



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 15th DECEMBER 2008

PRESENT: Cllr. J. Passingham (Vice-Chairman), Cllrs: J. Brooks and Mrs. S. Daniells

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)

The Meeting opened at 7.02pm

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

104. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Vice-Chairman welcomed all those present. Apologies had been received from Cllrs. Mrs. J. Gillibrand, Mrs. J. Warr and P. Wells.

105. 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.

Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events that they arrange or support

Cllr. Brooks declared a Prejudicial Interest in Agenda item 8 Pea lights in High Street trees

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

106. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd NOVEMBER 2008

The Minutes of the Meeting held on Monday 3rd November 2008, were agreed as an accurate record and were signed by the presiding Chairman.

107. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

108.1 Min. 88.1 - 3rd November Numbering of dog & litter bins

The Committee noted that A.D.C. had confirmed that as a result of the Asset Management Review currently being undertaken, all bins will be fully mapped on the system with any bin currently located in the Arun district appearing on a map so it can be tracked.

108.2 Min. 88.4 - 3rd November A.D.C. Car Park Strategy Review

In answer to a query the Deputy Town Clerk advised that she had not been advised by the District Council of any further meetings being held in connection with the Car Park Strategy Review.

108.3 Min. 88.9 - 3rd November Flagpole

The Vice-Chairman reported that the new flagpole had now been installed. It was noted however, that unfortunately this had been installed incorrectly with the access plate facing into the rose bushes. Contact had been made with the company who had confirmed that this had been necessary as in the event that the flagpole needed to be lowered, this would come down into the road if the pole had been positioned the other way round. As it was unlikely that this would need to be removed regularly it was not anticipated that this would be a problem, so arrangements were being made for the flagpole to be turned so that the access plate was on the outside. This would then allow for two paving slabs to be laid to the right of the flagpole so that it would not be necessary to stand in the middle of the flowerbed to use this.

Members noted that liaison with the Head of Parks and Green Space is being undertaken to keep her fully informed of the current situation.

108.4 Min. 90.1 - 3rd November Use of planters

A Councillor reported on his attendance at a Police Neighbourhood Group meeting and referred to problems being experienced by the owners of the Pier with people jumping over the gate. He suggested that the positioning of a couple of barrier baskets on the gate might help to alleviate this problem. The Vice-Chairman suggested that the positioning of barrier baskets needed careful consideration as points could be lost and he suggested that the matter be referred to the In Bloom Working Party for further discussion. This was AGREED. In the meantime the Councillor would contact the owner of the Pier for further details and the Vice-Chairman advised he would speak with the Head of Parks and Green Space on the matter.

108.5 Min. 92.1 - 3rd November Provision of dog and litter bins - advertising

Cllr. Brooks declared an Prejudicial Interest in this item as an advertiser of theatre events

A Councillor spoke of the potential advertising opportunities available on litter bins, planters and within the public conveniences in the town and said these were ideal locations for organisers to advertise their forthcoming events. He sought the support of the Committee in the form of a letter, to press the District Council to make this available. He suggested that if the District Council would not support this then the project should be taken forward by the Town Council. The Deputy Town Clerk advised that the Committee would need to look at the resource implication as such a scheme would need to be managed if the opportunity of advertising space was going to be offered for an income. Following further discussion, it was AGREED that this item should be referred to the next meeting to allow for more detailed discussion into the proposal.

108.6 Min. 93 - 3rd November Provision of plaque for Winnie the Steam Engine

The Deputy Town Clerk reported that the plaque had unfortunately not been received in time for this to be presented by the Town Mayor at the Christmas event on 14th December. The Chichester and District Society of Model Engineers Ltd. had been advised of the delay in being able to present the plaque. Notification that the plaque should arrive by the middle of this week had now been received and arrangements would be made for its delivery to the Society upon receipt.

Members noted that although this plaque was the same design as the one presented by Chichester City Council, this is a one-off plaque with origination costs. A separate small casting of the crest is being made by the company. This can then be used on any size of plaque of whatever colour if further plaques are required for alternative uses.

108.7 Min. 77 - 22nd September The Regis Public House request for improvements to overall appearance

The copy of the letter from Gerald Eve to A.D.C. in connection with the above was noted as being received and was detailed by the Deputy Town Clerk. Members noted a daily litter pick will be instigated to help reduce the litter problem in this area and they would look to the District Council to erect some local litter bins to ease this situation. It was noted a number of paving works have already been undertaken in the early part of the year under Health and Safety grounds. With regard to the external decoration, a quotation has been put in for approval. However, some concern over the future of the property was expressed and an update on the progress of the CPO requested before a decision to expend sums of money on the property is made. The Deputy Town Clerk has requested a copy of the District Council's response to this letter subject to this not being confidential. This was noted.

