



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 24th MARCH 2014

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. Mrs. E. Anderson, J. Brooks (from Min. 106), P. Dillon, W. Toovey, Mrs J. Warr and P. Wells (during Min. 109)

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

The Meeting opened at 6.32 p.m.

103. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. There were no Apologies for absence.

104. 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.

105. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th JANUARY 2014

The Minutes of the Meeting held on the 20th January 2014 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

106. ADJOURNMENT FOR PUBLIC QUESTION TIME

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

A member of the public, who had sent in a question intended for the Annual Town Meeting of Electors but had been unable to attend the meeting, put some of the points he had raised to the Environment & Leisure Committee.

A brief discussion took place about some of the issues. However, the Chairman advised that several queries did not fall under the remit of the Environment & Leisure Committee and would be better directed to Policy & Resources. The Head of Street Scene and Leisure Services advised that the questions were already being dealt with and assured the member of public that a written response was being drawn up and would be sent to him in due course. The Chairman and other members of the Committee thanked the member of public for his interest and taking the trouble to attend.

6.47 p.m. the meeting was reconvened.

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

- 107.1 20th January - Min. 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.**

At the January meeting it was reported that the Civic Society meeting at the end of February would discuss this subject and it had been agreed that the Chairman and Cllr. Mrs. Daniells should attend the meeting on the Council's behalf and report back to the next Environment & Leisure Committee. However, the Chairman reported that this meeting had been cancelled twice and another date had not yet been set.

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

Reminders had been sent to all Councillors advising them that this was the final meeting to complete the forms for this year's Ward Allocation funding.

Pevensey Ward: All four Ward Councillors were in agreement with the proposal that the remaining funds of £420 should be used to support a Think Family event to be run at the Community Centre in Westloats Lane. It was **RESOLVED** to **AGREE** this proposal.

Marine Ward: All four Ward Councillors were in agreement with the proposal that the remaining funds of £406.56 should be allocated to support the Aldwick Road Traders Group, who are raising funds to provide improved Christmas lights along the Aldwick Road shopping parade. It was **RESOLVED** to **AGREE** this proposal.

Orchard Ward: Although some proposals had been made to use the outstanding balance of £330, no agreement from all of the Ward Members had been received so these funds would be returned to Reserves.

Hotham Ward: The Head of Street Scene & Leisure Services reported that to date no proposals for the Hotham Ward Allocation had been received. However, a Member reported that a proposal had been discussed and that another Member of the

Committee was due later in the meeting who would put the proposal forward. A final decision on the Ward Allocation for Hotham would be deferred until later in the meeting.

109. BOGNOR REGIS IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 5TH FEBRUARY 2014

109.1 Members **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the meeting held on 5th February 2014 with the following additional decisions and comments:

109.2 Members **RESOLVED** to **APPROVE** payment in respect of costs for SSEIB entry fee of £175 and Seminar Attendance of £12.00 per person plus any incremental travel expenses.

110. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET 2013/2014 PROPOSAL FOR HOTHAM WARD

As had been discussed earlier in the meeting, following the late arrival of a Committee Member, a proposal was put forward that the Hotham Ward Allocation of £500 should be used to support the proposed Bersted Skate Park. Although it was **NOTED** by the Committee that technically the skate park was outside of the Ward, it was felt the community of Hotham Ward would still benefit.

Subject to all four Hotham Ward Councillors agreeing to the proposal the Committee **RESOLVED** to **AGREE** the proposal for Hotham Ward Allocation.

NB. Agreement from all of the Ward Members has now been received for this proposal.

111. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON 11TH MARCH 2014

The Notes of the Meeting were not available so the Chairman of the Sub-Committee, Cllr. Mrs. Warr, gave a verbal report. The meeting had considered the lighting displays and the Switch-on event for 2013. A number of issues had been raised. It had been noted that the contract for both the lighting displays and the electrical contractor were due to end. It was suggested that perhaps a 1 year contract be considered for 2014 and that cheaper lights should be purchased for the main area of London Road and High Street, with any money saved being used to enhance the area at the top of the London Road and Station Road. The 2013 Switch-on was considered successful but it was agreed the event should be reviewed with the following possible changes:

- If the Sun Sculpture is re-located as part of the Public Realm work then perhaps a Christmas tree could be put in its place
- There should be no Grotto at the Station this year but there should be something in London Road instead
- Consider other sites for the actual Switch-on, perhaps outside of Reynolds building for example, if a longer road closure can be agreed with the bus company. The Head of Street Scene & Leisure Services had been asked to speak to the bus company as a matter of urgency to ask if they would agree to a longer road closure and re-routing of the buses.

It was **NOTED** that this had been a wash-up meeting for 2013 and that the next meeting would decide the way forward for 2014.

A Member stated that he felt that the activities at the Switch-on seemed to take away from the most important element of the day, that is the lights themselves. Perhaps consideration could be given to going back to a shorter Switch-on event. It was agreed that at the next meeting full discussion would take place on the 2014 event.

112. TO RATIFY SECOND PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2013/14 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

Arun District Council had been contacted about the possibility of using wall space in public toilets for advertising purposes. In principle there had been no objections however they would like verification as to who would put up and maintain the adverts. There was some uncertainty as to whether planning permission would need to be sought if outside walls were used and this point is still to be confirmed. The Committee agreed that it would be a good opportunity to regain revenue via advertising but this topic needed further consideration. A discussion regarding the general standard of the toilets followed with attention turning to the state of the underground toilets by the Pier and the lack of signage on others. It was felt that these issues should be addressed and improvements made. The concerns would therefore be taken to the next BRTC/ADC Liaison Meeting.

The Committee **RESOLVED** to **RATIFY** the payment of £20,000 to Arun District Council, being the second payment of the 2013/2014 revenue partnership contribution for the public conveniences.

113. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN INCLUDING, PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND LATEST SHOP AUDIT FIGURES –MIN 92 REFERS

The Head of Leisure and Street Scene Services gave the following report:

- 113.1 Public Realm:** Work had commenced on the Public Realm works, however the bad weather had hindered progress and the project was currently 9 days behind schedule. An additional crew had been brought in to help catch up. It had been announced that £1.65 million Coastal Communities funding had been secured which would allow the delivery of the whole design project. The next phase, to commence in October 2014, will be the station area. Some issues have been raised, in particular regarding the existing pavement outside of the station which matches that on the other 3 corners of the junction, and these have been reported back to the designer for re-consideration. It had also been suggested that perhaps the road junction itself could be changed to that of a shared area scheme but there was not funding for this in the bid and it had been agreed that this should be directed to Highways & Transport, via the Town Council rep. Some members were unhappy that Councillors were being excluded from the Public Realm meetings. The Head of Street Scene and Leisure Services advised that this issue had been raised and she believed a meeting would be arranged for Councillors to attend.

- 113.2 Traders Association:** The Traders Association had been updated about the Public Realm work at their meeting on 5th March. Other issues of interest had been discussed and it was agreed that bi-monthly meetings will commence following the appointment of the new Town Centre Manager

Reference was made to the letter that had gone out to traders in the town centre relating to improving shop fronts and also the areas above. A Member remarked that he thought that there had been funding available in the Public Realm bid to assist with improving premises. It was pointed out that refurbishment of premises was not considered to be a good use of public funds and that the responsibility of the shop

front is that of the traders and landlords. However, as part of the Town Council's contribution to the Scheme Town Force had removed some redundant metal work along London Road. The Head of Street Scene and Leisure Services reported that Arun District Council has appointed an individual to look at premises and work with shop owners/landlord to comply with standards to not only improve the appearance of premises but maintain guttering etc.

