



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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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 16TH MAY 2016**

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 10TH MAY 2016

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting
2. Chairman's Announcement and Apologies for Absence
3. Declarations of Interest
4. To approve the Minutes of the Meeting held on 21st March 2016
5. Adjournment for public question time
6. Matters Arising from the Minutes which are not separate Agenda items
7. Arun District Council, presentation from an officer to advise on ADC's Emergency Planning, in particular the procedures in the event of flooding, and to advise on the reporting procedure and contingency arrangements for the Town
8. Appointment of Sub-Committees and Working Parties
 - a) Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification

- b) Bognor Regis in Bloom Working Party including consideration of recommendations to Council of co-options for ratification
9. To consider Terms of Reference for the following Committees/Sub-Committees/Working Parties, (attached) including updates and amendments if required
 - a) Environment & Leisure Committee
 - b) Allotments Sub-Committee
 - c) Bognor Regis in Bloom Working Party
10. Youth Services including:
 - Update from Chairman – E&L Min. 105, 21st March 2016 refers
 - Set up Feasibility Study and Terms of Reference
- 10.1 Motion referred from Town Council Meeting 9th May 2016, proposed by Cllr. J. Cosgrove to consider the proposal to examine local partnership working to deliver youth services in the Town including:
 - Consulting young people as to their wishes
 - Working with other parish-level councils in the urban area and with voluntary groups and the District Council
 - Negotiating with the County Council
 - To consider a suitable process and timescale and to resolve accordingly
11. Update on response from ADC in response to letter sent 12th April 2016 concerning toilets on the promenade and provision of Public Conveniences across the District
12. To consider seeking improvements to the Fitzleet Car-Park and to request information from Arun regarding monthly car-parking ticket sales
13. Update on Christmas Illuminations including consideration of entry into the Blachere Illumination 2016 Christmas Light Competition
14. Bognor In Bloom Working Party - Consideration of the Resolutions Recommendations and Reports in the notes of the Meetings held on 31st March 2016
15. Report on Membership of Locality and the services it provides
16. Ratify payment of £416.67 +VAT for Renewal of Annual Membership of Locality
17. Ward Allocation Environmental Projects Budget including consideration of 2016/2017 Budget
18. Update from Councillors of the Sea Defence Conference held 26th April 2016
19. Town centre issues including public realm works, Bognor Regis Traders Association, Bognor Regis railway station and Old Quarter Working Group
20. To consider WSCC consultation on proposals for changes to West Sussex Household Waste Recycling sites (HWRSs)
21. To consider a complaint from a member of public regarding litter and anti-social behaviour in Marine Ward

22. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
23. Correspondence

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



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ENVIRONMENT & LEISURE COMMITTEE

HELD ON MONDAY 21ST MARCH 2016

PRESENT:

Cllrs. T. Gardiner (Chairman), J. Brooks, P. Dillon, D. Maconachie, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. S. Green (Project and Street Scene Support Officer)

Mrs L. Gill (Committee Clerk)

2 Councillors

4 Members of the public

1 Member of the Press (until Min. No. 106)

2 Representatives of WSCC Youth Provision (until Min. No. 106)

The Christmas Lights Contractor (for Min. No. 106)

The Meeting opened at 6.35 p.m.

100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. D. Barnes, who had work commitments and S. Goodheart, due to illness. No Apologies had been received from Cllr. W. Toovey.

101. 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.

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

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th JANUARY 2016

The Minutes of the Meeting held on the 18th January 2016 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no public questions at this time and no written questions had been received.

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

Min. 96 January 2016: To consider the condition of the plaque by the Olby Clock, as requested by the Heritage Partnership Meeting on the 27th October 2015

The new plaque is now in situ and the old plaque will be donated to the Bognor Regis Museum.

Min. 97 January 2016: Consideration of flooding issues, possible implications for the Town and contingency arrangements

As a presentation had already been scheduled for 21st March, the Resilience Officer from Arun District Council will be invited to attend the next Environment & Leisure Meeting on 16th May 2016.

105. WEST SUSSEX COUNTY COUNCIL YOUTH SERVICE PROVISION IN BOGNOR REGIS, PRESENTATION FROM AN OFFICER REPRESENTATIVE OF THE YOUNG PEOPLE SERVICE

The Committee **RESOLVED** to adjourn the meeting at 6.37. A presentation was then given by The Principle Manager Young People Service and a Service Manager of West Sussex County Council Youth Provision on service provision in Bognor Regis.

