



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 21ST JANUARY 2013

PRESENT:

Cllr. T. Gardiner (Chairman), Cllrs. Mrs. E. Anderson, J. Brooks,
P. Dillon, J. Lawrence, W. Toovey and P. Wells

IN ATTENDANCE:

Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. L. Gill (Clerical Assistant)
Mrs. S. Holmes (Head of Street Scene and Leisure Services)
1 Member of the public in the Public Gallery

The Meeting opened at 7.15pm

73. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. No apologies for absence had been received.

74. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is a non-Pecuniary interest and the nature of the interest
- c) Whether it is also a 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 Pecuniary and non-Pecuniary. 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 Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

75. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19TH NOVEMBER 2012

The Project and Street Scene Support Officer reported that there was an error in the Minutes of the Meeting held on the 19th November 2012 under Min. 72. which read "Mike Bradshaw, President of the British Sub-aqua Club". This should have read "Mike Bradshaw, President of the British Spearfishing Association" and would need to be altered. The Committee **RESOLVED** to **APPROVE** the amended Minutes of the Meeting held on the 19th November 2012 and these were signed by the Chairman.

76. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions asked and no written questions received.

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

77.1 19th November - Min 52: Update On Commemorative Clock

A letter of thanks has been sent to Mr Ken Scutt from the Town Clerk on behalf of the Mayor and Councillors thanking him for his kind donation.

A letter has also been sent to her Majesty the Queen informing her of the installation.

77.2 19th November - Min 59: Update On Replacement Rubbish Bins on the Seafront

Enquires have been made with Arun District Council (ADC) as to the possibility of colour wrapping the bins on the seafront. A response was received from ADC stating that the redevelopment of the seafront will include colour branding. This will be based on the Seafront Strategy (2009) and the project will be in partnership with the Town Council in the same way as the work that is currently being undertaken in the Town centre. Until this happens ADC felt the bins should stay as they are as it would be a waste of public money to clad the bins and then replace them later. Following discussion this matter will be an Agenda item at the next meeting.

77.3 19th November - Min 62.1: Updates on “Strategy And Priorities for 2011-2014” To look at re-installing the shutters on the Bandstand.

The Project and Street Scene Support Officer is currently liaising with ADC to try and move this forward. To date ADC have been unable to locate the original screens but the possibility of modern replacements is being investigated.

77.4 19th November - Min 62.3: Updates on “Strategy and Priorities for 2011-2014” To look at Children’s Summer Activities.

This item has been referred back to the Policy & Resources Committee for a decision on whether they wish to proceed and if there is an available budget. The Events, Promotion and Publicity Committee are however planning to stage a series of 1 day events throughout the season in place of Beside the Seaside, some of which will be on weekdays as well as weekends.

77.5 19th November - Min 72: Correspondence

An email has been sent to Mike Bradshaw in response to his email, regarding the unavailability of the boat ramp, suggesting he write to the British Sub Aqua Club for their support and request they also write to the Town Council to add some extra weight to the dispute. Members thought this should be discussed at the Liaison Meeting with Arun as it is recognised that the Bognor Regis boat ramp is the nearest ramp apart from Selsey for excellent dive sites off the South Coast. This will be put forward as an Agenda item at the next meeting. A Councillor who is a member of the British Sub Aqua Club will also write expressing his concern on this matter.

77.6 19th November - Min 51.2: Request for further dog “No Fouling” signs

A Councillor reported that a member of the public has reported to her that the dog fouling problem has increased. Arun District Council has been informed and they have alerted the Dog Warden. More signs will be going up in the area soon. A Member asked if the BRTC stencil sign could be put on the pavements in the worst

affected areas. The Head of Street Scene and Leisure Services will investigate the possibility of doing this.

77.7 19th November - Min 51.3: Commemorative Tree Planting in Hotham Park

The Parks Department at Arun District Council have advised that they no longer allow commemorative plaques on trees at Hotham Park.

77.8 19th November - Min 51.4: Untidy state of certain Arun Owned Properties in the Town

A list of Arun owned properties had previously been circulated to Councillors. The work being undertaken on the Public Realm project should include these properties and once the work begins on the town businesses will be asked to improve their premises accordingly. Mention was also made of a privately owned property at the seaward end of West Street which is in a state of disrepair. The Project and Street Scene Support Officer advised that Arun were already aware of this property.

77.9 19th November - Min 58: Consideration of the Replacement of Seats on the Promenade

The Project and Street Scene Support Officer had received a report from the Senior Regeneration / LSP Manager at Arun District Council advising that the bench which had previously been removed was in an unsafe condition, but had not been replaced due to lack of funding. Benches and seating will be part of the seafront work that is planned and the Town Council will have the chance to have an input as part of that process.

78. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET

78.1 Proposals for spending 2012/2013 budget

The Head of Street Scene and Leisure Services reminded Members that their allocation for 2012/2013 has not been spent and that by the next meeting they should have ideas and the written consent from their fellow Ward Councillors on projects they wish to fund or the money will go back into reserves.

78.2 Update on projects using Earmarked Reserve funding from previous Budget allocations

2009-2010 / 2010-2011 Underspend Pevensey Ward - £701.79

Agreement has now been reached with ADC regarding the purchase of new curtains for Howard House. Following advice from the Town Council's accountant, this sum has been released to Arun and they will update on progress via the BRTC/ADC Liaison meetings. This was **NOTED**.

EMR Orchard Ward – purchase of bench for playing area at the end of Corbishley Road

Due to information received it was decided at the last meeting that this project should not proceed for the time being. However, following clarification of the issues of concern, it has now been decided that this project should be re-considered. It was previously reported that £337.50 was available from the underspent 2011/2012 budget but the actual cost of the bench to purchase and fit is £687.50, a deficit of £350. If this project is to proceed, Ward Councillors will need to agree to fund the deficit from the current year's budget. Cllr. Toovey agreed to contact the other Ward Councillors to seek their agreement on this.

78.3 Home Bonus funding

At the Policy and Resources Committee meeting of 10th December it was agreed that the new Homes Bonus Grant of £2,833.34 should be referred to the Environment and Leisure Committee to be considered with the Ward Allocation budgets. It was further agreed that this should be spent on one single project, not spread across the four wards, and that if it was not spent it would be moved to EMR at the end of this financial year until a suitable project is identified.

Following discussion Members **AGREED** this should be brought to the next meeting to enable them to have time to discuss options with other Ward Councillors.

78.4 Proposal from Planning and Licensing Committee for use of Ward Allocation funding

Consideration is being given to revisit a project to provide street lamps along the promenade from Gloucester Road to Felpham. The plan is to try and generate the income needed to support this project via grants and sponsorship etc. Initial investigations have shown that the estimated cost will be in the region of £43,500. SSE, who has provided lighting in the past and who are familiar with the seafront, are able to provide a complete design plan with costings but the cost for this is £1,000. The design will enable an accurate business plan to be put together which can be presented to potential sponsors and benefactors such as Butlins, who would benefit from this project. The area is currently extremely dark and unwelcoming; by lighting it up it will make it safer and more user friendly. The Planning and Licensing Committee would like the Members of the Environment and Leisure Committee to consider the possibility of apportioning some of the Ward Allocation funds to cover the cost of the design so that the project to secure funding can proceed.

Following discussion, Councillors raised concerns about spending Ward Allocation money on a project which would then be dependent on obtaining further funding before it could progress. Members **AGREED** to refer this matter back to the Planning and Licensing Committee as they do not support this suggestion.

78.5 Decision by Policy and Resources Committee to retain reduced budget for 2013/2014 and their request for clarification of the criteria used to determine Ward Allocation funding

At the Policy and Resources Committee meeting on 10th December it was agreed that the Ward Allocation budget for 2013/2014 should remain at £500 per ward, although the Environment and Leisure Committee had asked that this reduction from the current budget be reconsidered. This was **NOTED**.

The Policy and Resources Committee further requested that this Committee should provide clarification to them of the criteria used by Councillors when considering the Ward Allocation funding. Following discussion it was **AGREED** to refer this back to the Policy and Resources Committee as there is no policy or criteria in existence regarding Ward Allocation money, it is at the discretion of the Ward Councillors in agreement with each other which projects to bring forward for possible funding.

79. CONSIDERATION OF REFURBISHMENT OF UNDERPASSES – TOWN MAYOR TO REPORT MIN. 60 REFERS

The Project and Street Scene Support Officer reported that Town Force have been working in the underpasses which have been tidied up and given a fresh coat of paint. This was **NOTED**.

80. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN – PUBLIC REALM AND BRANDING PROJECTS MIN. 63 REFERS

The Branding exercise with Loose Marbles had taken longer than anticipated but with new designs on the table the Head of Street Scene and Leisure Services was confident that this could now be taken forward. Initial designs have been put forward for the Public Realm work and there have been two meetings and a stakeholders workshop to date. It is anticipated that once the designs have been out to public consultation they will be well received by the public and work can commence very soon. A Member remarked that London Road looks very cluttered and there is no continuity. The Head of Street Scene and Leisure Services advised that one of the first tasks would be a “de-cluttering” of London Road.

