



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail - bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Environment and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 14TH SEPTEMBER 2015**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 7TH SEPTEMBER 2015

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 20th July 2015 and the Extraordinary Meeting on 26th August 2015
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items

6. Ward Allocation Environmental Projects Budget including consideration of 2015/2016 Budget
7. Bognor In Bloom Working Party – Consideration of the Resolutions, Recommendations and Reports of the Meeting held on 11th August 2015
8. To ratify first payment of £20,000 to Arun District Council for the 2015/2016 Partnership Contribution for Public Conveniences (Revenue) as agreed in the Service Level Agreement
9. To ratify the decision of the Chairman and Vice-Chairman not to proceed with the Christmas Illuminations Competition
10. To note the annual service of Clock and communication with Arun re continued water ingress
11. Christmas Illuminations update including any further detail on Aldwick Road
12. Update on sponsorship advertising board at Bognor Regis Football Club
13. Town Centre issues including Public Realm works, Bognor Regis Traders Association and the Old Quarter Working Group
14. Consideration of query from WSCC as to whether the Town Council wishes to prepare a winter maintenance plan including the order of supplies of salt
15. Report on Arun Street Community Working Group Meeting regarding Public Space Protection Order and way forward
16. Update on Jetski ramp
17. Consideration of a request from The Chairman of the Cycling and Walking Task and Finish Group in liaison with West Sussex County Council to assist with a survey on local cycling and walking priorities in West Sussex
18. Reports:
 - i. To note Financial Reports, previously circulated
 - ii. Any other reports
19. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE

HELD ON MONDAY 20TH JULY 2015

PRESENT:

Cllrs. T. Gardiner (Chairman), J. Brooks, P. Dillon (from Min. 24), Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. S. Holmes (Note-taker)

The Meeting opened at 6.32 p.m.

20. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. D. Barnes, who was on holiday and W. Toovey, who was unable to attend as he was working. Apologies were also received from Mrs. L. Gill, Committee Clerk, who was unwell.

21. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

No declarations of interest were made at this point in the Meeting.

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26TH MAY 2015

The Minutes of the Meeting held on the 26th May 2015 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

23. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public in attendance. However, a question had been passed to a Councillor prior to the meeting, asking whether or not the Town Council would support the building of a solar farm on a greenfield site. This was **NOTED**.

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

24.1 26th May – Min. 6: Traders Group. At the last meeting it was agreed to investigate the issue of a storage area for the Community Gardeners. Arun District Council officers have now confirmed that storage has been offered to the Community Gardeners at the back of Bedford Street, in the yard at Hotham Park and also in Waterloo Gardens.

24.2 26th May – Min. 8.4: Terms of Reference – affordable housing provision. It was confirmed that a letter had been sent to the National Association of Local Councils to ask how other parish and town councils dealt with the issue of affordable housing provision but no response has yet been received.

24.3 26th May – Min. 11: Licence for old gas lamp and post outside of the Museum. The licence for the gas lamp has now been granted and the Museum will advise the Town Council when it has been installed.

24.4 26th May – Min. 12: Competition to win £10,000 of Christmas Lights. The entry to this competition has been submitted and a copy is available if Members wished to see the details.

24.5 26th May – Min. 13: Dog and litter bins. A request had been made to Arun District Council for details of all of the dog and litter bins in Bognor Regis. A list has now been provided and is available if Members would like a copy. Details of collection days has also been provided.

It was suggested that Ward Members could go out and check that the bins are, in fact, where they are supposed to be and a photocopy of the list will be sent to Committee members to aid this investigation.

25. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2015/2016 BUDGET

Members were reminded that the Ward Allocation has been calculated at £125 per Member, due to the changes in Ward sizes. Therefore Wards with 1 Member will have £125, those with 3 Members will have £375 and those with 4 will have £500 to spend. Forms are available from the office and these must be completed and signed by all Ward Members before being brought back to this Committee for consideration.

26. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 9TH JUNE 2015

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 9th June 2015.

26.1 Members **RESOLVED** to **APPROVE** the costs of £50.00 for gift vouchers from the competition expenses budget.

26.2 Members expressed concern that the Guides Competition banners could not be installed due to the on-going problems with the lamp post banner fittings. It is understood that Arun are seeking to rectify the problems.

Cllr. Brooks declared a Disclosable Pecuniary Interest as his company may be quoting for the work on the banner fittings.

27. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 2ND JUNE 2015

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 2nd June 2015.

