



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 20TH JANUARY 2014

- PRESENT:** Cllr. T. Gardiner (Chairman), Cllrs. J. Brooks, A. Cunard and P. Dillon
- IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill (Clerical Assistant)
3 Members of the Public

The Meeting opened at 6.32 p.m.

84. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. Mrs. E. Anderson, Mrs. J. Warr and P. Wells.

85. 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.

86. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27TH NOVEMBER 2013

The Minutes of the Meeting held on the 27th November 2013 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

87. ADJOURNMENT FOR PUBLIC QUESTION TIME

6.35 p.m. At this point the meeting was adjourned to allow members of the public to speak.

Two members of the Bognor Regis Civic Society spoke about concerns regarding issues of flooding in the area. In view of the pressure to build more houses despite the flooding they suggested that an application be made to have the area made a Special Case and to ask for a moratorium on house building numbers in this area until the issues around flooding have been resolved.

Bognor Regis Civic Society are planning a public meeting regarding flooding and invited members of the Town Council to attend.

6.42 p.m. the meeting was reconvened.

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

88.1 27th November - Min. 67.3 Parking Issues in Aldwick Road

Members **NOTED** that a letter has been sent to the Tesco Store manager in Aldwick Road as agreed at the last meeting with regard to their delivery times. A response has not yet been received.

88.2 27th November - Min. 73 Future Storage of Bathing Machine

The Head of Street Scene and Leisure Services has been in contact with the son of the previous owner of the Bathing Machine. He has advised that he is away until the beginning of February but will respond when he returns. This was **NOTED**.

88.3 27th November - Min. 76 Partnership Funding to Arun District Council for Public Conveniences

The Head of Street Scene and Leisure Services report was **NOTED**. Event advertising posters may be displayed inside the buildings but planning permission may be required with advertising on the outside walls, further advice will follow from Arun. Any frames will need to be secure and monitored regularly for inappropriate use.

With regard to the opening hours Arun advised the conveniences should be open 8am – 8pm in the summer (1st May – 30th September) and 8am – 5pm winter (1st October – 30th April). Some Members commented that they had found the toilets closed during those hours in 2013.

The contract to clean the conveniences is performance based and they should be cleaned regularly throughout the day to ensure they are always clean.

88.4 23rd September - Min. 58 Issues relating to Youth Service Provision in Bognor Regis

The Head of Street Scene and Leisure Services drew Members attention to an email sent to the Chief Executive of W.S.C.C. by the Acting Chairman of Fairplay for Children relating to the changes affecting Youth Services in the County, which was **NOTED**.

89. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2013/2014 BUDGET

Members were reminded that any unspent money from the allocation for 2013/2014 has to be spent or earmarked for specific projects by the next meeting. They should have ideas and the written consent from their fellow Ward Councillors on projects they wish to fund by then or the money will go back into reserves.

Suggestions were made for a grit bin to be provided in one ward and funding for a Community Event to support a new project in two wards. The Head of Street Scene and Leisure Services asked Members to consult with their fellow Ward Councillors

and bring any projects with Ward Councillor's written agreement to the next meeting. Members **NOTED** the report.

90. CONSIDERATION OF THE RENEWAL OF ANNUAL SUBSCRIPTION:

90.1 National Piers Society - £25 per annum

Members **AGREED** to renew this subscription.

90.2 Railfuture (Railwatch magazine) - £21 per annum

Following discussion Members **RESOLVED** not to renew this subscription.

It was suggested that the Council consider membership of the Cinema Theatre Association who also produce a newsletter and would be more relevant to the town. This will be included as an Agenda item at the next meeting.

91. UPDATE ON GLOUCESTER ROAD LAUNCHING RAMP

The Head of Street Scene and Leisure Services reported that a meeting had been held between the Council, Arun and the operator and all parties agreed that the ramp had been successful in 2013. All of the Arun equipment had been safely retrieved and put into storage for the winter. Negotiations had taken place regarding extending the lease and in view of the current financial situation in regard to the Town Council budgets, together with the uncertainty about the future of the existing concessions on the seafront, including the one belonging to the existing Ramp operator, it has subsequently been agreed that a contract for one further year would be offered at this stage. In view of that fact, and that a level of expertise and experience is required, it is proposed that the contract for the existing operator be extended for a year. The position going forward will be reviewed in September at the close of the 2014 season.

92. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN – PUBLIC REALM AND BRANDING PROJECTS

92.1 Public Realm: A contractor has now been appointed. The start date for the work is expected to be at the end of January or beginning of February with works to be completed by May.

92.2 Traders Association: It is anticipated that a Traders Association meeting will be held in the near future, to ensure that the local businesses are kept fully informed of the Public Realm works.

The new discs for the 2 Hour Free Parking Scheme have been purchased by the Association and these are being distributed by 2 members of the Association Committee. They have also been working with Spirit FM and The Observer to arrange publicity coverage for the new discs.

It is hoped that the Shoppers Guide will be ready for distribution by February.

92.3 Hotham Park Cafe: The Head of Street Scene and Leisure Services reported that a communication had been received from Arun regarding the cafe in Hotham Park. A design and build tender has been issued for the cafe and the submission process for this is now closed. The cafe operator tender is live with a return date of 24th January 2014. Members expressed the hope that the operator will have input into the design of the building and that there will be consultation with the Town Council and the Hotham Park Heritage Trust before the plans are finalised.

93. UPDATE ON THE ARUN WELLBEING AND HEALTH PARTNERSHIP

The Head of Street Scene and Leisure Services reported that the next Arun Wellbeing and Health Partnership meeting will take place on 18th February. The meeting will be attended by a representative from the Coastal West Sussex Clinical Commissioning

Group (CCG) to report on the new commissioning process introduced in April 2013 and including the consultation 'Let's Talk'. This Group has 4 key questions to ask around people's ideals for the NHS and also plan to use the campaign as a vehicle for providing the public and partners with information about the CCG. Ahead of their presentation at the meeting on 18th February, the CCG have asked as many members as possible to complete a questionnaire. The report was **NOTED**.

94. CONSIDERATION OF PROPOSAL TO ESTABLISH A "BOOK OF ACHIEVEMENTS" FOR RESIDENTS OF BOGNOR REGIS

The Chairman reported that he had recently been told of a local man buried at South Bersted Church who was one of the first to receive the Victoria Cross in the Crimean War. He thought there must be other people past and present living in Bognor Regis who had achievements but no record is kept and no recognition by the town. He was not thinking of a retrospective account but an ongoing record. Another alternative would be a web page listing of achievements rather than the traditional book. It was **AGREED** to look at the cost of a leather bound journal and to consider a book of achievements to recognise the achievements of the people of Bognor Regis. It was also suggested that a certificate could be presented by the Mayor at a Mayoral event to congratulate the individual on their achievement.

95. CONSIDERATION OF PROPOSAL TO SET UP A COUNCILLORS EMERGENCY RESPONSE TEAM

Following recent events in East Anglia the Chairman requested that any Councillors who would be prepared to help members of the public upon whom a disaster had fallen put their names forward as an emergency response team. This would be in the nature of support and the provision of information. Following discussion it was **AGREED** that the Head of Street Scene and Leisure Services would contact all Councillors and compile a list of those prepared to help to give to the Arun Emergency Co-ordinator.

96. REPORT FROM THE WEST SUSSEX JOINT SCRUTINY TASK AND FINISH GROUP - FLOODING

Members **NOTED** the report but felt that it did not go far enough to redress the issues of flooding, particularly in relation to further development of flood plains.

Members agreed to take the additional agenda items next as one related to the issue of flooding

97. TO CONSIDER A PROPOSAL PUT FORWARD AT THE COUNCIL MEETING ON MONDAY 13TH JANUARY 2014 THAT THE TOWN COUNCIL SHOULD SUPPORT, WITH OTHER LOCAL COMMUNITIES, RAISING AT CENTRAL GOVERNMENT LEVEL CONCERNS REGARDING FLOODING IN THE AREA AND THE NEED FOR SOLUTIONS TO BE FOUND. IN PARTICULAR THESE CONCERNS ARE IN RELATION TO HOUSE BUILDING NUMBERS, DEVELOPMENT ON FLOOD PLAIN AREAS AND THE ISSUE OF FLOODING TO THE TRANSPORT NETWORKS, WITH THE RESULTANT DISRUPTION TO LOCAL BUSINESSES

Members discussed the question asked in Public Question Time regarding flooding and a multi-agency meeting that Civic are organising to discuss the issue. It was felt that flooding which was at one time a rare event is becoming an annual one and needed to be managed. It was **AGREED** that the Chairman and Cllr. Daniells would be asked to attend the Civic meeting and report back to this Committee.

