



# **BOGNOR REGIS TOWN COUNCIL**

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

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

**PRESENT:** Cllr. P. Wells (Chairman) (to Min. 46), Cllrs: J. Brooks, Mrs. S. Daniells,  
Mrs. J. Gillibrand, R. Gillibrand, J. Passingham and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mr. P. Beckerson (Projects and IT Officer) (Part of the meeting)  
Two Councillors in the Public Gallery (Part of the meeting)  
District Councillor P. Wotherspoon (Part of the meeting)  
Mr. C. Rogers, Services Director at A.D.C. (Part of the meeting)

*The Meeting opened at 7.06pm*

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

The Chairman welcomed all those present including District Councillor Wotherspoon and Mr. Rogers. He gave his apologies and advised that he would be leaving the meeting following the discussion on car parking charges, owing to other commitments. There were no other apologies.

### **43. 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.

*Cllrs. Passingham and Mrs. Warr both declared a Prejudicial Interest in any matters relating to Bognor Regis Seafront Lights*

*Cllrs. Gillibrand and Wells both declared a Personal Interest in relation to car parking as proprietors of local businesses*

*Cllr. Brooks declared a Prejudicial Interest in Christmas Illuminations*

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

**44. ORDER OF THE AGENDA**

Members AGREED to alter the order of business to consider variation to car parking charges at this point in the meeting.

**45. ARUN DISTRICT COUNCIL (OFF STREET PARKING PLACES) AMENDMENT ORDER 2004 - VARIATION TO CAR PARKING CHARGES FROM 1<sup>st</sup> OCTOBER 2008 - MIN. 34 REFERS - CHAIRMAN TO REPORT**

The Chairman welcomed District Councillor Wotherspoon and Mr. Rogers to the meeting which was adjourned at 7.08pm to allow for discussion on the proposals.

Members were advised that this was the first proposed increase to charges since 2005, which were necessary as targets needed to be met. Concern was expressed that parking charges were an easy target and there was a strong case in view of the economic climate to look at alternatives. Reference was made to the meeting that had been held a few years previously where measures had been put in place as a result of liaison between the two authorities, which were still in force. These included cheaper charges in Fitzleet car park, free Sunday parking in Lyon Street car park and a reduction in the rates for the car park at London Road.

A Councillor referred to previous assurances that had been made by the District Council that revenue from the car parks would be used for improvements in this area and this was not happening. The importance of investment in car parks was stressed. Mr. Rogers confirmed that the income from car parks was significant over the district and that as a whole there was a surplus of income over expenditure. Concern was raised that regeneration of the town could be four to five years away however it would be unlikely that any money would be put into the Regis Centre or Hothamton car parks, despite being well used and bringing in a high level of income for the District Council. Mr. Rogers advised that A.D.C. Cabinet had recently approved the appointment of consultants to carry out a Car Park Strategy review to look at the overall picture, which had been prompted by the regeneration and was long overdue. Members expressed a wish to have an input into this review and Mr. Rogers confirmed that he would ensure that the Town Council is part of the consultation process.

The importance of looking at statistics regarding occupancy was stressed and possible provision of free parking at allocated times as an incentive for shoppers. Comment was made that the wrong message would be given by increasing the charges in the Hotham Park car park in view of the large financial investment and all the improvements that had been made in this area. A.D.C. should be promoting Hotham Park and it was suggested that if the prices were kept low then more people would use this facility. Cllr. Wotherspoon agreed to look at the parking charges for the Park again. Members commented that ideally they would like to see a status quo on all car parking charges.

Some discussion regarding the need for a joint approach towards tourism and the provision of free parking funded by trader or local authority contribution also took place.

The Chairman thanked District Councillor Wotherspoon and Mr. Rogers on behalf of the Committee for attending the meeting to address these concerns and the meeting was reconvened at 7.52pm.

46. *Cllr. Wells gave his apologies and left the meeting at 7.55pm.*

47. In the absence of the Chairman the Vice-Chairman took the Chair.

48. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> JUNE 2008**

The Minutes of the Meeting held on Monday 30<sup>th</sup> June 2008, were agreed as an accurate record and were signed by the presiding Chairman.

49. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were no matters arising.

51. **ORDER OF THE AGENDA**

Members AGREED to alter the order of business and consider any other reports at this point in the meeting to allow for the recommendation made at the In Bloom Working Party meeting held earlier this evening to be considered.

52. **TO CONSIDER THE PROPOSAL FROM WSCC TO TAKE OVER THE ROWAN WAY AND FELPHAM WAY ROUNDABOUTS**

52.1 The Vice-Chairman detailed the proposal for the above roundabouts to be included in the Town Council's sponsorship scheme. This would allow for improvements to be made and give more control of the appearance of these two areas as main routes into the town. The Vice-Chairman confirmed that the In Bloom Working Party wished to recommend taking up this offer from WSCC and following a brief debate, it was **RESOLVED** to **RECOMMEND** support for this proposal to the Town Council.

**Note:** The In Bloom Working Party had discussed the possibility of permanent sustainable planting with natural flowers and grasses being incorporated in these areas as opposed to bedding plants. However, this was not discussed by the E&L Committee and does not therefore form part of their recommendation. This matter will be considered further by the Committee when the Notes of the In Bloom meeting held this evening are ratified at the next E&L meeting in September and make recommendations to Council (SO TR4-2-e refers).

52.2 A Councillor referred to electronic signage on the roundabouts in relation to events.

**52.3** *Mr. Beckerson gave his apologies and left the meeting*

**53. CONSIDERATION OF APPOINTMENT TO THE FOLLOWING SUB-COMMITTEES/WORKING PARTIES AS A RESULT OF VACANCY**

**53.1 Christmas Illuminations Sub-Committee**

The Committee AGREED that consideration of appointment to this Sub-Committee should be deferred until after the vacancy on the Council had been filled as a result of a by-election or co-option.

**53.2 South East in Bloom Working Party**

Cllr. Mrs. Warr expressed a wish to join the Working Party. This was **RESOLVED**. The Vice-Chairman confirmed that the Working Party was not restricted by political balance therefore any Councillors wishing to join the Working Party would be most welcome.

**53.3 Allotments Sub-Committee**

It was noted that members of the Planning and Licensing Committee are also members of the Allotments Sub-Committee. Therefore when the vacancy is filled on the Planning Committee, the Councillor will automatically be appointed to the Allotments Sub-Committee.

**54. BOGNOR REGIS TOWN COUNCIL FLAGS INCLUDING:-**

**54.1 Consideration of information regarding cost to purchase quantity of Town Council flags**

The Deputy Town Clerk reported that the cost of two flags was considerably cheaper than buying them individually. Two flags could be purchased for £79.00 each plus carriage and VAT compared to £124.60 for a single one. Details of further reductions available for quantities of three, four or five flags were also noted however the reduction in the cost was minimal in comparison. Following a short debate, it was **RESOLVED** to increase the initial order from one to two flags as this was more cost effective.

**54.2 Consideration of proof for new Town Council flag (recommendations of Committee to be referred to P&R Committee S.O. TR3.4)**

Members noted receipt of the material colour samples that had been received from the flag company. The Committee agreed that the yellow and light blue were the nearest match to the existing Town Council flag and **RESOLVED** to **RECOMMEND** to the P&R Committee that these colours should therefore be used for the background to the flag.

**54.3** The Deputy Town Clerk circulated a picture of the original flag showing the crest and two proofs that had been provided by the flag company for Councillors consideration. One proof had previously been circulated to the Committee and as a result of the concern expressed at this time regarding the differences, the wings had been redrawn which had resulted in an additional £20 charge for amendments to the artwork. The first proof had been produced from standard heraldic designs resulting in differences in the mantling which has always been an item open to the interpretation of the heraldic artist and therefore varies. It was noted that to reproduce the mantling as per the original flag this would need to be redrawn from scratch and it had been estimated that this could take between two to four hours at a cost of £40 per hour. Members debated the various designs at length and discussed whether the addition of the name Bognor Regis at the base of the flag was necessary and whether in fact if it remained it could be made bigger, bolder and perhaps be changed to black. Concern was also raised that the birds should in fact be martlets as on the original crest. Following further discussion, it

was **RESOLVED** that a further proof should be requested to produce the crest as near as possible to the original traditional design by redrawing the mantling and replacing the birds with martlets. A request for the wording of Bognor Regis to be made bolder on this proof would also be made.