A Member queried the amount of rents charged for plots and whether the rents were high enough. The Project & Street Scene Support Officer explained that it had been decided to retain the existing system of charging for a small, medium and large plot and that as plots were coming up for rent they were being re-costed, to try and reduce the discrepancy between the two sites.

28. CONSIDERATION OF FUTURE USE OF LONDON ROAD INFORMATION PANELS - POLICY & RESOURCES. MIN. 171 REFERS

The report from the Project & Street Scene Officer gave the background to the decision made by the Policy & Resources Committee in April 2014. The information boards are due to be removed as part of the Public Realm work in 2016. Due to the way they are constructed it is not possible to alter the information on the panels, and it had been decided that when they were removed the Town Council would dispose of them. They had been offered to the theatre for their use but they have since declined the offer.

A Member suggested that they could be offered to the traders in Aldwick Road, who may be able to digitise them. However they would have to bear the costs of installation and any changes. It was suggested that the traders be approached to find out if they would be interested in taking over the Boards.

It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that when the Information Boards were removed they should be put into storage, pending negotiations with the Aldwick Road traders.

29. REPORT ON MEADOW BLUE COMMUNITY ENERGY SOLAR FARM

The report on the Blue Meadow Community Energy solar farm was **NOTED**. A Member asked if investigation could be made as to whether or not the area identified was a greenfield site.

30. UPDATE ON NEW ADC/BRTC PUBLIC CONVENIENCES WORKING GROUP

Members **NOTED** the report from the Project & Street Scene Support Officer. Concern was expressed that the District Council did not feel that a meeting to discuss the issue of the public toilets was necessary. Members understood that Arun were currently looking as the issue of toilet provision across the district but felt that as the Town Council contributed to the cost of the toilets in Bognor Regis then they should have an input into the debate.

It was **AGREED** that a letter should be sent to Arun District Council inviting the Cabinet Member responsible for toilet provision, and also the Assistant Director for Environmental Services, to the next Environment and Leisure Committee meeting.

31. UPDATE ON ISSUES RELATING TO FLOODING

The Town Council had previously been in touch with West Sussex County Council, the Environment Agency, and Southern Water, asking to be kept informed of work relating to flooding issues in the area. A report giving an update on the current status of the Aldingbourne Rife Integrated Flood Risk Management Project had been circulated and this was **NOTED**.

32. CONSIDERATION OF CONTINUANCE OF SPONSORSHIP ADVERTISING BOARD AT BOGNOR REGIS FOOTBALL CLUB

Members **NOTED** the report and were also shown photographs, taken by a Member, of the existing advertising board paid for by the Council and also of other potential sites around the football ground.

Cllr. Brooks declared an Ordinary Interest as his company provide services to the Football Club.

Following discussion Members **RESOLVED** to continue its support of the Football Club by sponsoring the advertising board at a cost of £200 sponsorship and £200 to replace the board. However, this should be subject to negotiations with the Football Club to identify a new site, or possibly two, near to the main entrance.

It was also **AGREED** that the content of the board should be agreed with the Events, Promotion and Publicity Committee who are currently considering a new promotions strategy for the Council.

33. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND THE OLD QUARTER WORKING GROUP

The report from the Head of Street Scene & Leisure Services was **NOTED**.

33.1 Members expressed concern at the loss of the Cloudhopper Gallery and asked whether it was possible for another art group to take over the premises. However, by the time the decision to close the Gallery had been made public, the premises had already been placed on the market, as the District Council have a duty to rate payers to bring in an income from the premises. Members felt that the opportunity should have been given to other groups to take over the space.

33.2 A Member commented on the issue of the Community toilet scheme. Businesses need to think in a more friendly-service way. The schemes do work in other places.

34. CONSIDERATION OF WSCC (PUBLIC HEALTH) WELLBEING PUBLIC AND STAKEHOLDERS SURVEY 2015

The details of the Survey were **NOTED**.

35. UPDATE ON JETSKI RAMP INCLUDING RECENT CLEARANCE OPERATION

Members **NOTED** the report and **RATIFIED** the expenditure of £200 cost to clear the ramp of shingle. It was noted that the groyne was no longer high enough to hold back the shingle.

There was discussion on the issues affecting Pagham and the knock on effect along the coast. It was also noted that there had been adverse weather conditions, with more stones on the promenade than was usual. Stones will always be a problem. Would it not be possible to use the Community Payback service to assist with clearance? This could be suggested to Arun. It was **AGREED** that a letter should be sent to the sea defence engineer, requesting the raising of the groyne to protect the ramp.