The Traders Group will be meeting again in the near future. A Councillor requested that when they next meet the issue of the Community Toilet Scheme be put on the Agenda.

Members commented that there was a lot of positive investment happening in the town with businesses improving and updating their premises.

81. FURTHER CONSIDERATION OF QUOTATIONS RECEIVED FOR REPLACEMENT LIGHTING OF THE PROJECTING CLOCK LOCATED AT WANNOP FOX STAFFURTH & BRAY- MIN. 64 REFERS

The Project and Street Scene Support Officer reported that Members of Town Force had investigated whether it was possible to change the light bulbs in the clock without disturbing any of the mechanisms or mechanics. They were only able to reach one of the bulbs (which they have replaced) the others were inaccessible without removing the clock face and other parts. Therefore in order not to invalidate the maintenance contract it would be advisable to accept one of the quotations proposed by the existing contractor.

Quotation 1

To attend the site only when in the area thereby reducing costs and to replace the existing bulbs for the sum of £150.

Quotation 2

To travel and attend site as specific job and to replace the existing bulbs for the sum of £585.

Following discussion the Committee **RESOLVED** to **ACCEPT** Quotation 1 providing the company are likely to be in the area soon. The Project and Street Scene Support Officer will investigate whether the company are intending to undertake a service visit or are likely to be in the area in the near future.

82. TO CONSIDER NOMINATIONS FOR THE MAYOR’S GOOD CITIZEN AWARD - MIN. 66 REFERS

The Mayor reported on the organization she wished to nominate to receive the Mayor’s Good Citizen Award in recognition of services rendered to the town. The Committee **RESOLVED** to support this nomination and it was noted that the award would be presented at the forthcoming Civic Reception. The name of the recipient would remain confidential until this time.

83. CONSIDERATION OF A PROPOSAL BY WEST SUSSEX COUNTY COUNCIL TO WORK WITH THE TOWN COUNCIL DURING A FLOOD SITUATION.

The Principle Community Officer for West Sussex County Council is looking to work closely with Town, Parish and Neighbourhood Councils during a flood situation.

It was **NOTED** that a report has been prepared by West Sussex County Council which focuses primarily on the 11 worst affected areas and highlights both recommendations and future actions for each area.

The report also indicates that the following wider improvements should be progressed:

- a GIS mapping system that allows information about the existing drainage infrastructure to be shared with all interested parties
- develop a culvert register for culverts under 900mm in size
- develop approaches to ensure that publically owned drainage systems are maintained and improved
- ensure that residents are aware of their responsibilities to keep watercourses within and adjacent to their property clear and in good condition
- ensure that residents are aware of the flood warning service offered by the Environment Agency.

A copy of the report (Appended to File copy of the Minutes) details the proposals and a decision is needed on how best to proceed. Two options were to

- (a) Invite the Principle Community Officer for West Sussex County Council to attend the next Environment & Leisure meeting which will be in March or
- (b) Arrange a meeting with him plus one or two Councillors and Officers who will then report back.

Following discussion Members **AGREED** to Option (a), invite the Principle Community Officer for West Sussex County Council to the next Environment and Leisure Committee meeting in March to speak to Councillors about the proposals. If he is unavailable at that time Members **AGREED** to Option (b), invite him to meet with the Chairman, interested Committee Members and Officers at a more suitable time.

84. CONSIDERATION OF THE RENEWAL OF ANNUAL SUBSCRIPTION:

- a) National Piers Society - £25 per annum
- b) Railfuture (Railwatch magazine) - £21 per annum

It was **RESOLVED** to renew both subscriptions as detailed above.

85. CONSIDERATION OF REQUEST FROM THE BOGNOR REGIS ARMED FORCES DAY COMMITTEE THAT THE HELICOPTER SQUADRON AT RAF ODIHAM (HAMPSHIRE) SHOULD BE OFFERED THE FREEDOM OF THE TOWN

A request had been received from the Armed Forces Committee requesting consideration of bestowing the honour of the Freedom of the Town to RAF Odiham Helicopter Squadron for their continued active service in Afghanistan.

The squadron is stationed at Hook in Hampshire and have been adopted by the local RAFA club who have formed close links with the squadron's families, holding fun days and other events for them in the Town.

Bognor Regis does not have a history of awarding Freedom of the Town so there is no local protocol in place to deal with this request. Following discussion Members **AGREED** that the links between RAF Odiham and the town were not sufficiently strong to consider this honour at the present time. However they requested that further information be obtained from the RAFA Club regarding links with RAF Odiham and Bognor Regis.