The Service Manager outlined the service available to targeted young people at the "Find It Out Centre" in Glamis Street and the "Phoenix Centre" at the Regis School. A full list of the activities and support available will be supplied by the Principle Manager. They acknowledged that the service was targeted and not open to all but are willing to work with others who can provide open access youth provision.

Representatives of 39 Club spoke regarding the delay in completing the works required for them to open which the Principle Manager agreed to investigate. A Councillor in the public gallery spoke about the Number18 club and what he saw as duplication of service. The Principle Manager responded that Number18 was open access which was not duplicated by target specialist provision. He also confirmed that consultation had been undertaken across the county whilst restructuring and that further information on Youth Provision could be found on Your Space online.

Members discussed open access Youth Provision and felt there was a place for the traditional style activities. A Member requested that WSCC endeavour to streamline the process to allow volunteers to work with children.

The Principle Manager affirmed that WSCC would be pleased to work with BRTC to enable provision of open access youth service in Bognor Regis.

The Service Manager informed that a local provision mapping process would be done shortly to inform of other activities and provision. WSCC will also make their consultation results available.

The Chairman thanked the representatives from West Sussex County Council Youth Provision Service for attending.

The meeting was reconvened at 7.20

106. REPORT ON CHRISTMAS ILLUMINATIONS 2015 DISPLAY AND CONSIDERATION FOR 2016

The Committee **NOTED** the report on the Christmas Illuminations displays in 2015. Option 3 was **AGREED**, to install a temporary scheme from a stock range, using new frames for a one year only deal at no extra cost. The Christmas Lights Contractor had secured a deal with the lighting providers that the Council could have a trial set of wifi controllers which work on a smartphone app and can be used to control the timers and the switching on/off of the lights. If this is installed and in the future the same lighting supplier used, the displays could be multifunction programmed.

Following discussion Members **AGREED** to accept the offer of a trial wifi system with Champagne Eclatant design lights (170034) with multi coloured background detail (to be decided) and the existing snowflake display.

107. TO RATIFY RESPONSE TO ARUN DISTRICT COUNCIL REGARDING CAR PARK CHARGES

Arun invited Town Councillors to comment on the proposal to increase car parking charges. Due to the timescale this was distributed by email. The response by Councillors was to object to the proposed increases and these comments were passed to Arun to be included in their report.

The response to the proposed car parking charges was **RATIFIED**.

108. REPORT ON GATEWAY SIGNAGE - REQUEST FROM WSCC TO REPAINT THE GATEWAY SIGNAGE TO MATCH THE PUBLIC REALM WORKS

The Project & Street Scene Support Officer referred to her report. Following discussion Members **AGREED** that they would grant permission to WSCC through an informal process for the gateway structures to be re-painted in the new shade to match the Public Realm Works.

109. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 2ND FEBRUARY 2016

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Minutes of the extraordinary meeting held on 2nd February 2016.

110. BOGNOR IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 26TH JANUARY 2016 AND 25TH FEBRUARY 2016

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meetings held on 26th January 2016 and 25th February 2016.

- 110.1** The Working Party recommended to this Committee that the Town Council adopts two pieces of land in Amberley Drive which appear not to be tended or owned by WSCC or ADC in order to maintain them. It was **AGREED** to make this an Agenda item at the next meeting.
- 110.2** Members **RESOLVED** to **APPROVE** that the competition expenses balance of £379.33 be earmarked to cover costs of the 2016 competitions including prizes.
- 110.3** Members also **RESOLVED** to **APPROVE** that £607.75 be earmarked from the 2015/16 Environmental Projects budget to fund improvements to the ground between the Alexandra Theatre and Brewers Fayre and also car park boundaries at Hothampton and Queensway.
- 110.4** Members **RESOLVED** to **APPROVE** that the fundraising balance of £135 be moved to earmarked reserves.
- 110.5** Members also **RESOLVED** to **APPROVE** that £505 from the Environmental Projects budget which is no longer being used for the water butt be put back into the Town Council's reserves.