36. UPDATE ON CHRISTMAS ILLUMINATIONS INCLUDING CONSIDERATION OF QUOTATIONS SUBMITTED FOR A NEW 3 YEAR CONTRACT FOR INSTALLATION AND MAINTENANCE OF LIGHTS AND EQUIPMENT, IF AVAILABLE

The Project & Street Scene Support Officer gave a verbal report.

36.1 As had been reported at the previous meeting, quotes were being sought from electrical contractors for a new three year contract. This was proving quite complicated, as the original specification had been drawn up about five years ago and some of the work that had been done since that time was done on an ad hoc or free of charge basis by the current contractor.

36.2 The Committee were shown photographs of the reconditioned wreaths that are being offered by the electrical contractor for Aldwick Road, at a cost of £300 per unit. These have not yet been seen by the businesses in the area. A question was asked about the bow that had been in the original photographs and it was reported these had been removed due to their poor condition. They can be replaced but the contractor will not do this until an agreement about purchasing the units has been reached.

36.3 Funding needs to be identified for the wreaths and it is hoped that the Aldwick Road businesses can assist. It was also suggested that Aldwick Parish Council could be approached, to ask if they would contribute. Following discussion it was suggested that the Town Council could match the contribution from the traders if they could pay half of the costs. However, a budget would have to be identified for this.

36.4 It was **NOTED** that cheaper options than the wreaths were available and it was **AGREED** that these should be investigated.

36.5 It was also **NOTED** that agreement would be required from SSE to allow the wreaths to be installed on the lamp posts, due to their size, and the Project & Street Scene Support Officer was asked to undertake this investigation.

37. REPORTS:

37.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

37.2 ANY OTHER REPORTS

There were no other reports.

38. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated.

The Meeting closed at 8.25 p.m.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE

HELD ON WEDNESDAY 26TH AUGUST 2015

PRESENT: Cllrs. T. Gardiner (Chairman), D. Barnes and J. Brooks

IN ATTENDANCE: Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. S. Holmes (Head of Street Scene & Leisure Services)

The Meeting opened at 6.30 p.m.

39. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. P. Woodall, who had work commitments. No apologies had been received from Cllrs. P. Dillon, S. Goodheart, G. Jones, W. Toovey and Mrs J. Warr.

40. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

No declarations of interest were made at this point in the Meeting.

41. TO CONSIDER: (A) QUOTATIONS FOR A NEW 3 YEAR CHRISTMAS ILLUMINATIONS INSTALLATION AND MAINTENANCE CONTRACT AND (B) FURTHER CONSIDERATION OF THE PURCHASE OF LAMP POST WREATH DECORATIONS FOR THE ALDWICK ROAD SHOPPING AREA

41.1 A confidential report from the Project and Street Scene Support Officer was circulated, giving details of the 4 quotes obtained for the new 3 year contract. It was explained that it had been quite difficult to obtain the quotes, as some of the companies were very busy, and that not all of the companies that had quoted had undertaken a site visit. It was also explained that one of the quotes was from the existing contractor.

The quotes were based on a Contractors Specification document, which had been adapted from the one used for the original contract. It had been quite difficult to produce this, due to the complex nature of the different elements of the Specification.

It was noted that there were considerable differences between the quotes, in part because one appeared to be a local company.

The Head of Street Scene & Leisure Services reminded Members that the budget available to cover the revenue expenditure of the Christmas lights was £8,500 for the current financial year. Therefore, depending on which quote Members decided to accept, it may require either removing elements from the Specification to reduce the costs or requesting additional funds from the Policy & Resources Committee. The cost for installation in 2014 was £4,695.

The possibility of using Town Force was suggested. However, they do not have the appropriate qualifications. There are only 2 permanent team members during the winter and their work schedule is already quite heavy.

A question was asked about the contract for the actual supply of the lighting displays. This is a separate 3 year contract (to include Christmas 2015 and 2016). It may be possible to extend this for one year, so that the end of both contracts would coincide. This can be investigated when the contact for the lights is due to expire.

Following discussion it was **RESOLVED** that the quotation detailed as Option 1 should be accepted. This would be subject to a pre-meeting to discuss the Council's requirement in more detail. A full list of items to be discussed will be prepared by the Project and Street Scene Support Officer. It was further **RESOLVED** that the contract should be subject to review and a possible break clause after 1 year.

