



E & L Ctte. Mins. 21<sup>st</sup> May 2007

# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON MONDAY 21<sup>st</sup> MAY 2007**

**PRESENT:** Cllr R. Gillibrand (Chairman), Cllrs: J. Brooks (from Min. 6.4),  
Mrs. S. Daniells, D. Eldridge and Mrs. J. Gillibrand

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mr. P. Beckerson (Projects and IT Officer)  
Mrs. S. Holmes (Events Officer)  
Two Councillors in the Public Gallery

*The Meeting opened at 7.30pm.*

#### **1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

The Committee noted that Cllr. R. Gillibrand had been elected Chairman and Cllr. J. Passingham had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 14<sup>th</sup> May 2007.

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

The Chairman welcomed all those present and thanked Councillors for agreeing to sit on this Committee. Apologies had been received from Cllrs. S. Fyfe and J. Passingham.

#### **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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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 2<sup>nd</sup> APRIL 2007**

The Minutes of the Meeting held on Monday 2<sup>nd</sup> April 2007, were agreed as an accurate record and were signed by the presiding Chairman.

**5. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

**6.1 2<sup>nd</sup> April - Min. 144.1 Litter Bin in the vicinity of the bridge between Ivy Lane and Highcroft Avenue**

It was noted that the bin had now been installed.

**6.2 2<sup>nd</sup> April - Min. 147 Dog Bin in Ivy Crescent**

The Committee noted that A.D.C. had advised that there is a six to eight week delay on delivery of dog bins from their supplier.

**6.3 19<sup>th</sup> February - Min. 138.2 Parking of Vehicles on Bognor Regis Promenade**

The Deputy Town Clerk detailed the email received from the Services Director at A.D.C. advising that following a site visit of the A.D.C. Clean and Safe Working Party at the end of March, the District Council would be firmer in enforcing parking restrictions in this area in the future. Concern at the Health and Safety issues associated with the fishermen's operation and use of a tractor and rope to haul boats up the shingle via a winch mechanism had also been raised during the site visit, which has resulted in Arun taking legal enforcement action, as landowner, to compel the fishermen to adopt a safer system of working.

**6.4 8<sup>th</sup> January - Min. 105.1 Missing Gates at Town Cross Cemetery**

The Deputy Town Clerk reported that A.D.C. had advised that they were currently obtaining costs for the supply and installation of a lockable bollard for the cemetery entrance in Hawthorn Road, which they hoped the Town Council would be happy with. The Committee agreed to monitor the situation and see if the installation of a bollard at one of the entrances would alleviate the problems.

**6.5 8<sup>th</sup> January - Min. 110 Change of operation Bognor Regis Market**

Confirmation from the Concessions Officer at A.D.C. had been received advising that it had been agreed that the Market can operate on a Sunday for a trial period up to the end of October. The residents of Mountbatten Court are in full agreement and the change in operation will commence in May.

**7. TO NOTE THE APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES AS AGREED AT THE ANNUAL MEETING INCLUDING:**

**7.1 Christmas Illuminations Sub-Committee and to consider co-options**

The Committee noted the following appointments as agreed at the Annual meeting.

**Membership:** Cllrs: R. Gillibrand (Chairman), Ms. E. Anderson and Mrs. J. Walker.

Additional appointments were considered as Cllrs: J. Brooks and P Wells. This was **RESOLVED.**

(NOTE: It has since been established that it is advisable for Cllr. Brooks not to be a member of this Sub-Committee as he currently holds the position of the Town Council's Electrical Contractor).

The Committee **RESOLVED** the following appointments.

**Co-opted Members (not entitled to vote):** A. Hay, A. Holmes (Contractor), Ms. D. Hughes and Peter Wells (Chamber of Commerce representative).

The Deputy Town Clerk advised that P. Frederick had declined the offer to be co-opted back on to this Sub-Committee due to other commitments, but had advised that he would be very willing to help out at the Switch-on event if required.

It was noted that support for the proposal to install Christmas lights in the Aldwick Road shopping area had been expressed by the Aldwick Business Association and it is hoped that the Sub-Committee will consider taking this forward.

## **7.2 Allotments Sub-Committee and to consider co-options**

Members noted that it was usual practice for all members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee, as these meetings are held quarterly prior to Planning meetings. It was therefore appropriate for the same Councillors to serve on both Committees.

The Committee noted the following appointments as agreed at the Annual meeting. Appointment of the Chairman and Vice-Chairman will be undertaken at the first meeting of the Sub-Committee.