86. CULTURE AND LEISURE PROVISION IN ARUN – POSSIBLE PROVISION OF PARKING IN WATERLOO SQUARE NEAR TO BOWLING GREEN – REFERRED FROM COUNCIL MEETING 14TH JANUARY 2013

The Project and Street Scene Support Officer reported that Arun had advised that the suggested parking was for disabled bays for the bowling green users and would be marked bays on the Western side of Waterloo Square. One Member felt that the biggest problem facing the Bowlers is that there is a two hour limit on parking in Waterloo Square and a game lasts around three hours. They therefore had to walk carrying their heavy equipment from the Hothampton car park. Another Councillor believed that there had been a suggestion to create herringbone parking on the grass on the west side of Waterloo Square where the Weather Station is. He will investigate this further.

87. ITEMS FOR INCLUSION ON JWAAC AGENDA

There were no items put forward. The Councillor who attends the JWAAC meeting reported that some of the items put forward previously were not relevant to that meeting. The Head of Street Scene and Leisure Services said she will ask the Town Clerk for clarification on which issues should be put forward.

88. REPORTS:

(A) TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

The Financial Reports were **NOTED**.

(B) ANY OTHER REPORTS

There were no further reports.

89. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence appended to file copy of the Minutes, including the following additional correspondence received:

- 89.1 UK Point of Sale - Issue 39
- 89.2 Public Realm ADC - Agenda for meeting 15.1.13. Minutes Mini Brief from LDA and Workshop Feedback
- 89.3 Public Realm ADC - Agenda for Officer Meeting 15.1.13
- 89.4 email from member of the public about the lack of benches on the seafront.
- 89.5 Meteorological Observations December 2012
- 89.6 Housing Projects Manager Arun District Council - letter re BRTC Contribution towards new curtains for Howard House
- 89.7 West Sussex Internal Drainage District - email re proposed Drainage Rates and Special Levies
- 89.8 Winner Plant Hire - email re hire of snow clearing machinery
- 89.9 A & S Landscape - email information on canopies shade sails and cycle storage structures

- 89.10 Greentek-group - email re give-aways on their stand at BTME
- 89.11 ADC - Community Resilience - Parish Council Emergency Plan Validation Exercise Invitation
- 89.12 Letter from a Resident regarding the proposed development of Swansea Gardens
- 89.13 Landscape & Amenity Product eBulletin
- 89.14 the landscape product directory - online product directory for those who work across the landscape, groundcare and amenity sectors
- 89.15 Biffa - email informing of early closure of toilets on Friday 18 Jan due to snow
- 89.16 Rapid response - 2 emails regarding their Emergency Assistance service

The Project and Street Scene Support Officer drew Members attention to the following:

Email from a resident regarding the lack of benches on the seafront which had previously been discussed in this meeting.

Sussex Internal Drainage District - email re proposed Drainage Rates and Special Levies: The tariff will be posted on the Town Council's Notice Boards. Members enquired whether this was new or whether it had previously been charged and requested a response asking for further information. The Head of Street Scene and Leisure Services said the email will be sent to all Councillors for their consideration and response. She will then respond to their email accordingly.

ADC - Community Resilience - Parish Council Emergency Plan Validation Exercise Invitation. The Head of Street Scene and Leisure Services will attend. A Member suggested a Councillor should also attend this meeting.

Rapid response - 2 emails regarding their Emergency Assistance service. The Head of Street Scene and Leisure Services advised Members that at this time no detail about this service has been found, especially relating to Public Liability Insurance.

The Meeting closed at 9.11pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING
21ST JANUARY 2013

1. Landscape & Amenity - eBulletin New Products & Developments
2. Southern United Ltd - Newsletter from Southern United Ltd manufacturers of Labels
and Nameplates
3. Glasdon - Special 15% discount offer for local councils
4. Amethyst Horticulture - email, inspired by colour
5. Healthmatic Ltd - email re public toilet rates & loo of the year
6. Woodhouse - email, shaping space, defining the landscape
7. Stakeholder brief - Southern Stakeholder brief Nov-Dec 2012
8. Travel GBI - December 2012, No 410
9. Landscape & Amenity - product e-Bulletin
10. Landscape & Amenity - Product update Nov/Dec 2012
11. Inspire Leisure - Healthy walks in Arun programme Jan - July 2013
12. ProLudic - Play equipment catalogue and offers
13. Project Manager today November/December 2012
14. Woodhouse - email Illuminate lighting December 2012
15. Landscape & Amenity - product update November - December 2012
16. Bognor Regis Meteorological Observations November 2012 (copied to Councillors)
17. Placemaking Journal - Place and Space Research Group New Training Programme
18. Landscape Product Directory - email of Latest products from the Directory
19. Mango Tee - email re Custom Screen Printed Event Tees