41.2 Members were reminded that the existing Lighting Contractor had offered the Town Council the opportunity to purchase 9 wreath displays that could be used in Aldwick Road, at a cost of £300 per unit. There were actually only 7 lamp posts in Aldwick Road so this would give a cost of £2,100. The suggestion had been made at the last meeting that the Town Council could match fund if the Aldwick Road shops were able to provide half the costs.

The Project and Street Scene Support Officer reported that the Aldwick Business Association had been approached and asked if they could assist with the funding. Aldwick Parish Council had also been contacted seeking financial support and a response was still awaited. A request to SSE for a licence to install the lights had been submitted but no response had been received to date.

Some concern was expressed as to how the wreath displays would fit onto the lamp posts, as some of them were close to the walls, and it was felt that perhaps they were not the best option. Examples of other possible displays were considered.

Following discussion, it was **AGREED** that the wreath displays were not the best option and the Council would decline the offer to purchase them. It was further **AGREED** that alternative displays be considered, with two options being suggested at a possible cost of either £150 per unit or £360 per unit. It was noted that these prices may be reduced following discussion with the new contractor, as they may be able to get a much better deal.

It was **RESOLVED** that the Aldwick Business Association should be asked to provide half of the cost for 7 lights and that the Town Council would contribute up to £1,200 from Earmarked Reserves to match this. The Project and Street Scene Support Officer was instructed to negotiate with the new contractor to obtain prices for the 2 options selected and to proceed with the purchase, subject to the price being no more than £2,400 and subject to the Business Association agreeing to pay half of this cost. Members will be updated on progress with this via email.

The Meeting closed at 7.25 p.m.

MATTERS ARISING FOR E&L MEETING 14th SEPTEMBER 2015

20th July – Min. 28 Report on Meadow Blue Community Energy Solar Farm

Members asked if the Solar Farm would be on a greenfield site. Following investigations the Project & Street Scene Support Officer can confirm this is the case.

20th July – Min. 30 Update on New ADC/BRTC Public Conveniences Working Group

Letters had been sent to the Director of Environmental Service at Arun District Council and to Cabinet Member for Leisure & Amenities inviting them to attend this meeting. A response had been received advising that this would not be possible due to holiday commitments. However, a report reviewing toilet provision will be submitted to the Leisure Tourism and Infrastructure Working Group early 2016 and once the report has been written prior to submission a meeting will be arranged.

20th July – Min. 35 Update On Jetski Ramp Including Recent Clearance Operation

Members asked for a letter to be sent to Arun District Council to see if it would be possible to raise the level of the groyne adjacent to the ramp. The Engineering Services Manager for ADC has sent the following response.

"The groyne adjacent to the ramp at Gloucester Road is the boundary between areas managed by this Council and the Environment Agency. We cannot simply raise the level of the groyne because in going some way solving your problem (it wouldn't solve it completely), it may present a problem for our neighbours. We have to consider the management of the coastline as a whole or at least in chunks bigger than one groyne bay.

If we were to raise the level of the groyne by the ramp it would trap more shingle on its western side – that shingle would be therefore taken out of the system and not be available to flow, by littoral drift, onto the Agency's frontage thus reducing the amount of shingle, albeit a relatively small amount, on that frontage.

The groyne would have to be raised a considerable amount to stop shingle washing over and onto the ramp and that would only work for south-westerly and westerly waves – if we were to have southerly or eastern quadrant wave activity then material would still be deposited onto the ramp. Once the shingle had achieved the height of the new planking it would either continue to rise, thus recreating the current problem or build on the seaward face of the beach, raising the level of the beach further seaward; again leading to shingle spilling over and again, recreating the current problem.

Also, the relative levels between the beach on the western side and the concrete ramp would be greater, raising the risk of a 'fall injury' for beach

users. Only last weekend we had a child needing to be cut free from that particular groyne after slipping between timbers; thankfully not falling onto the hard concrete.

Notwithstanding all of the above I will see if there is scope for a gradual process of plank raising to the appropriate part of that groyne thus helping but not fully resolving your issue."

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Party Tuesday 11th August 2015

PRESENT: Cllrs. P. Dillon, Mrs. S. Daniells and Mrs. J. Warr, also Mrs. M. Huntingdon, G. Burt (Chairman) D. Meagher and Mrs. S. Green (Committee Clerk)

The meeting opened at 3.10pm

1. APOLOGIES FOR ABSENCE

Apologies had been received from Ms. P. Keane and Ms. H. Wilson

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 9th JUNE 2015 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

There were no other matters arising and the Notes were **APPROVED**.

3. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:

- **Guides Competition update on lamp post banners, fixings and awards ceremony**
- **Wash up of Scarecrow Competition including ratification of costs**
- **Bognor In Bloom Annual Competition including judging, award ceremony and costs**
- **Recruitment**

Guides Competition update lamp post banners fixings and awards ceremony:

SG reported an update regarding the fixings for the lamp post banners that will display the Guides designs. The Arun District Council Officer who is dealing with the problem is still awaiting quotations and is unable to move this forward until he is receipt of them. He will continue to chase this up and will inform the Council when a contractor is in place. The Guides have been advised of the winners but are anxious to have some sort of award event. However, without the banners this will not be very effective. After discussion it was **AGREED** that the four winners will be invited to attend this year's Bognor Regis In Bloom Awards Evening and certificates will be awarded then. SG will liaise with the Guides to make arrangements.

Wash up of Scarecrow Competition including ratification of costs:

The total number of entries to this year's competition was disappointing and it was felt that perhaps it would be better to do something new next year. The Chairman asked for this to be an agenda item for the next meeting and asked everyone to give some thought to what could replace the scarecrows and it will be discussed then.

There were two £10.00 gift vouchers remaining from the competition and it was **AGREED** that one of the vouchers be used to give to Frame of Mind as the agreed £5.00 voucher in lieu of a broken raffle prize had not yet been purchased. (Item 4 of the Notes 17th March refers). The other gift voucher will be held over. It was also **AGREED** to ratify the cost of winner's rosettes of £6.00

Members **RECOMMENDED to APPROVE** to the Environment & Leisure Committee the cost of £6.00 for winner's rosettes from the Competition Expenses Budget and to give £5.00 of the remaining vouchers to Frame of Mind.

Bognor In Bloom Annual Competition including judging, award ceremony and costs:

All the judging has been completed. MH will produce the certificates and the slides for the awards evening and SG will create the power point presentation. There was discussion regarding the categories and it was decided that the entry form should be reviewed and redesigned for next year. Butlins have agreed to host the event and have offered a date of 14th October 2015. After discussion the following arrangements were **AGREED**:

- GB will be the Master of Ceremonies for the evening
- GB & SG will attend the pre-event meeting with Butlins to discuss arrangements
- The raffle will be held along the same lines as last year. Sponsors will be asked to provide a prize and PD will ask local business to contribute he will also sell the tickets on the night
- This year the tables will be named and a table quiz will be held with a box of sweets for the winning table
- SG will liaise with Aldingbourne Country Centre to see if they are able to give a short presentation
- GB and PD will assist SG with the setting up
- Display boards and PA system will be required
- SG will organise the trophy engraving, quiz, winners plaques and invitations
- A suggestion box will also be made available
- Members **AGREED** that any costs involved will be ratified at the next meeting.

Recruitment: No action to record however this will be actively promoted at the awards evening.

4. TO NOTE BALANCES OF 2015/16

This item was deferred to the next meeting as the relevant information was not available.

5. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, GREENER BOGNOR NETWORK AND COMMUNITY ORCHARD PROJECT

Bognor Community Gardeners: Regrettably there is no one able to attend this years In Your Neighbourhood award ceremony to represent the Bognor Community Gardeners at the South & South East In Bloom finals.

Greener Bognor Network: No update

Community Orchard: No update

9. CORRESPONDENCE

The correspondence was **NOTED**.

10. DATE OF NEXT MEETING

Wednesday 4th November 2015 at 3.00pm

The meeting closed at 4.53pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 20TH JULY 2015**

AGENDA ITEM 11 – CHRISTMAS ILLUMINATIONS UPDATE INCLUDING ANY FURTHER DETAIL ON ALDWICK ROAD

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER FOR DECISION

Following the decision at the Extraordinary Meeting of the Environment & Leisure Committee on the 26th August 2015 to look at alternative decorations for the Aldwick Road Shopping Members are asked to consider the following quotations that have been supplied.

