



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 21ST NOVEMBER 2011

- PRESENT:** Cllr. T. Gardiner (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, Ms. K. Davis and W. Toovey
- IN ATTENDANCE:** Mrs. S. Holmes. (Head of Street Scene and Leisure Services)
Mrs. L. Gill. (Clerical Assistant)
1 Councillor and 1 member of the public in the public gallery for part of the meeting

The Meeting opened at 6.48pm

57. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

58. 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.

59. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26TH SEPTEMBER 2011

The Minutes of the Meeting held on Monday 26th September 2011, were agreed as an accurate record and were signed by the presiding Chairman.

60. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions and no written questions received.

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

61.1 26th September – Min. 45 WSCC Youth Support & Development Service Consultation

Following discussion at the last meeting, a response was sent to WSCC via the website link. The response from the Town Council, based on comments made at the meeting, was as follows:

The Town Council Environment & Leisure Committee considered the above Consultation document at their recent meeting.

They have asked that the following points be noted:

- It was acknowledged that with restricted funds it would not be possible to continue delivering the current range of services for young people in the County.
- It was recognised that priority should be given to those groups with the most need and most likely to offend without support.
- However, it was still important that all young people should have the opportunity to access youth projects.
- Support, including financial, should be channelled into other groups / charities / organisations who are able to offer youth projects.
- Where possible, venues currently used to deliver youth services should retain this function by allowing other services / user groups to share the facilities.
- There should be liaison with PCSOs / Safer Community Team / local residents associations to address localised youth issues. Some funding should be available to these groups to deliver specific outcomes.

61.2 26th September – Min 46 Arun Play Strategy

An email was sent to Arun regarding the issues raised by the Committee regarding the Play Strategy document. These were:

- It was recognised that with the shortfall in funding, resources would need to be allocated to those sites that were identified as being most used/most popular
- However, for areas where it was not possible to replace/repair equipment it was considered vital that these areas remained as spaces for children to play, even without equipment
- It is important that children have areas for outside play, whether equipment is provided or not
- Councillors were concerned at the issue of possibly banning dogs from some of the park / open areas, as it was felt that these areas served a large number of people utilising the space for exercise, with their animal.
- It was however recognised that there are issues for children in areas where dogs are allowed to roam and it was felt that fencing areas for play would be preferable to banning dog walking altogether
- The Council were fully supportive of increasing education for dog owners with regard to their responsibilities – clearing up after their animals and exercising control when they are in a public place

The Town Council were broadly in favour of the Recommendations in the Action Plan, apart from the issue of increasing dog ban areas and restrictions.

61.3 26th September - Min. 50. Adopt a Kiosk Scheme

Confirmation from BT has now been received that the kiosk offered to the Town Council under the 'Adopt a Kiosk' scheme had, in fact, been listed by mistake. Only the old red phone boxes should have been included in the list and the one in Longford Road was put on in error.

61.4 25th July – Min 29. Consideration of Ways to improve Place St Maur Task & Finish Group

At the T & F Group meeting Arun reported that they were considering changes to the planting in the area in the mounds around the Place St Maur. The Council has now received from ADC their initial plans for this area previously circulated. Appended to file copy of the Minutes.

61.5 25th July – Min 30. Requests from Museum for release of funding

The Council has now received a letter of thanks from Bognor Regis Local History Society & Museum for the £3,600 cheque.

61.6 31st May – Min 10. WSCC Potential changes to supported bus services

Updated information has now been received from WSCC regarding the potential changes to the supported bus services. In relation to Bognor Regis, from January 2012 WSCC funding will be withdrawn for the Stagecoach 60 Bognor – Midhurst evening and Sunday services. Sunday buses will, however, continue to operate commercially and evening buses will be withdrawn after 20.45 approximately.

62. CONSIDERATION OF VERSION OF TOWN FLAG FOR PURCHASE BY INTERESTED BODIES, REFERRED FROM FULL COUNCIL. PRESENTATION OR REPORT FROM MR IAN HARDING

The Chairman welcomed Mr. I. Harding and it was agreed he could address the meeting. Mr Harding spoke about the Town Flag which he believed had originally been created for use by the Town and by other interested bodies in the Town who wished to fly it. However a previous Council Administration had decided it should not be made available to other bodies. As a matter of Civic pride he felt he would like to fly the flag and he believed others shared this view. He believed the cost of screen printing flags was not prohibitive and he requested that the Council reconsider their decision.

Following a discussion on the correct usage of the flag and the possibility of using the new Town logo to create a flag which other bodies could use, it was decided that the Town flag bearing the Town Crest should be used only for Civic occasions. Anyone wishing to fly it would need to seek permission from the Council but that it should be considered further whether to produce a flag with the new town logo for members of the public to purchase and fly.