111. CONSIDERATION OF A RESPONSE TO THE WEST SUSSEX COUNTY COUNCIL CONSULTATION ON THE FUTURE OF THE 3 IN 1 CARD CONCESSIONARY TRAVEL SCHEME FOR YOUNG PEOPLE

The report by the Project & Street Scene Support Officer was **NOTED**. Following discussion it was **AGREED** that the Committee response would be Option 3: "The 3in1 Card scheme ceases to operate. Only statutory home to school transport assistance for eligible pupils would apply. Additional funding would be provided for eligible 16-19 year olds from low income families who are in full time further education". Officers will action the response.

112. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2015/2016 BUDGET, RATIFICATION OF SPENDING TO DATE AND TO EARMARK REMAINING FUNDS FOR SPECIFIC PROJECTS

Following discussion it was **RESOLVED** to:

- 112.1** Ratify donation of £500 to Bognor CAN Creative Communities* - £125 from Hatherleigh ward and £375 Pevensy ward.
* Creative Communities is a branch of Bognor CAN that provides craft and art workshops for the elderly, young and those with learning difficulties. There are also regular sports events for children.
- 112.2** Ratify donation of £500 to Aldwick Business Association - £125 Marine North ward and £375 Marine ward.
- 112.3** Ratify donation of £250 to Stonepillow from Hotham Ward to provide a hot meal for the homeless over the Christmas Period.
- 112.4** Ratify that the Orchard Ward Allocation be used for the purchase of a bench to be sited on Laburnum Grove playing field including installation. These funds to be earmarked awaiting invoice.
- 112.5** Proposal to earmark the remaining £250 from Hotham Ward for Club 39 when this is up and running.

The ongoing proposal for improvements to an area in Upper Bognor Road will be deferred and relooked at in the next financial year.

112.6 Members also **RESOLVED** to **APPROVE** that the £500 undrawn Councillor Allocation be earmarked for a summer event to be run during the school holidays.

113. REPORT ON OVERVIEW SELECT COMMITTEE MEETING – ENGINEERING SERVICES ANNUAL REVIEW HELD ON 15TH MARCH 2016

The Chairman reported that he had attended the meeting. Much of the meeting had been on issues outside the wards of Bognor Regis but it had been reported that Bognor Regis had gained 1% more beach. The report was **NOTED**.

114. TO RATIFY COUNCILLORS ATTENDANCE AT SEA DEFENCE CONFERENCE 26TH APRIL 2016

Members were informed of the Sea Defence Conference and Councillors P. Dillon and T. Gardiner requested to attend. Places have been booked. The Committee **RATIFIED** this attendance as an Approved duty.

115. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION, BOGNOR REGIS RAILWAY STATION AND OLD QUARTER WORKING GROUP

The Project and Street Scene Support Officer's report was **NOTED**. A Member advised that he had requested that the Station clock be set correctly and be working. At the present time only the hour hand is working but he is assured the clock will be repaired soon.

116. UPDATE ON REQUEST FROM MEMBERS FOR COUNCILLOR REPRESENTATION AT PUBLIC REALM MEETINGS AND INFORMATION REGARDING THE PUBLIC REALM WORKING GROUP – MIN.92.2 REFERS

The report from the Project and Street Scene Support Officer was **NOTED**. Members also **NOTED** the All Member's Briefing scheduled for 6th April. The Chairman commented that it was correct that Councillors made decisions and officers carried them out.

117. CONSIDERATION OF INSTALLATION OF MICROPHONES IN THE COUNCIL CHAMBER - REPORTS FROM CLLR. BROOKS AND THE PROJECT AND STREET SCENE SUPPORT OFFICER

A Member asked the Committee to consider a proposal to install microphones in the Council Chamber to assist with the acoustics as he believes members of the public are unable to hear Councillors clearly. He has been able to secure some second hand microphones from ADC at no cost, however, installation and maintenance will be the sole responsibility of BRTC.

There will be no further contribution from ADC. A budget of £500 had previously been set aside by the Town Council to look at this but investigations have revealed that the likely cost of installation would be considerably more.

The report by the Project and Street Scene Support Officer previously circulated also drew attention to the statement from ADC that as part of their 2020 vision one of the projects to reduce future costs included "explore

alternative use of Bognor Regis Town Hall". It is anticipated that this work will be carried out during 2016/17.

