



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 11<sup>th</sup> FEBRUARY 2008**

**PRESENT:** Cllr. R. Gillibrand (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, D. Eldridge, S. Fyfe, Mrs. J. Gillibrand and J. Passingham

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
One Councillor in the Public Gallery

*The Meeting opened at 7.04pm*

### **105. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed all those present to the meeting. There were no apologies.

### **106. 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.

### **107. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> DECEMBER 2007**

The Minutes of the Meeting held on Monday 17<sup>th</sup> December 2007, were agreed as an accurate record and were signed by the presiding Chairman.

### **108. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

**109.1 17<sup>th</sup> December - Min. 95 Consideration of request for appointment of additional Tree Warden**

The Deputy Town Clerk updated the Committee on the current position and advised that it had been suggested that the Council had sufficient tree warden cover at present. Members agreed that in the circumstances, the member of the public should be thanked for his expression of interest and advised that the Council were not looking to make additional appointments at this time. However, his name would be kept on file for future reference.

**109.2 17<sup>th</sup> December - Min. 100.2 Provision for extinguishing cigarettes outside Bognor Regis Town Hall**

The reply from the Resources Director at A.D.C. to the Committee's request that the District Council address this matter was noted as being received. A suitable container will now be attached to the North West corner of the Town Hall at the front of the building. As part of the District's agreement with the PCT for a "gold level" no smoking employer they do not allow anyone to smoke within the curtilage of any of their buildings. This is why none of their buildings have such a container. By attaching it to the NW corner, A.D.C. believe that it will actually be "over" a public highway and therefore technically not within their curtilage, although affixed to the building. This will minimise any conflict with the strict criteria for their accredited non smoking standard.

**110. TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM THE 2008-2009 ENVIRONMENTAL PROJECTS BUDGET**

**110.1** The Committee noted the budget for allocation from the 2008-2009 Environmental Projects Budget totalled £2,000. Copies of the application received and amount requested had been circulated to the Committee.

**110.2** The Deputy Town Clerk reminded Councillors that this budget was also for the provision of new dog bins, litter bins and new public seats as well as any other environmental projects that the Committee may wish to undertake around the town.

**110.3** Members discussed the application in some detail and spoke for and against supporting this request for funding to provide information packs about Hotham Park - its history, trees, plants, wildlife and the ecology of such. Comment was made that providing this type of information via a website might be a better option worth investigating. In view of the level of grant required for this project, a Councillor queried whether the project would proceed if there were a substantial shortfall in the amount required to undertake this project and the amount awarded and suggested this needed further investigation prior to a decision being taken. Comment was also made that information packs may have been provided by the Trust previously and it was queried that if this were the case whether this project had been successful.

**110.4** Following further discussion, it was **RESOLVED** that additional information should be obtained from the Hotham Park Heritage Trust regarding the content of the pack and how this would be presented. An example of the pack should be requested if this was available. Confirmation on whether information packs had been prepared before by the Trust in previous years and some indication as to whom they had been distributed to and whether they had been

popular should also be sought. The Deputy Town Clerk was also asked to seek clarification from the Heritage Trust regarding where any shortfall would be funded from to ensure that this project would be taken forward prior to any grant being released by the Committee. Upon receipt of the further information requested, this matter would be referred back to the Committee for a decision regarding the level of funding to be allocated.

**110.5** The Committee noted that Bognor Regis Seafront Lights would now be advised of the funding that had been awarded from the 2008-2009 Environment and Leisure Committee Budget, which would be available for release after 1<sup>st</sup> April 2008.

**110.6** *Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights being a member of this Group*

**110.7** All awards given by the Town Council are subject to receipt of signed, certified accounts in accordance with Council procedure.

## **111. PUBLIC CONVENIENCES**

### **111.1 Working Party - Consideration of the Recommendations in the Notes of the meeting held on 22<sup>nd</sup> January 2008**

The Deputy Town Clerk reported that following the Working Party's request for the toilets on the seafront to remain open on New Year's Day, Mr. Rogers had investigated this and established that an additional payment of £550 would be required for the District Council's contractors to undertake this work. Therefore this would not be viable. Alternative options had been suggested which were detailed, however these were also felt to be unsuitable. This matter would therefore be referred back to the next meeting of the Working Party for further consideration.

The Committee **RESOLVED** to accept the Recommendations and Reports from the Notes of the meeting held on 22<sup>nd</sup> January 2008 - **Appendix '1'**

### **111.2 Ratification of second payment to A.D.C. of 2007/2008 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 2007/2008 revenue partnership contribution for the public conveniences.