Unfortunately the large circular multi coloured display is not available second hand. These are bespoke lights and because of the cost when new, they very rarely come up on the second hand market so the cost for new is shown below:

NEW AS PER EXAMPLE 1

1. Option 1 is a bespoke motif based on your chosen design, due to the amount of colours and the size of the motif it does work out very expensive at £988.00 each for each purchase.
2. Option 2 Cristal Filant £ 500.00 each
3. Option 3 Copernic Cost £ 1,700.00 each
4. Option 4 Galilee Cost £ 1,350.00 each
5. Option 5 Angela x2 Cost £ 2,230.00 each

All of the above can be split over 3 years and also available in any colour combination requested

NEW AS PER EXAMPLE 2 & 3*

A selection of motifs all 3m and can be mixed and matched and made in varying colours – cost £600.00 each or a 3 year hire at £220.00 each per annum

USED AS PER EXAMPLE 2 & 3*

Any of the options in stock ex-hire and can be refurbished in colour for £350 each outright

** Please ignore that the illustrations are across streets, ignore the central globe, the motif is one half of the crossing.*

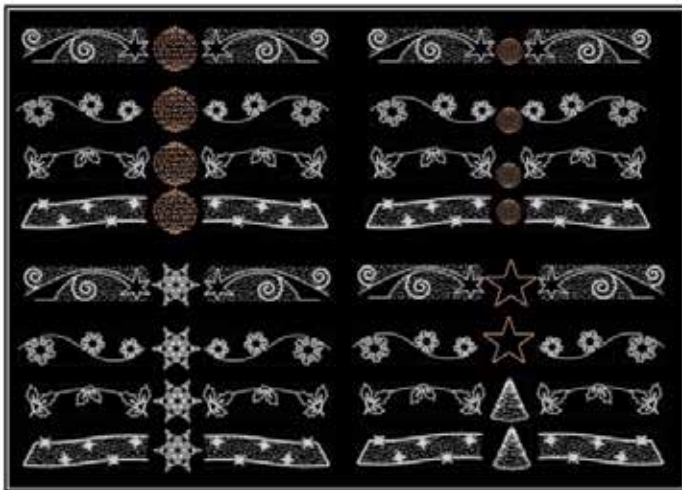
It should be noted that an order will need to be placed very quickly

FOR DECISION:

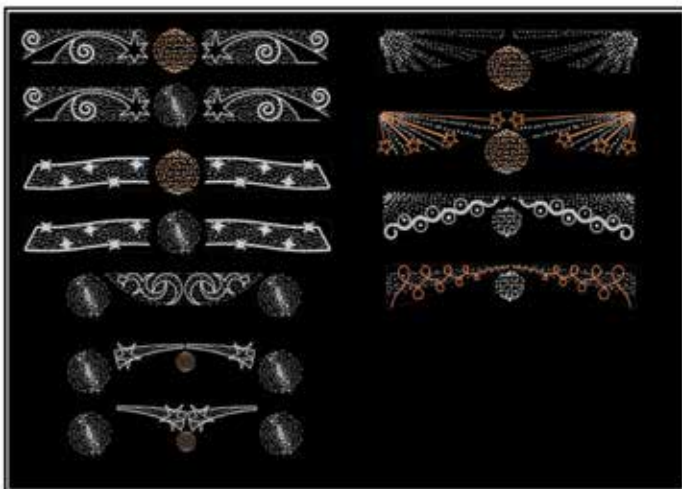
Can Members please decide how they would like to proceed.



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 14th SEPTEMBER 2015**

AGENDA ITEM 14 – CONSIDERATION OF QUERY FROM WSCC AS TO WHETHER THE TOWN COUNCIL WISHES TO PREPARE A WINTER MAINTENANCE PLAN INCLUDING THE ORDER OF SUPPLIES OF SALT

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR DECISION

The WSCC Active Communities Team are reminding Town and Parish Councils that salt supplies are once again available as part of their winter maintenance programme, and orders should be placed as soon as possible.

The BRTC Town Force Co-ordinator has confirmed that there are still sufficient supplies left over from last year and as there is limited space at the lock-up a Nil return is advised

FOR DECISION:

Can Members confirm that they are happy for a NIL return to be submitted?