Should this work on reducing costs conclude that the Town Hall be used for some other purpose or purposes then any costs incurred by BRTC on installing a sound system may only have a relatively short life.

A proposal was made to take this to the Policy and Resources Committee to identify a budget for the installation. Members voted 2 in favour and 4 against taking this to the Policy and Resources Committee at this time.

Cllr. Brooks asked that it be minuted that he was very disappointed with the decision that the Committee had not taken the opportunity to install microphones, hearing loops and listening aids.

118. TO RATIFY SECOND PAYMENT OF £15,000 TO ARUN DISTRICT COUNCIL FOR THE 2015/2016 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

The Committee **RESOLVED** to **RATIFY** the payment of £15,000 to Arun District Council, being the second payment of the 2015/2016 revenue partnership contribution for the public conveniences.

A Member requested that the Project and Street Scene Support Officer request the report promised by Arun regarding toilet provision in Bognor Regis.

119. CONSIDERATION OF NATURAL ENGLAND'S COASTAL ACCESS PATH PROJECT

The Project and Street Scene Support Officer reported that information on the Coastal Access Path Project had been previously circulated if any Members wished to participate. This was **NOTED**.

120. REPORTS:

I. TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

II. ANY FURTHER REPORTS

The Committee **NOTED** the Financial Reports which had been previously circulated. There were no further reports.

121. CORRESPONDENCE

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

The following additional correspondence had been received.

1. 19 WSCC requests for busking licences
2. 10 WSCC Events applications

The Meeting closed at 8.45 p.m.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 13th July 2015

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Environment and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
1. To improve liaison between the Council and Allotment Tenants	· Sub-Committee as directed by Committee · Town Clerk for operational management
2. To promote the sensible use and advancement of the Allotments in Bognor Regis	· Sub-Committee as directed by Committee · Town Clerk for operational management
3. To promote the use of Allotments by young people	· Sub-Committee as directed by Committee · Town Clerk for Operational management



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM WORKING GROUP

Adopted by the Council at its Meeting held on 13th July 2015

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Environment and Leisure Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1 The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.</p>	
<p>2 The Working Group will deal under delegated powers with the following specific decision- making issues within the budget and policies approved by the Environment and Leisure Committee.</p>	
<p>Bognor Regis In Bloom Competition</p>	
<p>(i) Promote the competition through the media and other methods</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(ii) Collate, plan and judge all entries received at the office</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(iii) Organise presentation evening, awards and certificates</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>South & South East in Bloom Competition</p>	
<p>(i) Collate material over the year for inclusion in the portfolio</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(iii) Promote South & South East in bloom through media, schools and other organisations.</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(iv) Organise planting competitions</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(v) Liaise with BRTC and ADC on planting programs / projects planned for year</p>	<ul style="list-style-type: none"> • Working Group within Budget
<p>(vi) Plan route and itinerary for judging day</p>	<ul style="list-style-type: none"> • Working Party within Budget
<p>(vii) Organise planting displays at national events to promote the town of Bognor Regis</p>	<ul style="list-style-type: none"> • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ENVIRONMENT & LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 13th July 2015

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ENVIRONMENT & LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1 Leisure & Recreation</p> <p>1.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>1.2 Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions)Act S19; Public Health Act 1961, s54</p> <p>1.3 Management & enhancement of Play areas</p>	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Acquisition to Council · Strategic Management & development to Committee within budget & policy · Town Clerk for operational management · Strategic Management & development to Committee within budget & policy · Town Clerk for Operational management
<p>2 Highways & Transport</p> <p>2.1 Power to maintain footpaths & bridleways</p> <p>2.2 Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives</p> <p>2.3 Improve off street parking</p> <p>2.4 Power to provide roadside seats & shelters</p> <p>2.5 Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A</p> <p>2.6 Power to provide traffic signs and other objects or devices warning of danger</p> <p>2.7 Power to plant trees and lay grass verges and to maintain them</p> <p>2.8 Powers relating to car sharing schemes, taxi fare concessions & information about public transport; Local Government & Rating Act 1997, S26, 28, 29</p> <p>2.9 To support approved community transport schemes.</p> <p>2.10 Making observations on transportation consultations</p> <p>2.11 Power to erect flagpoles in highway land. Highways Act 1980, s 144</p>	<ul style="list-style-type: none"> · Committee within Council policy · Committee within Council policy · Committee · Committee · Committee within budget & Council policy · Committee · Committee · Committee within policy & budget · Committee within policy & budget · Committee under the direction of Council · Grants to Policy & Resources Committee · Committee within policy & budget
<p>3 Allotments</p> <p>3.1 To provide and manage allotments, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> · Operational Management to Town Clerk · Strategic overview & development to Committee
<p>4. Environment</p> <p>4.1 To promote the environmental wellbeing of the Town</p> <p>4.2 Issues involving ancient monuments & areas of archaeological interest</p>	<ul style="list-style-type: none"> · Committee under the direction of Council · Town Clerk for operational matters · Strategic overview to Committee · Operational management to Town Clerk