## **112. FURTHER CONSIDERATION OF 4 PROPOSED TRIAL CONCESSIONS FOR BOGNOR REGIS PROMENADE FOR 2 YEAR PERIOD REFERRED FROM LAST MEETING MIN. 97 REFERS**

Following consideration of this matter at the last meeting, further information had now been received from A.D.C. and copied to the Committee. Members were pleased to note that 17 responses had been received by the District Council following the placement of the advertisement, which was very encouraging. It was noted that this is the first stage - details now have to be submitted of what interested parties wish to put onto the seafront including a CV of their past and present businesses prior to being considered for entry into the tendering process. A Councillor queried whether once this process was complete the proposed concessions would then be subject to approval via the planning and licensing process. The Deputy Town Clerk was asked to clarify this point with the District Council's Concessions Officer and report back to the next meeting. Following further discussion, it was **RESOLVED** to raise No Objection.

**113. SEAWATER QUALITY AND LOSS OF BLUE FLAG STATUS IN BOGNOR REGIS - UPDATE AND CONSIDERATION OF THE WAY FORWARD - MIN 98 REFERS - RESPONSE FROM THE ENVIRONMENT AGENCY COPIED TO COUNCILLORS**

The letter from the Environment Agency in connection with seawater quality and the loss of the Blue Flag status in Bognor Regis was noted as being received, copied to Councillors. Reference was made to the quality of the water at 'Bognor Regis' consistently meeting the minimum standards but rarely achieving guideline standards. This water is not likely to meet the minimum requirements in a new bathing water directive which will be implemented in 2015. As a consequence 'Bognor Regis' bathing water will be a priority for investment in the next National Environment Programme for the water company periodic review 2009. Final decisions will be made by DEFRA and OFWAT. Although 'Bognor Regis' bathing water will be the focus of this work it is also likely to improve bathing water quality at 'Bognor Regis East'. If successful this will lead to investment in the 2010 to 2015 period. The Committee noted that to date no reply had been received from Southern Water Services.

Members spoke at length regarding their concerns and stressed the importance of the Blue Flag to Bognor Regis as a seaside resort. Comment was made that the works carried out previously were not fit for purpose and storm water discharge should have been part of the original scheme. Concern regarding the impact that the regeneration and development proposals planned for the town would have on the seawater quality was highlighted and the need for joined up thinking was stressed. Several queries were raised by Councillors including whether the proposed works would coincide with the redevelopment, whether the current sewers were sufficient for the level of planned development for the area and what the estimated capacity required would be. The possibility of the time scale for the planned works being brought forward was also queried. Following further discussion, it was **RESOLVED** to invite a representative from the Environment Agency and Southern Water Services to the next meeting to enable Councillors to seek clarification on their various points of concern.

**114. STREET NAMING AND NUMBERING - UPDATE MIN. 99.3 REFERS**

- 114.1** The Deputy Town Clerk detailed the reply from A.D.C. advising that street names for new developments are suggested by the developers. Consultations are then sent to the relevant Town/Parish Council, the Fire Brigade, Police and West Sussex Ambulance Service and unless there are any valid objections the street names are then registered. Occasionally a developer will request that the District Council suggests the name of the new roads but this rarely happens.

Concern that a developer's choice of road name could be totally inappropriate was raised and it was felt that the District Council should be approached to see if the Town Council could be given the opportunity to put forward suggestions rather than just being consulted on the developer's choice. Members debated whether this function could be devolved back to local level and the Deputy Town Clerk advised that the District Council is empowered to name and re-name streets; number and re-number houses and buildings under the Public Health Act 1925, Section 18. However, the District Council does not decide on road names, it merely acts as a coordinator between the developer and other authorities. It was suggested that a better way forward may be to send a list of suggested names to the District Council to put on file that could be used when developers are seeking suggestions.

