



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 22ND SEPTEMBER 2014

PRESENT: Cllrs. A. Cunard (Chairman), P. Dillon (Vice-Chairman), Mrs. E. Anderson, J. Brooks, T. Gardiner and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill (Committee Clerk)
1 Councillor in the Public Gallery
1 Member of the public in the Public Gallery

The Meeting opened at 6.30 p.m.

43. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

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

44. 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 at this point in the Meeting.

45. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21ST JULY 2014

The Head of Street Scene and Leisure Services reported that there was an error in the Minutes of the Meeting held on the 21st July 2014 under Min. 29.1 which read "The Committee **NOTED** the appointment of the Chairman and Vice-Chairman of the Bognor in Bloom Working Party and **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the meetings held on 22nd May and

the non-quorate meeting of 26th June 2014 (appended to the Minutes as Appendix 1.)” However, as both meetings had been non-quorate this should read “The Committee **NOTED** the appointment of the Chairman and Vice-Chairman of the Bognor in Bloom Working Party and **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the non-quorate meetings held on 22nd May and 26th June 2014 (appended to the Minutes as Appendix 1.)” and would need to be altered. It was **AGREED** that the amendment be made and the Committee **RESOLVED** to **APPROVE** the Minutes as amended of the Meeting held on the 21st July 2014 and these were signed by the Chairman.

46. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from members of the public.

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

21st July - Min. 27.2: Drinking Fountain in West Street. The Head of Street Scene and Leisure Services reported that a Councillor had found someone who would clean the fountain free of charge but could only do it when their workload permits.

21st July - Min. 31.2: Railway Station paving works. A letter had been sent to the Cabinet Member regarding the Councils concerns on the proposed paving. He had noted the comments and would take them into consideration when making his decision.

21st July - Min. 32: Unkempt state of the footbridge over the railway line at Longford Road. Town Force will do a basic tidy up of the area. The Head of Street Scene and Leisure Services is investigating the ownership of the footbridge and area around it and once established will request its upkeep continues.

48. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2014/2015 BUDGET

The Head of Street Scene and Leisure Services informed Members that all Pevensy Ward Councillors had signed the agreement to put the Pevensy Ward Allocation money towards the purchase of a defibrillator. It was **RESOLVED** to **AGREE** this proposal. A Pevensy Ward Councillor thanked his fellow ward Councillors for supporting this. The Chairman reminded Members they have £500 to use on projects to benefit their Wards which has to be spent or earmarked for specific projects by the end of the financial year.

49. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE NON-QUORATE MEETING HELD ON 14TH AUGUST AND THE MEETING OF 16TH SEPTEMBER

The Chairman offered his congratulations to all involved in the In Bloom Competition for winning Silver Gilt in 2014.

49.1 The Committee **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the non-quorate meeting held on 14th August and the meeting of 16th September (appended to the Minutes as Appendix 1.)

49.2 Members **RESOLVED** to **APPROVE** the expenditure of £106.00 which was the cost of the tickets to the South East in Bloom seminar.

49.3 Members **RESOLVED** to **APPROVE** payment in respect of costs for refreshments for judging day of £43.55.

49.4 Members **RESOLVED** to **APPROVE** payment in respect of costs to fund 20 more “Be Part of It” signs at a cost of £75.00 plus VAT from the Environmental Projects Fund.

49.5 Members **RESOLVED** to **APPROVE** payment of the costs of markers to be displayed in the gardens of winners at a cost of £144.00 plus VAT.

50. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 28TH JULY, 13TH AUGUST AND 16TH SEPTEMBER 2014**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 28th July, 13th August and 16th September 2014. It was further **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the sum of £1,500 be made available from Council funds to assist with the refurbishment of Billy Bulb.

51. **UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN, INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND LATEST SHOP AUDIT FIGURES – MIN. 31 REFERS**

The Head of Street Scene and Leisure Services read from her report which was **NOTED**. The Public Realm work in London Road is complete apart from the cleaning and sealing which should take place by the end of September. The work on the Railway Station forecourt is planned to start in November. As Members had previously expressed concern that they were not able to have more input into the decisions on the work, the Head of Street Scene and Leisure Services raised the issue with Arun and had received a reply outlining the reasoning why Members were not included in the decision making process. Following discussion on the decisions made regarding the second phase of the public realm work it was **AGREED** that the Head of Street Scene and Leisure Services should write to the Coastal Communities Fund who have provided funding for the project to express the Council’s concerns that their views were not being heard.

A new group is to be set up to look at the Little High Street/Old Town area. This will include the three Councils, the Town Centre Manager, Cloudhopper Gallery, Create Bognor and other interested parties. The first meeting is due to be held in the near future. A Member had done some work previously on creating a “Lanes” type area and he was happy to pass this on to the group.

52. **TO RATIFY FIRST PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2014/2015 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

The Committee **RESOLVED** to **APPROVE** the payment of £20,000 to ADC being the first payment of the 2014/2015 revenue partnership contribution for the public conveniences. Following discussion it was also **AGREED** to write to ADC to raise the issue of the toilets not being kept to a good standard.

53. **CONSIDERATION OF UPDATE ON OUTCOME OF MEETING WITH WEST SUSSEX COUNTY COUNCIL RE VICTORIA ROAD CAR PARK - MIN. 33 REFERS**

The Head of Street Scene and Leisure Services had contacted West Sussex County Council regarding a general maintenance contract for the Victoria Road Car Park.