**Membership:** Cllrs: D. Eldridge, S. Fyfe, Mrs. J. Gillibrand, S. Kerrigan, K. Scutt, Mrs. J. Walker and Mrs. J. Warr.

The Committee **RESOLVED** the following appointments.

**Co-opted Members (not entitled to vote):** Mrs. V. Johnson, Mr. and Mrs. J. Purkis and Miss S. Trodd (allotment tenant representatives).

## **7.3 South East in Bloom Working Party and to consider co-options**

The Committee noted the following appointments as agreed at the Annual meeting.

**Membership:** Cllrs: J. Passingham (Chairman), Ms. E. Anderson, K. Scutt and Mrs. J. Walker.

The Committee **RESOLVED** the following appointments.

**Co-opted Members (not entitled to vote):** R. Bennett (W.S.C.C.), Mrs. P. Dart (ADC Head of Parks and Greenspaces) Mrs. M. Huntingdon, Ms. V. Kendon (ADC Parks and Greenspaces Officer), D. Meager and P. Mortimer.

The Projects Officer advised that Ms. Kendon would be leaving the District Council in June and it was hoped it would not be too long before they appointed her replacement.

**7.4 Public Conveniences Working Party**

The Committee noted the following appointments as agreed at the Annual meeting.

**Membership:** Cllrs: J. Brooks, G. Burt, A. Cunard and P. Wells.

The Deputy Town Clerk advised that arrangements would be made for a meeting in the near future.

A Councillor suggested that the Working Party should consider supporting entry into the National Toilets Award for Unmanned Public Conveniences and it was AGREED that this proposal should be included on the agenda for the next Working Party meeting for consideration.

**8. CONSIDERATION OF INSTALLATION OF DOG BIN IN VICINITY OF ORCHARD WAY SUBWAY**

The Deputy Town Clerk advised that residents had complained about the lack of dog bins in this area and had requested that the Council consider installing a bin in this location. Members spoke in support of this and following some discussion, it was **RESOLVED** to proceed with the purchase of a dog bin at a cost of £283 including fitting charge. Arun District Council would be asked to supply a map of the area to enable the most suitable location for the bin to be identified. A Councillor suggested that the Council might consider having paid advertising on their bins which would help offset some of the cost. The Deputy Town Clerk would raise this issue with the District Council.

**9. INVITATION FROM LITTLEHAMPTON BONFIRE SOCIETY LTD. TO ENTER THE 2007 GRAND TORCHLIGHT PROCESSION ON SATURDAY 27<sup>th</sup> OCTOBER 2007**

The Committee noted receipt of the invitation and following some discussion, it was **RESOLVED** not to enter the event again this year.

**10. TO CONSIDER INVITING A REPRESENTATIVE OF THE A.D.C. PARKS DEPARTMENT TO ATTEND THE NEXT MEETING TO DISCUSS VARIOUS ISSUES RELATING TO HOTHAM PARK - CHAIRMAN TO REPORT**

*Cllr. Mrs. Daniells declared a Personal Interest in this matter as a member of the Hotham Park Working Party*

*Mrs. Holmes declared a Personal Interest in this matter as Treasurer of the Hotham Park Heritage Trust*

The Chairman spoke in detail about the work that was taking place at the park. He expressed concern at the large number of trees being felled with no plans that these will be replaced. He understood that dog owners would need to keep their dogs on a lead at all times and that there were plans to regenerate the boating lake, which he felt had never been a very popular attraction in the past. Concern was also expressed about the level of security in the park and it was queried whether once the work had been completed, the area would be looked after. Vandalism was already taking place with seats being damaged, a bulldozer used to carry out some of the works on the site had been badly vandalised at the weekend and there was litter everywhere. The importance of securing the park and getting support from the residents within the park for the gates to be

locked at night was stressed. A Councillor advised that a gathering of some 50 youths had been hanging around the play area last Friday evening consuming alcohol in excess and causing a nuisance and he stressed the need for an urgent meeting with the Police to address this issue. Comment was made that the Sunken Gardens in Waterloo Square was also subject to similar gatherings of youths and the Projects Officer agreed to speak with the Police regarding this matter. Following further discussion, it was AGREED that a representative from the A.D.C. Parks Department should be invited to a future meeting to update the Committee on the plans for the park.

**11. REPORT FROM EVENTS OFFICER ON FORTHCOMING EVENTS INCLUDING**

**11.1** The Report from the Events Officer was noted, which had been circulated previously - **Appendix '1'**.

**11.2 Clowns Parade**

Members spoke in support of the excellent event and commented that the weather had been a great improvement on the previous year. The reception had also been very good and this had been greatly appreciated by all the Clowns present. Comment was made that it would be useful to be able to find a formula to calculate the number of people the event brought in to the town, which must be financially beneficial for the retailers. The Events Officer suggested that she could speak with Dr. Andy Clegg at the University regarding this matter to see if one of his students could look into this. Members were in agreement that the Events Officer should pursue this.