- 114.2** In answer to a query regarding whether street naming and numbering was within the remit of this Committee, the Deputy Town Clerk advised that she would need to investigate this matter.
- 114.3** (**Note:** The responsibility for street naming and numbering used to be undertaken by the Planning and Licensing Committee some years ago, however this reverted to the Environment and Leisure Committee in subsequent years when the Planning and Licensing Committee became a Sub-Committee. The Council have not been consulted within the last two to three years as no new roads have been created. Should a consultation be received this would now be referred to the Planning and Licensing Committee as they are responsible for all highway related matters. The decision regarding whether an approach should be made to the District Council with a list of suggested names will therefore be referred to the Planning and Licensing Committee for consideration.)
- 114.4** A Councillor drew attention to the lampposts in Chapel Street being a variety of colours and stressed the need for the Council to start pressing W.S.C.C. for some uniformity in colour. Reference was again made to the lamppost situated outside the Town Hall not being in keeping with its location. The Chairman suggested that this matter should be placed on the next agenda for further discussion.
- 114.5** (**Note:** The responsibility for street lighting falls within the remit of the Planning and Licensing Committee, therefore this matter will be referred on for further consideration.)
- 115. PROVISION OF ADDITIONAL DOG AND LITTER BINS - MIN 100.1 REFERS INCLUDING CONSIDERATION OF REQUEST FOR DOG BIN IN VICINITY OF DOWNLAND VETERINARY SURGERY - LETTER COPIED TO COMMITTEE**
- 115.1** The letter from the Downland Veterinary Surgery requesting a dog bin in the vicinity of their practice was noted as being received, copied to the Committee. Following a brief debate, the Committee **RESOLVED** to proceed with the purchase of a dog bin at a cost of £286.95 including fitting charge. The bin is to be located on the triangle of grass in front of the flats on the opposite side of the road to the Downland Veterinary Surgery and is to be installed and serviced by Arun District Council.
- 115.2** The Deputy Town Clerk referred to various dog and litter bins that had been identified previously for installation that had been put on hold for various reasons and queried whether some of these were still required. These included:  
**Dog bins for Annandale Avenue and Hillsboro Road** - awaiting suitable location to be identified - agreed to pass information to Cllr. Passingham  
**Litter bin in the Queensway** - 3 bins now installed by ADC is this still needed? - Town Force to investigate that this is sufficient and if so remove from list  
**Litter bin Gravits Lane end of alleyway** - is this still needed? - Town Force to investigate if still required and report back  
**Litter bin Longford Road footbridge** - awaiting works and planting to be completed  
**Dog and litter bin Marshall Avenue** - problem with location - Town Force to investigate suitable location within the alleyway due to high proportion of residential properties  
**Additional litter bin Marshall Avenue** - awaiting suitable location to be identified - hold
- 115.3** The Deputy Town Clerk referred to the previous meeting when it had been suggested that Councillors consider areas that would benefit from additional dog and litter bins and that they bring their suggestions to this meeting. To allow more time for suitable locations to be identified, this matter would now be referred to the next meeting. In the meantime the Deputy

Town Clerk was asked to contact A.D.C. requesting assistance from their Cleansing Contractors and the Dog Warden in identifying the problem areas around the town that would benefit from additional bins, subject to funding being available.

- 115.4** Councillor Brooks suggested that it would be useful to have a map of the town showing all the bins etc. marked off and suggested that he would be happy to produce one for the Marine Ward area. Comment was made that software was available to map all this information details of which had recently been referred to the Policy and Resources Committee for consideration. The possibility of the District Council's Cleansing Contractor having a map with the bins already plotted was raised and it was suggested that they be approached to see if they could assist by supplying a copy of their map to the Town Council.

**116. RATIFICATION OF PAYMENT OF 2008 MEMBERSHIP - NATIONAL PIERS SOCIETY**

The Committee **RESOLVED** to approve the payment of the £20.00 subscription.

**117. CONSIDERATION OF RESPONSE FROM A.D.C. TO PROVISION OF ADDITIONAL FLAGPOLE OUTSIDE BOGNOR REGIS TOWN HALL - MIN. 22 REFERS**

The reply from the Facilities Manager at A.D.C. advising that they have no objection to the Town Council providing another flagpole outside the front of the Bognor Regis Town Hall as they have no funds, at present to do this was noted. A quotation to supply and install a flagpole to match the existing one had also been supplied and this was detailed to the Committee. Members spoke of their disappointment that no funding would be available. The Vice-Chairman reported on plans being considered by A.D.C. to revamp the flowerbeds at the front of the Town Hall to make this more of a civic planting area and spoke in support of the Town Council funding an additional flagpole, which he felt would enhance the building. This could be used for the Town Council's flag, twinning flags when representatives of the twinned towns visit the area and for In Bloom events. Concern that the current flagpole was disproportionate to the building was raised and it was suggested that one larger flagpole might be a better option. Following further debate, some of the Committee felt they needed to look at the existing flagpole with regard to its location and size etc. prior to making a decision as to whether to proceed with the purchase of an additional pole. It was therefore **AGREED** to defer this matter to the next meeting to allow time for this to happen.