4.3 To approve & action any Environmental Audits	<ul style="list-style-type: none"> • Committee within budget • Town Clerk to initiate audit
4.4 To promote environmental awareness	<ul style="list-style-type: none"> • Committee to approve programme within budget
4.5 To lead on sustainability and transition for the Town	<ul style="list-style-type: none"> • Committee within budget
4.6 To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Committee within budget • Operational management to Town Clerk
5 Environmental & Public Health	
5.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936,S125	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
5.2 Power to deal with ponds & ditches, Public Health 1936, S260	<ul style="list-style-type: none"> • Power to Committee
5.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
5.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chairman in cases of urgency
5.5 Waste & recycling	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
6 Personal Health	
6.1 To work with partner organisations to improve the health of people in the Town	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
6.2 To improve access to services which can contribute to health	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
6.3 To promote healthy living	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
6.4 Contribute to the development of and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
7 Children and Young People	
7.1 Support public and community services and facilities for the young	<ul style="list-style-type: none"> • Committee within Policy and Budget
7.2 Co-ordinate the involvement of children and young people in decision making	<ul style="list-style-type: none"> • Committee within Policy and Budget
7.3 Support to children and young people in their communities	<ul style="list-style-type: none"> • Committee within Policy and Budget
8 Housing	
8.1 To lobby for sufficient affordable housing and an adequate range of housing types for the Town.	<ul style="list-style-type: none"> • Committee under the direction of Council
8.2 To support home safety initiatives in the town	<ul style="list-style-type: none"> • Committee under the direction of Council
9 Christmas Lights	
9.1 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights	<ul style="list-style-type: none"> • Committee within budget for overview • Town Clerk for operational management • Grants to Policy & Resources Committee
10 Meteorological Office	
10.1 Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> • Committee within budget • Operational management to Town Clerk
11 Public Realm & Public Facilities	
11.1 Provision of litter receptacles, Litter Act 1983, S5&6	<ul style="list-style-type: none"> • Committee
11.2 Provision and maintenance of street furniture and signs	<ul style="list-style-type: none"> • Strategic overview within budget to Committee • Operational management to Town Clerk

<p>11.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>11.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision</p> <p>11.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>11.6 Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923,S11 as extended by Local Government Act 1948 S133</p> <p>11.7 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p> <p>11.8 Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee</p>	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk · Committee for strategic overview · Town Clerk for operational management · Strategic overview to Committee · Operational management to Town Clerk · Committee under the direction of Council · Operational management to Town Clerk · Committee within budget
<p>12 Bus Shelters</p> <p>12.1 Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4</p>	<ul style="list-style-type: none"> · Strategic overview to Committee · Power to make contribution, within budget to Committee · Operational management to Town Clerk
<p>13. Clocks</p> <p>13.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
<p>14. Heritage</p> <p>14.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>14.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk
<p>15 Burial Facilities</p> <p>15.1 Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1</p> <p>15.2 Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>15.3 Power to provide Mortuaries, Public Health Act 1936, S198</p>	<ul style="list-style-type: none"> · Acquisition & provision reserved for Council · Operational management to Town Clerk · Strategic overview to Committee within budget & policy · Operational management to Town Clerk · Strategic overview to Committee within budget & policy · Strategic overview to Committee · Operational management to Town Clerk

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16th MAY 2016**

**AGENDA ITEM 10.1 – TO CONSIDER MOTION REFERRED FROM TOWN COUNCIL
MEETING 9TH MAY 2016, PROPOSED BY CLLR. J. COSGROVE**

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR DECISION

The following motion has been received from Cllr Jan Cosgrove.

