabled at the Meeting, and the options for placement of the cycle racks. It was felt that the Station would be a suitable place. Arun will be advised that this is the Council's preferred site.

16. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 17TH MARCH 2011 INCLUDING PROPOSAL FOR HANGING BASKETS AT NEW MUSEUM PREMISES - REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

16.1 There was a discussion on the Head of Street Scene and Leisure Services report and after a lengthy debate on the proposal for hanging baskets at the new Museum premises the Committee **RESOLVED** not to approve the proposal.

16.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 17th March, subject to any amendments decided upon at this meeting, previously circulated – Appended to file copy of Minutes.

17. CHRISTMAS ILLUMINATIONS INCLUDING:-

17.1 *Cllr. Mrs. J. Warr declared a Prejudicial interest in this item as a member of Bognor Regis Seafront Lights Committee and took no further part in this discussion*

17.2 Consideration of the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 27th April 2011

The Committee **RESOLVED** to ACCEPT the Resolutions, Recommendations and Reports from the Minutes of the Meeting held on 27th April 2011. It was further AGREED that the Minutes should be signed by Cllr Mrs J Warr as Chairman of the Sub-Committee as this was now to form part of the Environment and Leisure Committee. The Sub-Committee would no longer exist.

17.3 Consideration of quotation for removal of the existing four crossings of multicoloured bulbs in London Road (one removed at Christmas 2010) and replacement of five crossings with new festoon harness, 2 lamps per metre and fit with LED bulbs in a colour scheme to be approved by the Council

The Committee **RESOLVED** to approve the expenditure of £1075 plus VAT for the works as detailed above.

17.4 Consideration of quotation to remove and replace the three older crossings, install new harness for these matching the design used last year and supply LED bulbs for all five crossings

The Committee **RESOLVED** to APPROVE the expenditure of £1390 plus VAT for the works as detailed above.

17.5 Bognor Regis Seafront Lights - consideration of request that the Council kindly consider making the Colour Converters on the GLS lamps on the existing festoon across old London Road available for their use on the seafront lights if they are to become surplus to requirements

The Committee **RESOLVED** that they would be delighted to support this request.

17.6 Correspondence

The Committee NOTED receipt of the correspondence, including the additional newsletter from Festive News – May 2011 as detailed, previously circulated. APPENDED to file copy of Minutes.

18. REPORTS:

18.1 Financial Reports including to note Earmarked Reserves for year ending 31st March 2011

- (i) The Committee NOTED the Financial Reports, which had been previously circulated.
- (ii) Copies of the committee's Earmarked Reserves up to and including 31st March 2011 previously circulated were NOTED – APPENDED to file copy of the Minutes.

18.2 Any Other Reports

The Chairman reported on items he would like to address during the year including a walk around Bognor Regis with Councillors to identify areas which need attention and understanding the work of Town Force, the Weather Readers and the Foreshore Office.

19. CORRESPONDENCE

The Committee NOTED receipt of the correspondence including the additional items. Southern Stakeholder Brief for May 2011, Seawater Quality up to 16th May 2011, As detailed previously – APPENDED to file copy of the Minutes.

The Meeting closed at 7.40 pm