**118. METEOROLOGICAL SITE - PROVISION OF METEOROLOGICAL INFORMATION TO NATIONAL NEWSPAPERS UPDATE - MIN. 62 REFERS - RESPONSE FROM METEOGROUP UK LTD. COPIED TO COUNCILLORS**

The reply from MeteoGroup advising that they would be happy to approach their clients to see if there is an interest in carrying weather information from Bognor Regis was noted. Data would need to be made available in an agreed format and dependant upon the development implications MeteoGroup may need to charge a small fee for this. Members spoke in support of pursuing this and felt that it would be useful to establish which newspapers MeteoGroup supply and guidance as to the level of charge that may be applicable. The importance of getting the Bognor Regis weather information back in the newspapers prior to the season starting was stressed. It was agreed that the Deputy Town Clerk should liaise with all members of the Committee once this information had been obtained so that if agreement

could be reached to proceed, this could be taken forward without further delay and ratified at the next meeting.

A Councillor suggested that the possibility of adding additional daily weather information to the Town Council's website, which could be done for a small cost, was worth investigation.

**119. CONSIDERATION OF PURCHASE OF WATERPROOF CLOTHING FOR USE BY METEOROLOGICAL OFFICER**

Following some debate as to the best way forward, the Committee **RESOLVED** that an additional one off payment should be made to the Meteorological Officer to the value of £40.00 to enable him to purchase this protective clothing.

**120. DETAILS OF POST OFFICE CLOSURES - EMAIL FROM THE CABINET MEMBER FOR THE ENVIRONMENT AND ECONOMY AT W.S.C.C. COPIED TO COUNCILLORS**

The Committee noted the email from the Cabinet Member for the Environment and Economic Strategy at W.S.C.C. advising of the three branches in the Bognor Regis area that have been earmarked for closure. The County Council is working on a response against the plans and is encouraging the Council to share its views on the proposals to inform such response by contacting their local W.S.C.C. member. Correspondence from Postwatch, the Consumer Council for Postal Services regarding the closures was also noted as being received. Members strongly objected to the proposals and spoke of the hardship this would cause to residents. Reference was made to the South Bersted Branch and the amount of elderly residents that live in this area who would either have to come into the town or go to Durlston Drive for post office services. Following further discussion, it was **RESOLVED** that a letter objecting to the proposed closure of all three branches in the Bognor Regis area should be sent with copies to the W.S.C.C. local members for the area, A.D.C. and the MP.

**121. REPORTS**

**121.1 Financial Reports**

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

**121.2 Any Other Reports**

There was nothing to report.

**122. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '2'**

*The Meeting closed at 9.00pm*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 11<sup>th</sup> FEBRUARY 2008**

1. Meteorological Officer Report for December 2007 - previously copied to Councillors
2. Letter from Bersted resident enquiring why the weather report in the Daily Telegraph no longer includes Bognor Regis and whether the missing information board from the Promenade could be

replaced. A reply has been forwarded to the resident in connection with the weather reports and a copy of their letter forwarded to A.D.C. as the authority responsible for the seafront for a response regarding the information board.

3. Southern Stakeholder Brief, Issue 47, January 2008
4. Arun District Council - email invitation to Seminar on Sustainable Energy at the A.D.C. offices in Littlehampton on 26<sup>th</sup> February 2008 from 6.00pm to 7.40pm - copied to Councillors
5. International Bognor Birdman - flyer with details of event on 5<sup>th</sup> and 6<sup>th</sup> July 2008
6. National Piers Society - Piers, Issue No. 86, Winter 2007/08
7. Regis Centre - Spring Season programme
8. Emails from visitor to the town and Aldwick resident complaining about the toilets being closed on New Years Day - acknowledged and referred on to A.D.C. and Public Conveniences Working Party
9. Weymouth and Portland Borough Council - Meteorological Service survey - completed with Met Officer and returned.
10. Furnitubes International Ltd. - Street Furniture product information
11. Meteorological Officer Report for January 2008 - copied to Councillors
12. W.S.C.C. email regarding the future of the West Sussex Sustainability Forum and advising of their intention to remove their secretarial support. The West Sussex Sustainability Forum Steering Group are now seeking ideas for the future of the Forum, based on the effective work that has been undertaken in recent years and would welcome suggestions. This was noted.
13. SLCC National Forum - details of DEFRA Consultation on Improving Surface Water Drainage - responses to be submitted by 30<sup>th</sup> April 2008. This was noted.
14. Communities and Local Government Committee - details of publication of Sixth Report: *Refuse Collection: Waste Reduction Pilots*, on Thursday 21<sup>st</sup> February 2008