54.4 Cllr. Mrs. Gillibrand asked that her abstention be noted.

55. **UPDATE ON PROVISION OF DOG/LITTER BINS IN MARSHALL AVENUE AREA OF FOOTPATH THAT RUNS FROM LINDEN ROAD TO NYEWOOD LANE FOLLOWING COMPLAINT FROM RESIDENT - MIN. 28 REFERS**

55.1 Two responses had been received from residents affected by the installation of the dog and litter bin in the Marshall Avenue area, which were detailed by the Deputy Town Clerk. Despite writing to the residents at the other end of the footpath for their comments, no responses to date had been received. Following some debate, it was **AGREED** that the Deputy Town Clerk should write again to seek a response from these residents to enable the Committee to decide whether the bins should be relocated further down the footpath or be removed.

55.2 Reference was made to the removal of the litter and dog bin in Town Cross cemetery. The Deputy Town Clerk advised that this was currently being investigated with A.D.C. However, at this time no explanation had been given as to why the bins had been removed, whether they would be reinstated and whether the District Council's contractors were still visiting the site to collect the bags that were still being left where the dog bin used to be located. The Deputy Town Clerk was asked to continue to pursue this matter with the District Council.

56. **UPDATE FROM VICE-CHAIRMAN ON CLEARANCE OF OVERGROWN FOOTPATH/TWITTEN AT BURNHAM AVENUE/OCKLEY ROAD - MIN. 30 REFERS**

The Vice-Chairman confirmed that having investigated the area of concern, he hoped to be able to undertake this clearance work later this week, subject to satisfactory weather conditions.

57. **ARUN DISTRICT COUNCIL (OFF STREET PARKING PLACES) AMENDMENT ORDER 2004 - VARIATION TO CAR PARKING CHARGES FROM 1<sup>st</sup> OCTOBER 2008 - MIN. 34 REFERS - CHAIRMAN TO REPORT**

As a result of the discussion earlier in the meeting regarding car parking charges, it was **AGREED** that a letter should be sent to A.D.C. confirming that if possible the Committee would like no increase to be applied to the winter car parking charges. However, if these were to be applied that priority should be given to the car park at Hotham Park and charges for this site should remain at their current level. Reference would also be made to the Town Council welcoming the opportunity to contribute to the Car Parking Strategy review when this is undertaken.

58. **PROPOSAL FOR VILLAGE GREEN - REFERRED FROM TOWN COUNCIL MEETING 4<sup>th</sup> AUGUST 2008**

The Vice-Chairman referred to the proposal to retain an area within the town as an open space in view of the proposed redevelopment planned for the area. Cllr. Mrs. Daniells reported that she had undertaken some research into how this could be achieved. If an area has been used for leisure purposes over the previous 20 years, providing evidence can be gathered from a significant number of local people to corroborate this, then a green area can be registered and protected. Cllr. Mrs. Daniells felt that the best way to progress this would be to approach the Civic Society to seek their support and she advised that she would be happy to undertake this. Members spoke in support of this and comment was made that the Town Council may wish to support this proposal or even facilitate it however it was up to local people to take this project forward.

**59. CONSIDERATION OF PROVISION OF ADDITIONAL QUALITY COAST RESORT SIGN AT A COST OF £150**

- 59.1** The Deputy Town Clerk reported that A.D.C. had provided three Quality Coast Resort signs for Bognor Regis this year instead of four. This was owing to a lack of funds and would mean that a sign would be missing from the Martlets roundabout. Members noted that if an additional sign was required this could be provided at a cost of £150. Councillors spoke against funding an additional sign when the provision of these signs was the responsibility of A.D.C. The Vice-Chairman advised that he would speak with the Head of Parks and Green Space at the District Council to see if any funds may be available through their budget and report back. A decision would therefore be deferred until the next meeting. In the meantime it was suggested that the existing Quality Coast Resort sign located in the vicinity of the Orchard Way roundabout should be moved to the Martlets roundabout and erected just below the town boundary sign. This was AGREED.