- 113.3 Shop Audit:** The January shop audit undertaken by Arun shows that the wider town centre shows an increase of 2 empty shops since October (now 30 – 11.3% of total), comprising two new openings (Blues Taxi and Platinum Care) and four closures (Express Gifts and First Choice in the precinct, What's My Flava in Station Road and The William Hardwicke pub in High Street). Anecdotally there is strong interest in the vacant shops in, and adjacent to the precinct. For reference, the national vacancy rate has dropped below 14% for the first time since July 2010 from 14.1% to 13.9%.

Several shops had changed names and accordingly upgraded shopfronts and re-decorated, helping to uplift the appearance of the town centre. For the core town centre area there was an increase of 3 empty shops, making 11 empty shops (9.7% of total).

These reports were **NOTED**.

114. UPDATE ON GLOUCESTER ROAD LAUNCHING RAMP – MIN 91 REFERS

A report had been previously circulated and the Head of Street Scene and Leisure Services informed members that although a contract has been received from Arun District Council there were still some issues to address, such as whether the Ramp would attract Business Rates.

The operator is hopeful that the buoys can be put out either week commencing 31st March or 14th April and that he intends to be open for the Easter weekend.

The Committee **NOTED** the report and agreed that every opportunity should be taken to promote water sports in Bognor Regis.

115. REPORT ON THE ARUN WELLBEING AND HEALTH PARTNERSHIP MEETING HELD ON 18TH FEBRUARY 2014

The Minutes had been previously circulated and were **NOTED**. There were no comments.

116. REPORT ON BRIEFING SESSION RUN BY THE HERITAGE LOTTERY FUND ON 5TH MARCH 2014

The Heritage Lottery fund contacted the Town council requesting use of a venue for a briefing session. It was arranged for them to have use of the Council Chamber and the session was run on the 5th March 2014. Local groups were invited to take part including the Pier Trust and the Museum. A copy of the presentation had been previously circulated to members. More detail on different funding streams was available if requested. The report was **NOTED**.

117. CONSIDERATION OF THE NEW PROPOSED ANNUAL SUBSCRIPTION – THEATRE AND CINEMA ASSOCIATION £25 PER ANNUM

Members **RESOLVED** to take up this new subscription at £25 per annum.

118. CONSIDERATION OF THE WEST SUSSEX CARE AND SUPPORT AT HOME CONSULTATION SURVEY

Members **NOTED** the survey and would complete this on an individual basis.

119. TO RATIFY RESPONSE TO WEST SUSSEX CONSULTATION ENDING ON 7th MARCH 2014 ON PROPOSED RELOCATION OF EXISTING BUS STOP ADJACENT TO DEN AVENUE

The Head of Street Scene & Leisure Services had previously circulated information to members for their consideration. As no comments had been received no response had been given. Members were asked to ratify this decision.

Members **RESOLVED** to **RATIFY** the decision taken not to respond.

120. REPORT FROM THE ENVIRONMENT AGENCY ON THE PROPOSED FUTURE OF THE SOUTH WEST SUSSEX INTERNAL DRAINAGE DISTRICT – MIN. 98, 25TH MARCH 2013 REFERS

A report had been previously circulated and a larger copy of the map was handed out for reference.

Members considered and **NOTED** the report.

121. UPDATE ON FUTURE STORAGE OF THE BATHING MACHINE – MIN. 73 REFERS

A report by the Head of Street Scene & Leisure Services had been previously circulated. Members were asked to **AGREE** the decision for the Town Council to continue to store the bathing machine until the end of 2015 with the family covering the annual insurance costs for 2014 and 2015. If at the end of 2015 Bognor Regis Museum had still not be able to secure the required funding to house this then the issue would be reconsidered.