109. ADDITIONAL QUALITY COAST RESORT SIGN MIN. 88.7 REFERS - VICE-CHAIRMAN TO REPORT

The Vice-Chairman reported that this matter had been discussed at the last In Bloom Working Party meeting. Every effort was being made to source funds from A.D.C. for this additional sign. However, should this not be possible funding for a new larger Quality Coast sign would be considered from the Working Parties 2008/09 Environmental Projects budget. It was noted that the Working Party had agreed that the balance of this budget should be earmarked for such projects if they are not carried out within this financial year.

110. UPDATE AND CONSIDERATION OF WAY FORWARD ON PROVISION OF STATUE OF SIR RICHARD HOTHAM IN HOTHAM PARK - MIN. 95 REFERS

110.1 The Vice-Chairman detailed some research he had undertaken into an application for lottery funding that had been made for a bronze statue of Ernie Wise, which had been turned down.

This had resulted in a decision to look at a stone statue as an alternative cheaper option and one that the Town Council may also wish to consider.

110.2 The possibility of a statue of Sir Richard Hotham being located in the Hothampton sunken gardens was suggested as an alternative to Hotham Park.

110.3 The Deputy Town Clerk reported that a reply had been received from the Hotham Park Manager in connection with the Committee's suggestion of the provision of a bronze statue of Sir Richard Hotham in Hotham Park. The District Council's Parks and Greenspace department consider the idea as an excellent one and have indicated their support for this project and will help with finding funding and a suitable location. It was noted that the Hotham Park Manager will put the proposal to the Hotham Park Working Party at its next meeting and would be happy to meet with a representative of the Town Council to discuss a way forward. Members were delighted with the response and agreed that a letter of thanks should be sent confirming that the Town Council would be happy to attend a meeting to discuss the proposal in more detail once the views of the Hotham Park Working Party are known.

111. PEA LIGHTS IN HIGH STREET TREES - TO CONSIDER REQUIREMENT FOR MAINTENANCE WORK/BULB REPLACEMENT - MIN. 100.7 REFERS

111.1 *Cllr. Brooks declared a Prejudicial Interest in this item as he may be required to submit a quotation for this work*

111.2 Members noted that Cllr. Brook's interest in the Christmas Illuminations may revert to a Personal Interest in the New Year as Leaderboard Sports (UK) Ltd. did not intend to tender for the Christmas lights contract when their current contract expired.

111.3 The Vice-Chairman suggested that this item should be referred to the Christmas Illuminations Sub-Committee despite the budget for maintenance being the responsibility of this Committee. This was AGREED.

111.4 It was noted that the possibility of an on-going maintenance budget being made available for the lights in the High Street trees had been raised at the last meeting of the District Council's Clean and Safe Working Party and this was being investigated.

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

In the absence of the Town Mayor, this item would be referred to the next meeting.

113. SEAFRONT CONCESSION LOCATED IN FRONT OF TOWN COUNCIL'S BEACON ON THE ESPLANADE - CONSIDERATION OF REQUEST TO A.D.C. FOR ALTERNATIVE LOCATION - REFERRED FROM TOWN COUNCIL MEETING 8th DECEMBER 2008

Members agreed that the horseshoe area where the beacon is located is the focal point of the seafront and should therefore remain clear of any seafront concessions. As a result, a letter

should be sent to the District Council requesting that an alternative location be found for the current unit or any future units that may be sited there. This was **RESOLVED**.

114. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 20th NOVEMBER 2008 (IF AVAILABLE)

114.1 The Vice-Chairman detailed the proposals for the planting on the Felpham Way and Rowan Way roundabouts. He advised that despite the roundabouts being outside the town boundary, both areas could be promoted as biodiversity partnership projects in relation to South and South East in Bloom.

114.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 20th November 2008 - **Appendix '1'**

115. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2008 (IF AVAILABLE)

115.1 It was noted the Minutes had been circulated to Councillors at the end of last week.

115.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 9th December 2008.

116. REPORTS

116.1 Financial Reports

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

116.2 Any Other Reports

A Councillor spoke of the benefits of a group of Councillors taking a tour of the town to identify areas where improvements could be made. Members spoke in support of this proposal and **AGREED** that this would be best carried out in the spring.