98. TO CONSIDER THE ARUN DISTRICT COUNCIL (CIVIL ENFORCEMENT AND CONSOLIDATION) ORDER 2010 RELATING TO THE VARIATION OF CHARGES IN THE GLOUCESTER ROAD CAR PARK, BOGNOR REGIS

The Head of Street Scene and Leisure Services informed Members of the proposed new charges for the Gloucester Road Car Park which was **NOTED**. Following discussion Members **AGREED** that despite off-street car parking being more expensive than on street parking the reduction in long stay charges was welcomed to encourage visitors.

99. CONSIDERATION OF BUDGET PROPOSALS FOR 2014/2015 INCLUDING ALLOCATIONS FOR: IN BLOOM WORKING PARTY; CHRISTMAS ILLUMINATIONS SUB-COMMITTEE; AND THE ALLOTMENTS SUB-COMMITTEE

Members **NOTED** the decision at the Policy & Resources Meeting of 6th January to reduce the Christmas Illuminations Budget by £4,426 to £11,000. A meeting of the Christmas Illuminations Sub-Committee will be held to discuss how this reduced budget could be managed to provide the town with lights and a switch-on event.

100. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

No nominations had been made and this item will be considered at the next meeting.

101. REPORTS:

101.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

The financial reports were **NOTED**.

101.2 ANY OTHER REPORTS

There were no other reports.

102. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence, (Appended to file copy of the Minutes) including the following additional items:

1. The Landscape & Amenity Product eBulletin
2. Administrator, Customer Services Directorate West Sussex Capita Partnership - Application for Nectar Local Event
3. Digital Outreach - information on 4G and possible disruption to Freeview briefing
4. Glasdon - Local Council products 5% discount offer
5. Cloudhopper gallery - e mail invitation to exhibit artwork and entry forms
6. The Landscape Product Directory - Latest Products

The Head of Street Scene and Leisure Services drew Members attention to correspondence from a member of the public regarding cyclists on the promenade not being respectful of people walking or children playing.

The Meeting closed at 8.05 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING
20th January 2014

1. Letter from Acting Chair/Trustee of No.18 Project regarding JWAAC Grant Award - Copied to Councillors
2. Email and draft poster for No.18 Project - Copied to Councillors
3. WSCC - Application form and public liability insurance for an event in Bognor Regis run by Sussex Police
4. Licence request for collection in Bognor Regis for Pagham Pram Race
5. 10 applications for busking licence - WSCC
6. Dale Valley Training - Course Information and application form
7. Greensward Direct - December Catalogue
8. WSCC - Operation Watershed Active Communities Fund, Parish Councils Briefing Note - 10 December 2013 - Copied to Councillors
9. The Landscape Product Directory - latest products list
10. WSCC - Adults' social care News December 2013
11. Hampshire Flag Company - Stuck for gift ideas? Why not give them something really unique.....
12. Landscape & Amenity product eBulletin - the latest products and developments
13. Email - Seasons Greetings from HLF's South East team
14. Email from a member of the public regarding cyclists on the promenade not being respectful of pedestrians
15. Woodhouse - shaping space December 2013 Merry Christmas
16. The Landscape Product Directory - email of the latest products
17. The Landscape Product Directory - email of the latest products
18. Carers Support West Sussex - email regarding the Carers Support Chichester office moving
19. UK Point of Sale - January Newsletter
20. Stakeholder Engagement Team - December Storms Online Survey
21. Greensward Direct - January Catalogue
22. Email correspondence with ADC regarding a member of the public's concern re: dog fouling
23. WSCC - email re Winter Maintenance
24. Landscape Specification - The Latest Amenity Pesticides and Spraying Equipment
25. Email from Littlehampton Town Ward and District Neighbourhood Watch Association to ADC, forwarded by the Community Safety Officer, regarding a forthcoming Dog Fouling Campaign with attached poster for comment
26. The Landscape Product Directory - latest products
27. Letter from Area Manager, The Post Office - Re Durlston Drive Post Office, Modernising your Post Office - Copied to Councillors