Members **RESOLVED** to **AGREE** this decision

122. UPDATE ON MARINE WARD ISSUES RAISED BY CLLR. ANDERSON - MIN. 59 REFERS

Cllr. Mrs. Anderson referred to the report previously circulated but to date there had been no improvements and parking and speeding problems continued to be a cause for concern at the Aldwick Road shopping area. She was able to confirm however that a meeting would shortly be held with West Sussex County Council, residents and shopkeepers and she would provide a progress report at the next meeting

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

The Committee considered the nomination by the Town Mayor for this year's award and unanimously **AGREED** to support this.

124. REPORTS:

124.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

The financial reports were **NOTED**.

124.2 ANY OTHER REPORTS

A Member raised the issue of the poor standard of the lifts in the multi storey car park. The lift numbers bore no relation to the floor numbers and were full of rubbish and graffiti. It was requested that these issues be taken to the Liaison Meeting.

A Member reported that he would be attending the next Highway and Transport Meeting at West Sussex County Council and asked members to let him have the details of any issues they wished him to raise.

125. CORRESPONDENCE

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

1. Email correspondence between WSCC and Chichester BID re Busking licence application
2. Sustainable Business Network March Update
3. 4 applications for Busking licence
4. The Landscape Product Directory –latest products
5. Application for event on the Highway – Publicity event in London Road for University of Chichester / 4Sight
6. Landscape Specification Product Bulletin – Water Management

The Meeting closed at 8.10 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING
24th March 2014

1. 11 Applications for busking licence
2. Southern Railway - Stakeholder brief online web address link
3. Illuminate - Lighting the landscape January 2014
4. VAAC - email re the South East Coast Strategic Clinical Network
5. Email anonymously from a member of the public regarding the Multi-storey car park and vandals together with BRTC's response
6. The Landscape Product Directory Latest Products
7. WSCC - Adults Safeguarding Unit - updated leaflets relating to Adults' Safeguarding and Working with self neglect
8. ADC - update to dog fouling poster
9. IOTA Bespoke steel planters - Project News January 2014
10. UK Point of Sale - offers with free delivery one day only
11. Shaping Space - redefining the landscape January 2014
12. ESI External Works - sample bulletin
13. Ningbo - January savings on contract furniture
14. Fitzpatrick Woolmer - Mark the WW1 centenary with memorial displays in your public open space
15. Norbury Park Wood Products - information on their products
16. UK Point of Sale issue 44
17. Further email correspondence between Arun Community Safety Officer, a member of the public and BRTC re the Multi-storey car park
18. Landscape Specification - BTME 2014 Review
19. Piers - The Journal of the National Piers Society - Winter 2013 Issue no 110
20. The Landscape Product Directory - latest products
21. Email from Aquatic Environmental Services Europe Ltd - Letter re their services
22. Landscape Bulletin - Product Bulletin 7th Feb 2014
23. Landscape Product Directory - Latest Products
24. Karcher - information on their roadshow
25. St John Ambulance - Fire Marshal regulations training
26. Greensward February Catalogue
27. Bollards International - February Newsletter
28. The South East Coast Strategic Clinical Network – email invitation to become involved and giving key facts about the South East Coast SCN
29. Response from WSCC Highways regarding busking in Bognor Regis during the Public Realm works
30. Smith of Derby - Time to Commemorate – email about commemoration of WWI
31. Littlethorpe - Quality Hardwood Bus Shelters
32. Letter from the Post Office regarding Modernising Rose Green Post Office
33. Transalp- timber play equipment catalogue
34. Woodberry of Leamington Spa - 2014 Catalogue
35. UK Point of Sale - offer for free delivery today only
36. Sussex Heritage Trust Awards 2014 Entry form
37. Information pack on Heritage Lottery Fund
38. VAAC Newsletter Spring 2014
39. Wicksteed playscapes - Playground equipment
40. Eibe natural play equipment
41. Railwatch magazine No 139 - April 2014
42. Bollards-International March Newsletter
43. Plant Logic - email re grounds maintenance contracts
44. Fitzpatrick Woolmer - affordable signage