63. UPDATE ON COMMEMORATIVE CLOCK – MIN. 46 REFERS

The Head of Street Scene and Leisure Services referred to her report regarding the order for the new clock. The clock makers had been in touch to say the clock will not be big enough to have the star in the centre, and asked if this was acceptable. Councillors **AGREED** it was acceptable not to have the central star. The Head of Street Scene and Leisure Services will liaise with Arun District Council concerning the installation of the clock with regard to the requirement for planning permission and a licence.

64. UPDATE ON ISSUES REGARDING THE UNTIDY STATE OF CERTAIN ARUN-OWNED PREMISES IN THE TOWN – MIN. 49 REFERS

The Head of Street Scene and Leisure Services referred to her report outlining the recent meeting with Anthony Everitt, Senior Economic Development Officer at Arun regarding the state of all town centre businesses. Following a discussion it was **AGREED** that the Head of Street Scene and Leisure Services should pursue obtaining a list of properties in Bognor Regis which are owned by Arun District Council and liaise further with Anthony Everitt regarding this matter. It was felt that Councillors should keep a watching brief to ensure these properties are scrutinized.

65. TO CONSIDER REPORT ON ‘A LEISURE STRATEGY FOR THE ARUN DISTRICT’

The Head of Street Scene and Leisure Services referred to her report regarding the late invitation from Arun District Council to respond on the strategy. She had contacted Arun to inform them of the Town Council’s concern that they had not been given adequate time to consider their response. As a result of this, it has been agreed that this issue can be debated by this Committee, even though the original deadline has passed.

There was a lengthy discussion on the timescale of the consultation and opportunity for input from the Town Council. Various ideas were considered. It was **AGREED** that the Council should respond to the Consultation to say they would like to see better investment in the facilities the Town already has: Theatre, parks, public toilets, picnicking facilities, connecting up the cycle paths, and a community arts project.

66. UPDATE ON STEYNE GARDENS – MIN. 44 REFERS

The Head of Street Scene and Leisure Services referred to her report, including an email response from Arun regarding the issues Members had previously raised. There was a discussion on the email received from Oliver Handson, Park Manager, Arun District Council and what work and liaison had already been done to improve the area. Members felt all Councillors should be aware of this issue. It was **AGREED** to proceed with option 3.1, to arrange a meeting with Arun to discuss this further. It was **DECIDED** that at this stage ward allocation money should not be earmarked against this project.

67. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING: ANY PROPOSALS FOR 2011/2012 BUDGET FOR ORCHARD, HOTHAM, MARINE OR PEVENSEY WARDS, INCLUDING ALLOCATION OF £200 FOR BOGNOR CAN DISHWASHER – ORCHARD WARD

It was **AGREED** that £200 be allocated to the Bognor CAN dishwasher from the Orchard Ward allocation. Members were reminded to discuss with their fellow Ward Councillors how they wish to spend their Ward Allocation before the end of March 2012 or the Budgets would just be lost.

68. CONSIDERATION OF PURCHASE OF TOWN FLAGS FOR USE ON SEAFRONT

Members **RESOLVED** to **RECOMMEND** to Full Council to purchase two new flags for use on the seafront at a cost of £158 + VAT to be funded from the Civic Fund.

69. TO CONSIDER SEEKING UPDATE FROM ARUN IN CONNECTION WITH THE DEMOLISHED SEAFRONT SHELTER AND THEIR FUTURE PLANS FOR THIS AREA

Councillors discussed the issue of the demolished seafront shelter and any future plans for this area. Some members of the public have complained that the shelter has been removed and it was felt the site did now require something in its place. Members **AGREED** that the most suitable replacement would be a new shelter with seating designed in a way to discourage rough sleepers. Councillors requested that the Head of Street Scene and Leisure Services request an update from Arun and give feedback that this is what they would prefer as a replacement.

70. UPDATE ON THE PROPOSED PROVISION OF CYCLE RACKS - MIN 51 REFERS

The Head of Street Scene and Leisure Services read from her report regarding the installation of the cycle racks. Bognor Regis Town Council had offered to install the cycle racks free of charge. Subsequently it transpired there were more cycle racks to install than first thought and the resulting costs would have to be re-considered by the Policy and Resources Committee. The report was **NOTED**.

71. TO CONSIDER A RESPONSE TO THE DRAFT PUBLIC HEALTH PLAN FOR WEST SUSSEX – REFERRED FROM COUNCIL

The Head of Street Scene and Leisure Services referred to her report. The document from WSCC is 49 pages long and available online. It covers 3 Key issues affecting the health of the residents of West Sussex, including Health Inequalities, Quality of Life, and Important Influencers. Feedback is requested to assist in producing a 5 year public health plan. Members discussed to which issues the Council might respond. It was **AGREED** that the Head of Street Scene and Leisure Services respond to the consultation commenting on the issues which directly affect Bognor Regis.

72. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 8TH NOVEMBER 2011

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 8th November 2011.

73. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 20TH OCTOBER 2011

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 20th October, subject to any amendments decided upon at this meeting, previously circulated.

73.1 Members discussed the options to change the existing recycling logo on the “squareabout” to either an Olympic torch or a Diamond. In support of the proposals made by the In Bloom Working Party it was **AGREED** that the rear of the bed should be raised to enable the emblem to stand out more clearly and that the emblem should be changed to a diamond to celebrate the Queen’s Diamond Jubilee.

73.2 Following a discussion on the different planting schemes and the merits of the different colours and the different plants, in support of the proposals made by the In Bloom Working Party it was **AGREED** that Bognor Regis should use the Jubilee colours, red white and blue, for the planting schemes for the town.

73.3 Members **AGREED** to support the co-option of Phil Keane onto the In Bloom Working Party.

74. UPDATE ON CHRISTMAS ILLUMINATIONS

The Head of Street Scene and Leisure Services referred to her report. The extra string of lights in London Road and also Station Road has been installed and an invoice for £631.05 plus VAT has been received from the contractor for this work. The Christmas tree for the William Hardwicke is being delivered on Monday 21st November. The cost of the tree will be £276 plus VAT, plus delivery charge of. £350 – to be shared with Aldwick Parish Council. The William Hardwicke will be invoiced for their contribution. A photo shoot has been arranged with Omni (Brokers) Ltd for the hand-over of their sponsorship cheque. The Town Mayor will be receiving this on behalf of the Committee. This meeting has since been re-scheduled. Cllr Toovey has very kindly sourced two other trees, free of charge. One of these will be put on the Town Hall balcony and the other on the Railway Station concourse.

A Member commented that the replacement swags in Station Road were not exactly as had been agreed by the previous Illumination Sub-Committee, but he accepted that as these were now in place it was too late to make any changes.

75. CONSIDERATION OF DRAFT BUDGET PROPOSALS FOR 2012/2013, INCLUDING ALLOCATIONS FOR IN BLOOM WORKING PARTY AND ALLOTMENTS SUB-COMMITTEE

Draft Budget Proposals for 2012/2013 were presented to the Committee. There was some discussion when certain items in the budget were debated. The Committee **AGREED** the Budget proposals and **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the Environment and Leisure Committee Budget for the financial year 2012 – 2013 should be £194,530 less potential income of £17,300 making a total of £177,712 as detailed in the paperwork previously circulated.

76. REPORTS:

(a) financial reports

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

(b) any other reports

76.1 A Member expanded on projects reported on in the In Bloom Notes, including the Hothampton Sunken Garden and Wildflower and Community Orchard schemes.

77. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence as detailed on the list previously circulated (appended to file copy of the Minutes) including the additional items listed below.

1. Hampshire Flag Company - Email of Christmas Special Offers
2. Southern Rail - Stakeholder brief October/November 2011
3. Bognor Regis Meteorological Observations (copied to Councillors)

The Meeting closed at 9.10 pm

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING 21ST NOVEMBER 2011**

1. Blachere Illuminations Ltd - Christmas offers
2. Lamps & Tubes - Email with discount lamp prices Oct 2011
3. ADC - Sea Water Quality in Arun District for 4.5.11 to 19.9.11 (Copied to Councillors)
4. Landscape & Amenity Product Update - September 2011
5. Railwatch - October 2011 no 129 – sent to all Councillors
6. Greening Campaign - quick update email.
7. Greening the Green Deal – last call for October event. email
8. Meteorological Observations – Report September 2011
9. Open4community - Email with invitation to complete a user survey on their service.
10. Hampshire Flag Company - email re Halloween Bunting
11. Arun District Council - Email from Helen Charman re London Road Gents toilet temporary closure for essential repairs
12. Landor Links Ltd - Letter of invitation to the Better Streets Conference London Nov 29 2011
13. Mrs C Gayton - Complaint to ADC re parking meter showing incorrect time and image of ticket (email forwarded to Steve Whitfield ADC)
14. Landscape and Amenity - product update October 2011
15. Sustainable Business Network - email November update
16. Hampshire Flag Company - email of exclusive offers for existing customers
17. Greening Campaign - email from Terena Plowright re free conferences in England
18. Insignia UK - email of offers on Diamond Jubilee Commemorative Items
19. DM Wholesale - email with offers on workwear.
20. Piers magazine - issue no 101 Autumn 2011