**11.3 Update on proposal to stage Veterans' Day event - Min 150.2 refers**

The Events Officer advised that she had now received two positive responses from ex-Service associations for staging an event this year. However, she expressed concern that without more support and in view of the shortage of time, it may be better to look to hold a Veterans' Day event next year.

**11.4 Premises Licence**

The Committee noted that it was the last day of the consultation period and there had been no objections to the application. The Police had requested that certain conditions be applied to the Licence which included restrictions to off-sales only which must be supplied in a sealed or closed container. The supply may only take place in respect of Town Council events and the Police have an absolute power of veto regarding the supply of alcohol under the terms of the Licence and may if necessary suspend that activity with immediate effect.

**11.5 Ice Rink - Royal Norfolk**

The Events Officer reported that a letter had been received from the Royal Norfolk seeking financial support from the Town Council towards the provision of an Ice Rink to be located within the hotel grounds during the Christmas Period again this year. The Committee noted that the budgets available to the Events Officer had already been allocated this year so she was unsure where this could be funded from. The Royal Norfolk were already supporting the Sands of Time and Sunfest events by making rooms available for the Council's use and had expressed a wish to become actively involved in events in the town. Members spoke in support of the Events Officer taking this forward and it was suggested that she obtain some idea of the finance that would be required and bring this information to the next meeting for further consideration. It was also suggested that further investigation into a Continental

market be undertaken with the view to seeking support from the Royal Norfolk for use of their grounds to stage this event. Comment was made that the train that runs along the Promenade could be used to bring people down to the Ice Rink if it is in operation at this time of year.

**11.6 Consideration of proposal for Local Government Sponsorship of Local Promotional Initiative - 'Flipside of Bognor Regis' - information copied to Councillors**

The Events Officer detailed the information she had received from a local resident which had been circulated to Councillors, seeking sponsorship for his business proposal. The idea being to produce a book of photographs of Bognor Regis which the Town Council could use to promote the town and recover some of the costs by selling the booklets at various outlets. Members would need to consider what the benefit would be for the residents and businesses of the town. Following some discussion, concern that the Town Council does not have the resources to undertake such a project was stressed and it was felt that this should not be pursued. A Councillor suggested that this could be referred to the Marketing Group to consider. The Projects Officer confirmed that the future of the Town Marketing Group was being looked into as this Group had been dealing with the SRB projects which were now coming to an end and this would be discussed by the P&R Committee in the near future. In answer to a query regarding whether it is the role of the Town Council to market the town, the Projects Officer advised that this was a matter for Councillors to consider. However, it was noted that the Town Council does not currently employ a Marketing Officer.

**12. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> APRIL 2007**

**12.1** The Projects Officer advised that judging of the Guides competition would take place at the next meeting on Thursday 24<sup>th</sup> May, other items due to be discussed at that meeting would now be deferred at the request of the Chairman as he would be unable to attend the meeting due to his annual holiday. The following meeting would also be moved from an afternoon to an evening meeting as the Chairman would be unable to attend daytime meetings due to his work commitments.

**12.2** The Projects Officer reported that the new Town Force member was progressing with the graffiti clearance however this would take time to get under control. Clearance of footpaths and improvement of the general street scene would also be undertaken. In answer to a query the Projects Officer confirmed that this work was supplementary to what the District Council were doing and was not a duplication.

**12.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 12<sup>th</sup> April 2007 - **Appendix '2'**

**13. REPORTS**

**13.1 Financial Reports**

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

**13.2 Any Other Reports**

There was nothing to report.

**14. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '3'**.

*The Meeting closed at 9.22pm.*

# **BOGNOR REGIS TOWN COUNCIL**

Events Officer's report to the E & L Committee on 21<sup>st</sup> May 2007

## **CLOWNS PARADE**

A debrief meeting with Butlins and Clowns International is to be held on 12<sup>th</sup> June at Butlins Conference Centre. This meeting will be an overview of the 2007 event and will also start discussions for next year. I would like to have two Councillors present at the meeting, as well as the Deputy Clerk and myself.

I understand that the Events Working Party will make the decision later in the year as to what events will take place in 2008. However, it would be useful for me to have some indication as to whether the Council wishes to take forward the Clowns Parade for next year.