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 20TH JULY 2015**

AGENDA ITEM 15 – REPORT ON ARUN STREET COMMUNITY WORKING GROUP REGARDING PUBLIC SPACE PROTECTION ORDERS AND WAY FORWARD

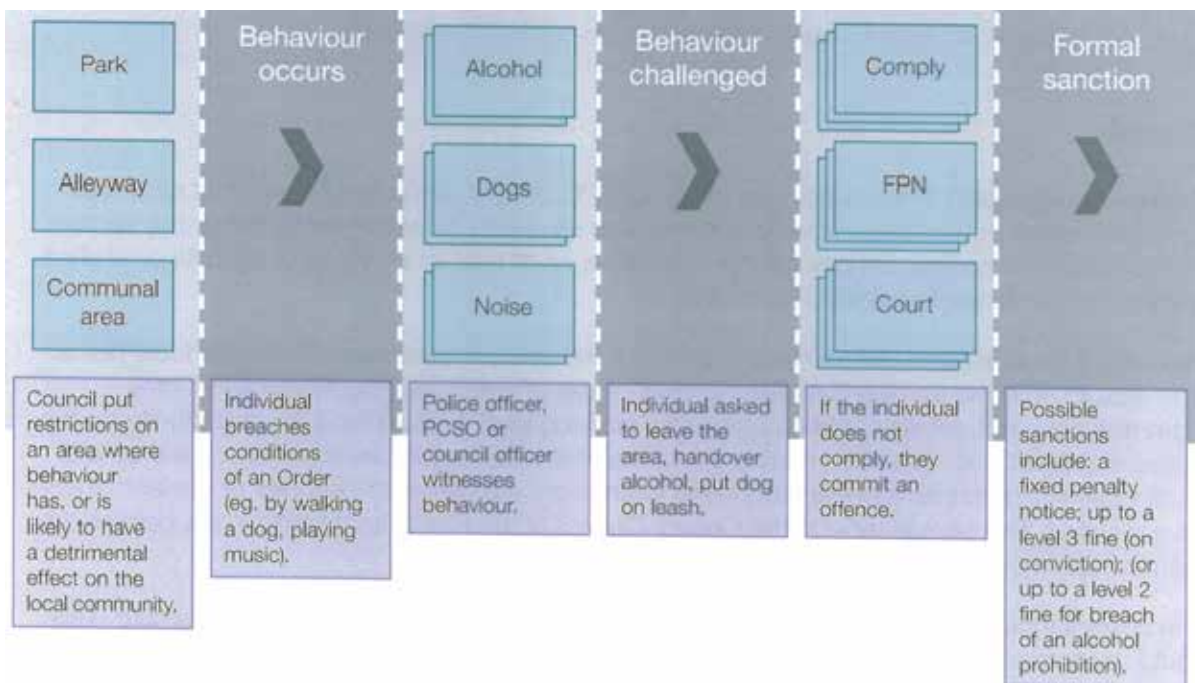
**REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER
FOR INFORMATION**

A meeting of the Arun Street Community Working Group was held on 3rd September 2015 at the Civic Centre in Littlehampton and the following items were discussed:

PUBLIC SPACE PROTECTION ORDER (PSPOs)

As part of the Governments reforms to tackle Anti-Social Behaviour and the Reform of Anti-social behaviour for frontline professionals Public Space Protection Orders are designed to stop individuals or groups committing anti-social behaviour in a public space. Councils at District level are able to issue PSPOs after consultation with the police, Police & Crime Commissioner and other relevant bodies.

The table below gives a brief overview of how PSPOs work:



PSPOs can be scaled to target particular geographical zones to address the issues specific to that area however there is a requirement to demonstrate that there is sufficient support to substantiate the need for any proposal. Regard should also be taken into account that any PSPOs do not infringe or impact any human rights.

Enforcement needs to be clear and consistent, however, with Police numbers shrinking and the warning of more cutbacks it could be that accredited Council Officers will need to play a major role in challenging any behaviour that contravenes the PSPO.

A Joint Communication Plan agreeing a unified partnership message about the work taking place to the public, traders, Councillors and other interested stakeholders is central to ensuring the success of any project.

PSPO's have a maximum duration of three years but can last for shorter period of time where appropriate. The PSPO can cover a number of different restrictions and requirements however, if a new issue arises in an area where a PSPO is in force the Council can vary the terms of the order at any time. It can also be discharged at any time.

The Working Group proposes to focus on two priorities initially:

- Assessing and scoping the implementation of a PSPO within the areas of Littlehampton and Bognor Regis as a tool to effectively deal with the negative impact of street communities in public spaces
- Agree and implement a joint communications approach so that all partners can give an accurate, up to date and consistent message to all stakeholders.