“To consider the proposal to examine local partnership working to deliver youth services in the Town including:

- Consulting young people as to their wishes
- Working with other parish-level councils in the urban area and with voluntary groups, and the District Council
- Negotiating with the County Council

To consider a suitable process and timescale and to resolve accordingly.”

FOR DECISION:

Can Members please consider the motion and decide how to progress

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16th MAY 2016**

**AGENDA ITEM 13 – UPDATE ON CHRISTMAS ILLUMINATIONS INCLUDING
CONSIDERATION OF ENTRY INTO THE BLACHERE ILLUMINATION 2016
CHRISTMAS LIGHT COMPETITION**

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR DECISION

Blachere Illuminations, through Revive & Thrive, are holding a £20k Christmas Light Competition for 2016.

The Prize breakdown for this year is:

- Eight prizes of £1,000 of Christmas Lighting
- One second prize of £2,000 of Christmas Lighting
- First prize of £10,000 of Christmas Lighting

Finalists will be asked to give a small presentation at the Revive & Thrive Conference in Colchester on the 29th & 30th September 2016

The Bognor Regis Town Council entry into the 2015 competition was submitted by an Officer on behalf of the Town Council and was awarded 5th place.

Members are asked to consider if they would like to enter this year's competition and whether they would once again like an Officer to submit the entry on their behalf. They are also asked if they would be willing to fund any travel/accommodation costs should the entry be successful and a suitable budget identified.

FOR DECISION:

Can Members please consider the proposal and decide if they wish to :

1. Enter the 2016 Blachere Christmas Light Competition
2. If they would like an Officer to submit the entry on behalf of the Town Council
3. If they would support any travel/accommodation costs should the entry be successful

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council Bognor Regis in Bloom Working Group Thursday 31st March 2016

PRESENT: Cllrs. P. Dillon, Mrs. S. Daniells and Mrs. J. Warr also Mrs. M. Huntingdon, Mrs. P. Keane and Miss. R. Edmonds (Committee Clerk)

The meeting opened at 3.33pm

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. K. Batley and Mr. G Burt (Chairman).

As the Chairman was not present, Members **AGREED** Cllr. P. Dillon should Chair the meeting.

2. APPROVAL OF THE NOTES OF THE MEETING HELD ON 26TH JANUARY AND THE NON-QUORATE MEETING HELD ON 25TH FEBRUARY 2016 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

A Member commented that the notes for agenda item 9 from the last meeting held on 25th February 2016: Update from Volunteer Projects including Bognor Community Gardeners, Greener Bognor Network and Community Orchard Project, were not accurate. It was requested that the following sentence "New trees are due to be planted in the town, and volunteers will be given training on looking after them" is removed from the Notes. This was **AGREED** by Working Party Members. There were no other matters arising and with the change as above, the two sets of Notes were **APPROVED**.

3. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:

- Update on Guides/School Competition
- BT Site

Update on Guides/School Competition:

The Committee Clerk reported the names of the winners from each group and the overall winner, whose design will be planted at the flower bed on the Bognor Regis Mini Golf Course. It was **AGREED** that a £15 Argos voucher would be presented to the overall winner of the competition; certificates would be awarded to the winners from each category. This money would be funded from the Competition Expenses budget for 2015.

Entry forms for the 'Grow a Pumpkin for Halloween' competition are nearly ready for distribution. The forms will be put on the Town Council website and will also be available at the Town Hall. Entry forms will also be sent to various schools/nurseries, Guides, allotment holders and BRiB entrants from last year. A quantity of seeds were purchased to give out free to schools/nurseries and the guides to encourage young people to enter, any remaining seeds would be given out to the

first people to collect a form from the Town Hall. Members **AGREED** a launch to advertise the event would not be necessary, as it hadn't generally gathered a lot of interest in the past. The Committee Clerk will organise a press release and article in the Town newsletter. It was **AGREED** to suggest to the Rox organisers a 3pm judging time for the pumpkins at the Halloween event. Members noted the expenditure of £31.20 and £1.98 respectively for pumpkin seeds and printing of labels. It was **AGREED** this money would be funded from the Competition Expenses budget for 2015.