117. CORRESPONDENCE

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

The Meeting closed at 7.50pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
Thursday 20th November 2008

PRESENT: Cllrs J Passingham (Chairman), Mrs E Anderson, G Burt and P Dillon; Mrs M Huntingdon, Ms C Marples and Mrs H Knight

In Attendance: Two members of the public (for item 3)

The Meeting opened at 6.15pm.

The Chairman opened the meeting by welcoming new Working Party member Cllr P Dillon.

1. Apologies for Absence

Apologies had been received from Cllr Mrs J Warr, Mrs K Gill, Mrs P Dart, Ms E Benackova and Mr P Beckerson

2. Approval of the Notes of the Meeting held on Thursday 16th October 2008

The Notes of the Meeting held on Thursday 16th October 2008 were approved.

3. Presentation by Mr S Goodheart to enable the Working Party to Consider Proposed Planting at Upper Bognor Road, Subject to Clarification of Legal/Financial Matters

This item had been referred from the Council's Environment & Leisure Committee to seek members' views on the matter. Mr and Mrs Goodheart presented proposals by a group of five Upper Bognor Road residents for landscaping an area of land adjacent to their homes and the railway line. Unfortunately plans that had been drawn up and viewed by the Environment & Leisure Committee were not available for this meeting and Mr and Mrs Goodheart outlined the proposals verbally. The area of land in question is in two sections, a rectangular area which is mowed by WSCC and a triangular area that is occasionally mowed by the nearby public house (The Richmond Arms), which has also used the land for outside tables and chairs on occasion. The land is not registered with Land Registry and the residents are keen to see the area improved with sustainable planting provided by the Council and cared for by residents. BRTC had been approached two years ago to discuss the possibility of SRB funding for the improvements, however the matter had been put on hold due to major service works, which had now finished. Some of the residents had planting expertise/experience and had suggested a selection of sustainable, low maintenance planting incorporating upright sleepers to link with the proximity to the railway line. Residents would do much of the 'looking after' e.g. keeping an eye on the area, making sure it is respected. They are seeking to incorporate some sympathetic planting in the rectangular plot adjacent to the railway line and then utilise this for parking for five cars.

Members raised various questions regarding the proposals and as a result the following points were noted.

- The proposed car parking area was currently already used by both residents and pub users and had not previously been an issue.
- The type of base for car parking was envisaged as possibly being grassed 'eggbox' style, not solid concrete.
- Both areas of land are being considered together as one whole area.
- The residents have no interest in owning the land and hope that the Town Council will take on ownership with the residents providing a caretaking role, which residents are committed to long term involvement in.
- Some form of financial contribution would be made by residents and additionally residents running a business may be interested in sponsorship arrangements.

Members viewed the proposed scheme favourably but felt that there were a number of details still needing investigation, such as the cost of the scheme and whether this could definitely be accommodated by the remaining unspent SRB funding, the possible interests of the public house, whether the Town Council could/should be providing parking and the long-term maintenance of the area. However, in principle the project was considered very positive and the residents were thanked for their work in bringing this before the Council. It was therefore **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the proposals be supported in principle, **SUBJECT** to sight of the plans, establishing whether SRB funding applied to both areas of land in question and whether the Council could legitimately instigate the work. To this end, it was decided that Paul Beckerson be invited to the next meeting to clarify these points and Mr Goodheart agreed to deliver a set of plans to the Council office as soon as possible. HK to arrange.

Mr and Mrs Goodheart left the meeting.

A member queried the future of the signal box at Upper Bognor Road and whether it would be decommissioned or is listed. It was suggested that the Planning & Licensing Committee be asked to investigate this matter.

4. Roundabout Planting at Felpham Way and Rowan Way – To Consider Planting Scheme and Designs

CM reported on three possible planting schemes ADC had devised: a dry garden similar to the Bognor mounds; a herbaceous border such as at Mewsbrook Park, which would provide a colourful entrance to the town; wildflowers and seasonal bulbs in swathes of colour. A combination of all three options was also possible and all were environmentally friendly and low maintenance.

Members considered the Rowan Way roundabout first. Following discussion on the advantages or otherwise of the options, it was **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that a central area of wildflower planting with four outer beds of sustainable plants such as grasses and phormiums is the preferred scheme. CM

agreed to commence design work for future presentation and was thanked for the input from ADC.

The Chairman spoke with regard to the Felpham Way roundabout which is smaller and could support three planted areas. Members were happy for these shaped beds to contain a variety of different coloured foliage to continue with the sustainable/low maintenance principles.