It may be that as the PSPOs are applied the Police and Police Community Support Officers may need the support of accredited Council Officers to assist with enforcement and local Parish and Town Councils may be asked to consider the option of accrediting some of their Officers.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 14th SEPTEMBER 2015**

AGENDA ITEM 16 – UPDATE ON JETSKI RAMP

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR INFORMATION

The ramp launch figures since April 2015 are as follows:

April	Not open	
May	63 Jetskis - no boats	(open 8 days)
June	89 Jetskis - no boats	(open 8 days)

July	50 Jetskis – no boats
August	134 Jetskis – 6 boats
September	Nil as of 3 rd September

(The ramp was closed on 31/8 and 1/9 due to traveller presence)

This gives a total of 342 Launches. The total for 2014 for the same period was 313

The ramp will remain open until 27th September and the buoys will be removed shortly afterwards.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 14th SEPTEMBER 2015**

AGENDA ITEM 17 – CONSIDERATION OF REQUEST FROM THE CHAIRMAN OF THE CYCLING AND WALKING TASK AND FINISH GROUP IN LIAISON WITH WEST SUSSEX COUNTY COUNCIL TO ASSIST WITH A SURVEY ON LOCAL CYCLING AND WALKING PRIORITIES IN WEST SUSSEX COUNTY COUNCIL

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER FOR DECISION

The Cycling and Walking Task and Finish Group is involved in the development of a cycling and walking strategy which will set the context for the future provision of cycling and walking facilities and infrastructure in the County. Local Town/Parish Councils and other groups in West Sussex, especially those engaged in the production of a Neighbourhood Plan are being approached with a request for evidence of the local experience of cycling and walking projects and facilities to help inform the discussions of the TFG.

“The questionnaire below sets out the key priorities that provide the context for the emerging strategy. Please can you elaborate to explain briefly the ranking of local cycling and walking priorities that you have selected”.

Local Cycling and Walking Priorities	Order of importance – 1 - most important 4 - least important			
Cycle paths and walking routes construction	1	2	3	4
Maintenance of cycle ways and public rights of way	1	2	3	4
Initiatives to encourage more cycling and walking	1	2	3	4
Cycling and Walking Skills Training	1	2	3	4

Please provide brief comments below to explain your ordering of local priorities:

The TFG is also engaged in drawing together a single list of priority schemes for cycling and walking improvements in the county.

“Please can you provide below your top three priorities for improvements to cycling and walking infrastructure in your local area (if necessary please select three cycling and three walking priorities)”.

Top three local priorities for cycling/walking infrastructure improvements

Priority 1 (location/facilities/additional information):

Priority 2:

Priority 3:

Please note that this will not be the only opportunity to comment on local improvement priorities further consultation will take place at a later stage of the development of a single priority list

If you would like to complete the questionnaire the deadline for responses is the 12th October 2015

FOR DECISION:

Can Members please decide if they would like to complete and submit the survey.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING
14th September 2015

1. WSCC 14 applications for busking licences
2. WSCC 2 applications for a pre-planned activity on the Highway
3. Email from the Town Centre Manager with footfall figures for the town centre for week commencing 13/7/15 - copied to Councillors
4. Email correspondence from ADC Senior Regeneration/LSP Manager regarding a press release about the Railway Station regeneration proposals press release - copied to Councillors
5. Surface Water Management Plans in West Sussex Newsletter June 2015
6. Hampshire Flag Company - Roller Banner Offer
7. Shop property Property Alerts to July 2015
8. Revive & Thrive - latest market Footfall and Retail Sales Results & Book their Solutions Challenge and Exhibition 2015
9. Group Leisure Magazine - Host a Reader Club familiarization trip in 2016
10. Sea Water Quality in the Arun District to 29th July
11. Email from TCM with footfall figures for week 27/7/15 to 2/08/15
12. Sea water quality in the Arun District to 3rd August
13. CLD Fencing Systems - Alternative Urban Fencing
14. Email from a member of the public regarding the ladies toilets near Morrisons
15. Revive & Thrive newsletter
16. WSCC changes to bus timetables
17. Sustainable Business Network - August update
18. Revive & Thrive - Now your town or city can win Best UK Local Project at the Town Centre Solutions Challenge
19. Sea water quality in the Arun District to 24th August 2015
20. Email WSCC County New: Parish Council New Letter August 2015 - Your Support Please, your Local Community Resilience networks
21. Revive & Thrive - Sharing all that's great about UK Town & City Centres
22. Email from a member of the public re the state of the toilets by Morrisons and response from Project & Street Scene Support Officer
23. Further email correspondence with a member of the public regarding the ladies toilets near Morrisons
24. St Wilfred's Hospice Cares newsletter Autumn 2015 - copied to Councillors