Members **RECOMMENDED** to **APPROVE** to the Environment & Leisure Committee the cost of £15 for the Guides competition winner's prize, £31.20 to purchase pumpkin seeds for the 'Grow a Pumpkin for Halloween' competition and also £1.98 for the printing of labels for the pumpkin seeds. These monies would come from the Competition Expenses budget for 2015.

BT site:

No update was available.

4. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION, INCLUDING: TWO AREAS OF LAND AS IDENTIFIED BY MEMBERS AT THE LAST MEETING

Members were reminded of the decision from the last meeting to recommend to the Environment & Leisure Committee that the Town Council consider adopting pieces of land at Amberley Drive. Cllr Dillon will take photos of the areas in question to assist Councillors when making a decision. It was noted that this had not gone to the Committee yet.

5. UPDATE ON DECISION TO EAR MARK REMAINING BALANCES OF 2015/2016 FUNDING

The Committee Clerk reminded Members of what had been decided at the previous meeting and reported that a meeting had been set up with Mr Burkinshaw (Community Parks Officer at ADC), to discuss what potential improvements could be made at the Hothampton/Queensway car park, using part of the Environmental Projects budget as earmarked at the last meeting. Suggestions will be brought to the next In Bloom meeting for decision by Members.

The other area put forward for improvement with the remaining Environmental Projects budget was the hardened ground next to the Alexandra Theatre. Cllr Dillon will look into this and report back at the next meeting.

6. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS & GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Bognor Regis Community Gardeners- A meeting has been held to discuss the planter in the Morrisons alleyway, as unfortunately it is suffering from being in an area where people congregate. To help try

and deter this damage to the planter, 20 small gorse plants will be planted on the inside of the railing, with other, prettier plants within the gorse. Further consideration will be given to additional improvement.

Greener Bognor Network Community Orchard Project- No update available.

7. CORRESPONDENCE

The correspondence was noted.

8. DATE OF NEXT MEETING

Thursday 26th May 2016 at 3.00pm.

The meeting closed at 4.03pm

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16th MAY 2016**

AGENDA ITEM 15 – REPORT ON MEMBERSHIP OF LOCALITY AND THE SERVICES IT PROVIDES

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR INFORMATION

Locality is a nationwide network of organisations that deal with a wide range of community led initiatives. It aims to inspire positive change in local neighbourhoods through community enterprise, assets and social action. Locality believes that communities, organisations and individuals can work together to improve their lives and shape their future.

One of Locality's campaigns is "Keep it Local" which is all about locally-facing public services to meet peoples need in place of large-scale outsourced contracts. Having services delivered by local organisations that know the community.

They also run a wide range of major national projects including; Community Rights, Neighbourhood Planning and Our Place.

Membership of Locality gives access to a range of Community Grants and funding schemes. They offer expert advice and guidance and deliver a wide range of needs-based training and peer networking events across the country and online.

One of the priorities within the Town Councils review of the Corporate Strategy is to possibly look to engage and work closer with the community. If this strategy is adopted Locality will be instrumental in helping bring these aims to fruition.

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16TH MAY 2016**

AGENDA ITEM 19 – TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION, BOGNOR REGIS RAILWAY STATION AND OLD QUARTER WORKING GROUP

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

PUBLIC REALM PHASE 3 STATION ROAD/UPPER LONDON ROAD

Work has now commenced after a short delay. A progress meeting is scheduled to take place on the 25th May. An update will be available following this meeting.

TRADERS ASSOCIATION

A meeting was held on the 19th April 2016 and the following items were discussed:

High Street works: Traders wanted to see the structural reports indicating that the roadway will take the loading from buses and delivery vehicles going to the precinct. There were concerns about the speed of works and the disruption to footfall. Information on WSCC compensation scheme will be forwarded to the relevant business.

Station Road works: Illegal parking is causing problems in the area. Parking enforcement will be asked to target Station Road.

Old Town: The TA thought that ADC Property and Estates should be encouraged to improve the properties they hold the freehold for rather than leasing them. This will be put to ADC via the ADC Officer who attends the meetings. The TA also wanted public consultation to be undertaken on final public realm designs for the Old Quarter, and all stakeholders to promote the consultation.

BOGNOR REGIS RAILWAY STATION

The next meeting is scheduled for Thursday 26th May. An update will be available following this meeting.