**60. CONSIDERATION OF DRAFT PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES BYELAWS - COPIED TO COUNCILLORS**

Members noted receipt of the copy of the draft Pleasure Grounds, Public Walks and Open Spaces Byelaws from A.D.C. Various errors in Schedule 1, the list of grounds to which byelaws apply generally were highlighted. Following some discussion, it was AGREED that as the deadline for response was 26<sup>th</sup> September, this would allow more time for the document to be considered in greater depth by the Committee. A decision on any response would therefore be deferred until the next meeting.

**61. CONSIDERATION OF APPROACH TO LOCAL RETAILER/LANDLORD REGARDING BROKEN WINDOW**

The Deputy Town Clerk reported details of the broken window; a photograph was also available for members to view. It was AGREED that a letter should be sent to the Manager of the retail outlet to request that this be rectified. Comment was made that additional windows were broken above the main shop front and that this should also be brought to their attention.

**62. A.D.C. - PROVISION OF LONDON ROAD HEIGHT BARRIER - COPIED TO COUNCILLORS**

- 62.1** The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO29.1)

**62.2** The confidential report from A.D.C. was noted as being received, copied to Councillors. Members were sympathetic that something needed to be done however, concern was expressed at the detrimental affect that this proposal would have on tourism. As a result of the debate, it was **RESOLVED** to advise the District Council that the Committee were totally opposed to any change being implemented.

**63. REPORTS**

**63.1 Financial Reports**

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

**63.2 Any Other Reports**

Cllr. Gillibrand reported that the Town Mayor and the Mayor of Chichester had attended the 100<sup>th</sup> birthday celebrations of Winnie the Steam Engine at the Chichester and District Model Engineers Society at the weekend. The Mayor of Chichester presented the Society with a plaque for Winnie incorporating their crest and the name of Chichester. This steam engine has joint ancestry with both Bognor Regis and Chichester and it was suggested that it would be fitting to have a similar plaque from the Town Council so that Winnie can bear both crests. Members AGREED that this should be investigated and Cllr. Gillibrand was asked to supply contact details so that this could be progressed.

**64. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '1'**

*The Meeting closed at 9.25pm*

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

1. Meteorological Officer Report for June and July 2008 - previously copied to Councillors
2. Southern/Gatwick Express Brief Issue 2, July 2008
3. National Piers Society - Piers Journal, Issue No. 88, Summer 2008
4. A.D.C. - details of Seawater Quality from 16<sup>th</sup> June to 21<sup>st</sup> July 2008 inclusive - copied to Councillors
5. Bognor Regis Local History Society - letter of appreciation for the grant
6. Sussex Police - email update from Chief Inspector Bartlett as new Arun District Commander
7. Sussex Police - email update following recent murder in Normanton Avenue, Bognor Regis
8. Southern Water - correspondence regarding draft Water Resources Management Plan consultation
9. Southern Water - correspondence regarding production of draft Business Plan for the period 2010-2015 and details of three road shows being held during September across the region as part of the consultation process
10. Communities and Local Government Committee - notification of Report publication on 16<sup>th</sup> July 2008 - *Community Cohesion and Migration*
11. Urbanscape - street furniture catalogue 2009
12. Casella - Newsletter, The Measure, Summer 2008
13. W.S.C.C. - email with details of subsidised Home Compost bins and Food Waste Digesters
14. W.S.C.C. - email notification of changes to Stagecoach bus services with effect from 5th October 2008 including details of changes to the No. 60 service - Bognor Regis - Chichester - Midhurst. Additional buses will run every half an hour during Monday to Saturday daytime between Bognor Regis and Chichester, continuing to Summersdale via the route of the existing 55. This will increase the frequency of buses between Bognor Regis and Chichester City Centre via Pagham from every 30 minutes to every 15 minutes, whilst the frequency of buses between Chichester and Summersdale will remain half hourly as at present.
15. CPRE - email with details of their Stop the Drop anti-litter and fly-tipping campaign which is being highlighted by the CPRE's president Bill Bryson on Panorama this evening on BBC1 at 8.30pm