This year the total amount spent was just over £4,500. Of this £2,420 was for the actual parade costs (band, first aid and security); approximately £300 was for publicity and insurance and £1,800 for reception and entertainment.

The event is a joint collaboration between Butlins, Clowns International and the Town Council. Butlins sponsorship provides accommodation and meals for the Clowns, who in return take part in the workshops and entertainment. The Town Council sponsorship provides the reception and band for the parade and in return the Clowns take part in the parade and also provide entertainment in the town centre on the Saturday.

The Parade did attract a fair amount of publicity from outside the area this year, including one journalist who is writing a book about events and who took a large number of photographs during the event.

## **PROMS IN THE PARK**

Arrangements for this are in hand.

## **SUMMER ENTERTAINMENT PROGRAMME IN HOTHAM PARK**

The programme has now been booked from 17 June to 26 August and posters are now being prepared. The banner advertising the Programme is now up in London Road and will remain throughout the summer.

## **INTERNATIONAL BOGNOR BIRDMAN**

Meetings between the International Bognor Birdman Trust and the Safety Advisory Group continue.

## **CAN-U-TE-JIGIT?**

Following discussion with Mike Jupp, it has now been decided that this event will be shelved for this year but we will have further discussion on a possible event in 2008.

## **POSSIBLE VETERANS DAY EVENT**

Following the previous meeting, I contacted a number of ex-Service associations in the area seeking their views on a possible event and, to date, I have received one positive response. In view of the shortage of time and the need to involve other ex-Service groups, I suggest that



nothing is done this year but further investigation takes place with a view to running an event for Veterans Day next year.

**APPLICATION FOR PREMISES LICENCE FOR LONDON ROAD AND HIGH STREET AREAS (LICENSING ACT 2003)**

The Licence Application has now been submitted and the Blue Forms displayed as instructed. All of the appropriate bodies have been informed and we now have to wait until the end of the consultation period for a decision.

**TOWN SHOW**

Two meetings have now been held with Bognor CAN (Community Action network) and Bognor Regis District Horticultural Society regarding a Town Show. It is proposed that this will be held on the playing field at Hampshire Avenue on 15 September. An Awards for All bid for £10,000 will be made and this will cover both the costs of the show (marquees / tables / prizes etc) and on-going workshops to be run by Bognor CAN.

Carol Fullick from Bognor CAN and I will assist the Horticultural Society with the writing of the bid and the planning of the show.

**'FLIPSIDE OF BOGNOR REGIS' – PROPOSAL FOR LOCAL GOVERNMENT SPONSORSHIP OF LOCAL PROMOTIONAL INITIATIVE**

I was approached a few weeks ago by local resident Paul Whitehead, who is seeking sponsorship for his business proposal. This is the production of a book of photographs of Bognor Regis to be sold by the Town Council and to be used as a marketing tool for the area.

I explained to Mr Whitehead that these decisions would need to be made by the Council and that when the new Administration was in place, I would provide details of his proposal to the new Councillors.

A copy of his Proposal is attached, although I have not included the photographs. These can be viewed at the meeting.

**NOTES AND RECOMMENDATIONS**

**BOGNOR REGIS TOWN COUNCIL**  
**SOUTH EAST IN BLOOM WORKING PARTY**  
**(COASTAL RESORT A)**  
**Thursday 12<sup>th</sup> April 2007**

**PRESENT:** Cllr. J. Hayward, Cllr. K. Scutt, P. Beckerson, E. Benackova, M. Huntingdon.

*The Meeting opened at 2.03pm.*

**It was noted that the meeting was not quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.**

**1. Apologies for Absence**

Apologies of absence were noted as being received from P.Mortimer and R. Bennett.

**2. Approval of the Notes of the Meeting held on 15<sup>th</sup> March 2007**

The Notes were agreed as a correct record.

**3. Timeline & Programme for 2007**

The updated timeline was circulated to those present (Appendix 1) and some discussion followed. It was pointed out that Ivy Lane looks great and could be included in the Britain in Bloom judging route. This was agreed.

With reference to the footpaths, the town centre ones especially Church Path will be sprayed and cleared of litter before the unannounced judging. This will be carried out by Mo and TF Apprentice James.

**4. Progress on environmental and conservation projects (biodiversity theme)**

The Projects Officer reported that he now needs to liaise with Carol Fullick on planting the winning design so the project can progress further.

**5. SRB Planting Projects (Progress)**

The projects are very close to completion. There are still outstanding issues over the land ownership at Durban Road and outside the Richmond Pub. Once this is solved, the planters would be built.

*Cllr. K. Scutt offered his apologies and joined the meeting – 2.15pm.*

Works on the sewers at the top of London Road are still ongoing.