OLD QUARTER WORKING GROUP

A meeting was held on 27th April to discuss the arrangements and designs for the new decorative lights. The lighting contractor will supply some suitable designs based on the requirements for final consideration. It will be necessary for someone to take ownership of the lights and a suggestion was made that Bognor Regis Town Council may be willing to do this.

Extra money will be made available from the Coastal Communities fund to cover the costs of a 36 month total care and labour warranty package. Members are asked to consider if they are happy to adopt these lights for the Old Quarter Working Group.

FOR DECISION:

Can Members please decide if they wish to adopt the new decorative lights in the Old Town Quarter on behalf of the Working Group

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16th MAY 2016**

**AGENDA ITEM 20 – TO CONSIDER WSCC CONSULTATION ON PROPOSALS
FOR CHANGES TO WEST SUSSEX HOUSEHOLD WASTE RECYCLING SITES
(HWRs)**

REPORT BY PROJECT & STREET SCENE SUPPORT OFFICER

FOR DECISION

WSCC are undertaking a consultation on proposals for changes to the West Sussex Household Waste Recycling Sites (HWRs). With significant reductions to the funding it receives from central government, WSCC has to find ways to save money and reduce costs. By undertaking a review of the HWRs they aim to save around £2m per year from the waste services budget.

A briefing pack is attached detailing a set of five proposals for changes to HWRs. The consultation runs from 16th May until 12th June 2016.

FOR DECISION:

Can Members please decide if they wish to comment on the WSCC consultation for proposed changes to HWRs

**BOGNOR REGIS TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE MEETING – 16th MAY 2016**

AGENDA ITEM 21 – TO CONSIDER A COMPLAINT FROM A MEMBER OF PUBLIC REGARDING LITTER AND ANTI-SOCIAL BEHAVIOUR IN MARINE WARD

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

A Member has received the following correspondence from a member of public in Marine Ward and would like the Committee to consider if there is anything that can be done.

“Just to remind you of the continuing problem with the rubbish left by street drinkers in the area stretching from the yacht club to the beach huts. It would seem that despite reassurances from council bodies and the police, who have met with residents regularly over the last ten years regarding this matter, that we are still no further in resolving this problem. In fact, it would seem that we have now given up, with the shelters being left for days on end without being cleaned of beer cans, fag butts, general rubbish and urine. The Police, despite their apparent awareness of this issue, now seem happy to let this behaviour continue without intervention. Is it that the Council and Police would now prefer this, and the intimidating and anti-social behaviour that goes with it, to continue in the far west end of Bognor rather than in the town centre? Jim, is this really how we are now expected to live in Marine Ward? And is this the impression we want to give visitors? We have had enough of the complete inability to tackle this problem and believe we deserve better.”



ENVIRONMENT& LEISURE COMMITTEE
16th May 2016

GENERAL CORRESPONDENCE

1. Email correspondence from a Member of the Public and the Head of Street Scene and Leisure Services regarding the Parish Poll
2. WSCC Email information and flyer regarding the National Citizen Service for young people Summer Programme
3. Millennium Quest independent designers of festive illuminations - Sale items
4. Earth Anchors - Sales information on recycled plastic furniture
5. West Sussex Fire & Rescue Service Stop the Cuts group - email and Newsletter. Circulated to Councillors
6. WSCC email regarding changes to Stagecoach bus routes which will affect Bognor Regis from 29th May 2016
7. Sussex Resilience Forum - Sussex Volunteer Support Workshop 21/5/16
8. Email correspondence from a Member of the Public and Project & Street Scene Officer regarding bus services for visitors to the town
9. Email from Sussex Police regarding CCTV footage and damage to the decking
10. Open Forum Events - NHS /five Year Plan Conference information
11. Realise Futures Play Galleon offer
12. Operation Watershed Active Communities Fund 2016 - Information and letter from Louise Goldsmith WSCC
13. Email correspondence with a member of the public regarding changes to Station Ticket Office opening hours. The lady was enquiring whether the Council had debated and actioned any response to the decision at at which meeting. The Civic & Support Services Manager responded giving links to the minutes of the Full Council Meeting where this was discussed
14. WSCC 21 Applications for Busking Licences
15. WSCC 4 applications for a pre-planned activity on the Highway
16. Correspondence with Network Rail regarding a broken step on the railway bridge at Richmond Road North