Comment was again made regarding consistency of sponsored signs and the wish to have smaller signs, commencing with the two new roundabouts and then gradually implementing as contracts were renewed. It was also suggested that signs might incorporate the In Bloom logo. The Council was waiting to hear from Bersted and Felpham Parish Councils for their views on the two roundabouts.

5. To Consider Offer of Trees for Planting from Print Cartridge Supplier

Cartridge World are running a national scheme to donate young trees to good causes through local branches and the Chichester office had asked whether the Bognor In Bloom Working Party would like to participate. The offer was for one or more silver birch trees and the location(s) would need to be notified, with possible press coverage involved. Several suitable locations were considered and members **AGREED** to accept this offer, HK to liaise with Cartridge World.

6. To Consider Request for Topsoil from Laburnum Grove School

The school had requested approximately 5m³ of topsoil for raised beds in the school's Community Garden and the Working Party were asked to consider funding or part funding this through the Environmental Project fund, at £16/m³. The Chairman reminded members that other schools had been supported by the Working Party and that schools should be wholeheartedly encouraged to become involved in such projects. It was **RESOLVED** to fund the full £80 cost of the topsoil from the Environmental Project fund, with the request that BRTC/In Bloom receives credit for this support.

7. To Consider Environmental Project Fund as an Earmarked Reserve

Members discussed possible future cost implications such as a new, larger Quality Coast sign, should this prove necessary, and projects for improving unsightly areas. After deducting the money agreed under item 6, a balance of £920 remained. Members **AGREED** to **RESOLVE** that the balance of £920 be earmarked.

In discussing possible projects to investigate in the New Year, it was established that the circular planter outside the Unicorn PH is owned by ADC but is in need of improvement. CM agreed to consider some designs for this.

8. Any Other Matters for Consideration Not Included on the Agenda

- MH reported that many of the twittens and footpaths are continuously messy with litter; there had been a broken litter bin in Upper Bognor Road/Hook Lane for some six weeks. It was noted that this was a matter for the Environment & Leisure Committee. *NB: The bin has since been replaced.*
- MH understood that graffiti of Eastern European origin appeared to be increasing and asked whether a member of that community being invited to attend a meeting might help to communicate the Working Party's work. The idea was met with interest for future consideration and several possible routes of contact were volunteered.
- Members noted details received regarding the introduction of a new marking system for Britain in Bloom competitions and seeking views. It was felt that one scoring system only should be adopted rather than a dual system of the old and new scoring - HK to respond.
The new marking placed greater emphasis on allotments and churchyards and it may be useful to consider inviting a Cemeteries Officer to attend a meeting.
- The possibility of being involved in the ADC event advertising scheme using lamp post banners was discussed – HK to investigate with ADC.
- CM updated the meeting regarding the planter near Morrison's and was asked to have 'before/after' photographs for next year's portfolio.
- CM reported regarding the Hothampton sunken gardens – ADC had supported some residents with planting up an area. Photos were available for the next portfolio.
- JP advised that a local allotment association had established plots for special needs residents and a representative of the association was willing to talk to Bognor In Bloom WP about this.
It was noted that the BRTC member of staff clerking the Allotments Sub-Committee was also willing to answer any questions at a meeting.
- Website to be updated with the Bognor In Bloom results – PB.

9. **Date of Next Meeting**

The next meeting will be held on Thursday 29th January 2009, venue to be confirmed.

The Meeting closed at 8.30pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 15th DECEMBER 2008

1. Meteorological Officer Reports for October and November 2008 - previously copied to Councillors
2. University of Chichester - email in connection with W.S.C.C. commissioning the University of Chichester to conduct a 14 month study into the impact of Post Office closures across the county - copied to Councillors
3. Sussex County Playing Fields Association - copy of Annual report 2007 - 2008 including details of AGM and request for consideration of donation
4. Sussex Police - email with Arun District update
5. Southern Railway - email with details of timetable changes effective from 14th December 2008, details of road shows taking place at major stations and details of train viewing opportunity.
6. W.S.C.C. - details regarding the Highway Rangers service being extended from the original trial to a countrywide service. From April there will be 3 two-person teams, with one based at each Area Highway office
7. Glasdon - details of products for local councils
8. Bourne Amenity Ltd. - details of Small Works Division
9. What Goes Where Wheel - User Friendly Recycling Disc for Local Authorities - loaned to Vice-Chairman
10. West Sussex LINK - invitation to a meeting to discuss how a Local Involvement Network can work in West Sussex. LINK will be an independent network of organisations and individuals representing the views of local people to enable as many people as possible to have a say in how health and social care services are planned, developed and implemented in the County. Also copy of LINK Newsletter No.1, December 2008