The informative signage should be in place before the submission of the portfolio which could improve our scoring.

**6. Britain in Bloom Informal Judging**

It was noted that the judges would visit at some stage between 21<sup>st</sup> April and 13<sup>th</sup> May. Town Force & Cleansing are aware.

**7. Guides Competition**

This is ongoing. The Projects Officer will approach the Commissioners at the launch to get an update.

**8. In Bloom Launch Event**

So far 33 responses had been received. Some barrier baskets will be put in the Chamber and small pots with Fuchsias would be given out. Leaflets from RNH website on wildlife would be available and photos of planting displayed. The Launch will commence with PowerPoint presentation on the campaigns also inviting people to join the Working Party.

It was noted that there will be a photo shoot for the Observer on Monday morning and agreed that Mayor and Cllr. K. Scutt would be present along with the Projects Officer.

**9. Footpaths**

Already discussed.

**10. Any other matters for consideration not included on the agenda**

None.

**11. Date of next meeting**

*In the Projects & Events Office* on 10<sup>th</sup> May 2007 at 2pm.

*The Meeting closed at 2.35pm.*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 21<sup>st</sup> MAY 2007**

1. Meteorological Officer Report for March 2007 - previously copied to Councillors and April 2007 attached
2. Email from visitor to the town complaining about the seafront and surrounding area - copied to Committee
3. Environment Agency - letter advising of their 10-week campaign to recruit customers to their free flood warning service and seeking support from the Town Council in helping to promote the importance of being prepared for flooding and registering for flood warnings
4. Hotham Park Heritage Trust - letter of appreciation and acknowledgement of grant for the 2007 Country Fair. Also invitation to the Town Mayor and Councillors to attend the event on 11<sup>th</sup> and 12<sup>th</sup> August
5. The Arun Sounds - email acknowledging receipt of grant funding
6. ROX Music and Arts Charity - letter of appreciation and acknowledgement of grant for workshops
7. Bognor Regis Seafront Lights - letter of appreciation and acknowledgement of grant for the seafront lights and their two events Here Comes Summer and the Illuminations Gala
8. Bognor CAN - letter of appreciation and acknowledgement of grant for the 2007 Pevensey Festival
9. Regis School of Music - letter of appreciation and acknowledgement of grant for the Regis School of Music, Sunday Afternoon Recitals and the Summer Festival 2007
10. Action in rural Sussex - letter advising that the closing date for the New West Sussex Village of the Year 2007 competition has been extended to 1<sup>st</sup> June 2007
11. Smith of Derby - letter advising that the annual service of the Town Hall Clock was undertaken on 19<sup>th</sup> April 2007
12. Letters from residents of Hook Lane and Madeira Avenue in connection with request to remove the public bench in Hook Lane situated by the electrical substation
13. *National Piers Society - Agenda and associated paperwork for 24<sup>th</sup> Annual General Meeting on 26<sup>th</sup> May at Southend-on-Sea. Also Piers Journal Issue No. 83, Spring 2007*
14. West Sussex Primary Care Trust - Fit for the Future e-Bulletin, Issue 8, 9 and 10
15. Sussex Police - email with details of misinformation regarding allegation of assault in Littlehampton
16. End of the Pier International Film Festival Press Release
17. Southern Stakeholder Brief Issue 38, April 2007
18. West Sussex County Council - copies of 'for better tomorrows' 2007/08 booklet
19. Communities and Local Government Committee - Press Notice advising of Oral Evidence Session on Equality 24<sup>th</sup> April 2007
20. Playworld Systems Newsletter, Issue 2
21. Kompan Ltd. - details of Bexley Play Seminar 1<sup>st</sup> May 2007
22. Huck Nets (UK) Ltd. - 2006/07 catalogue

23. CVS Arunwide - Newsletter April 2007
24. Inspire Leisure - Email with details of Family Fit and Fun Day on Saturday 9<sup>th</sup> June - copied to Committee
25. Communities and Local Government Committee - Press Notice advising of Oral Evidence Session on Refuse Collection on Monday 21<sup>st</sup> May 2007
26. W.S.C.C. - email with details of changes to bus services starting on 27<sup>th</sup> May 2007
27. CVS - Arun Housing Homeless Forum invitation to join or continue to receive information from this group. It was **AGREED** to **RECOMMEND** to the next Town Council meeting that Cllr. Mrs. Gillibrand be appointed as the Council's representative
28. Email with details of new management at the Picturedrome Cinema and information on reduced entry fee
29. New Sands of Time brochure
30. Bishop Sports and Leisure - product information