They had responded that they could offer a simple licence to maintain the car park at no cost to the Council but that all maintenance costs would be the responsibility of Bognor Regis Town Council. Alternatively the Council could purchase the land. Following discussion it was **RESOLVED** to **RECOMMEND** to the Policy & Resources Committee that a draft licence to maintain the car park be requested for further consideration by the Committee.

54. CONSIDERATION OF ISSUES RELATING TO YOUTH PROVISION IN BOGNOR REGIS - REFERRED FROM TOWN COUNCIL MEETING OF 8TH SEPTEMBER 2014

The Head of Street Scene and Leisure Services reported on the correspondence from the Chairman of the Number 18 Project regarding Youth Provision in Bognor Regis. Members **NOTED** the report and it was **AGREED** to keep a watching brief on the situation.

55. UPDATE ON REQUEST FROM MEMBER OF THE PUBLIC FOR THE INSTALLATION OF A BUS SHELTER IN ASH GROVE - MIN. 37 REFERS

The report from the Head of Street Scene and Leisure Services was **NOTED**. She advised Councillors that the installation of a bus shelter with excavations would not be able to be undertaken by Town Force, and the Adshel shelters were provided under contract to Arun District Council. Following discussion it was **AGREED** that the Head of Street Scene and Leisure Services would:

- i. investigate further the cost of supplying and installing a shelter
- ii. enquire whether Arun would add the location to their list for an Adshel shelter
- iii. investigate the possibility of providing a shelter which does not need excavations
- iv. contact the Bus Company to enquire why the shelter was not replaced after it had been removed
- v. provide pictures of the site for the next meeting.

56. UPDATE ON GLOUCESTER ROAD LAUNCHING RAMP - MIN. 39 REFERS

Members were informed that the launch statistics for the season to date were 292 Jet skis and 21 boats giving a total launch figure of 313. The ramp will remain open until 28th September and the buoys will be removed shortly afterwards. The report was **NOTED**.

57. REPORTS:

57.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

57.2 ANY OTHER REPORTS

There were no further reports.

58. CORRESPONDENCE

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

1. WSCC 3 applications for busking licences
2. Community Energy South - Invitation to Councillors - "Powering our Communities"

3. Email correspondence between a member of the public and ADC Foreshore Officer regarding regulations covering the promenade and beach not being enforced
4. Surface Water Management Plans in West Sussex Newsletter - August 2014
5. Flyer for Arun's Community Resilience Fare 16 October at the Littlehampton Academy and accompanying email from ADC Emergency Planning Officer
6. CLG Committee - Announcements re Litter
7. E-mail re UK Power Networks "Power to your Voice" Stakeholder Engagement newsletter August 2014
8. Earth Anchors - picnic table sale offer
9. Email re Envirocology, Arboriculturalist Tree care Specialists operating in Kent, Surrey and Sussex.
10. Sea Water Quality in the Arun District to 9th September 2014
11. Email correspondence regarding the "Illegal Money Lending Team" who are currently working with the older generation to raise awareness of illegal lending and loan shark issues

The Head of Street Scene and Leisure Services drew Members attention to correspondence from the list including:

1. Email from Communities And Local Government Committee re: Litter Enquiry

The Meeting closed at 7.45 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING
22nd September 2014

1. WSCC 18 Applications for busking licences
2. Flags & Flagpoles ww1 centenary Flags
3. Arun District Council - Sea Water Quality in the Arun District to 7th July 2014
4. Arun District Council - Letter from the Post Office forwarded by ADC re changes to North Bersted Post Office
5. Arun District Council - Letter from the Post Office forwarded by ADC re changes to Summerley Post Office
6. WSCC - Application form for a person wishing to hold a pre-planned activity on the highway - Grace Church, Chichester
7. E mail - Flags and Flagpoles WW1 centenary Flags for sale
8. Number18 Project - email regarding new ways of delivering youth services in West Sussex
9. Number 18 Project - email regarding a letter to the editor (Bognor Observer)
10. Number 18 Project - job advertisement - Project Development Worker Number 18 Project
11. Trafalgar Cleaning Equipment - offers on Billy Goad vacuums and loaders
12. Arun District Council - Sea Water Quality in the Arun District to 19th July 2014
13. Number 18 Project - email regarding review of Number 18 Services
14. Arun District Council - Sea Water Quality in the Arun District to 23rd July 2014
15. Flags and Flagpoles - email offer re WW1 commemorative flags
16. Earth Anchors - email re outdoor noticeboards for parks etc
17. Glasdon - catalogue, Special Offers for Local Councils
18. Letter from a member of the public regarding flowerbeds and roundabouts and the Head of Street Scene and Leisure Services response
19. Arun District Council - Sea Water Quality in the Arun District to 30th July 2014
20. SAS Beach Clean - email information of beach clean on 30th August
21. Arun District Council - response to letter from the Post Office forwarded by ADC re changes to North Bersted Post Office
22. Arun District Council - response to letter from the Post Office forwarded by ADC re changes to Summerley Post Office
23. Sea Water Quality in the Arun District to 4th August 2014
24. One Stop promotions - bunting etc
25. West Sussex Parish Help - email re Laterlife Challenge (posted to website)
26. Press release from Number 18 Project - AGM Changes
27. Piers - Journal of the National Piers Society Summer 2014 Issue No 112
28. Sea Water Quality in the Arun District to 19th August
29. Sea Water Quality in the Arun District to 27th August
30. St John Ambulance - First Aid in the workplace
31. Valley Landscape Management Enhancing Outdoor Environments
32. Copy of a letter from the Chair of Number 18 to the editor of The local paper re plans to site a new cafe on the skate park
33. Heritage Lottery Fund - Highlighting Heritage Event
34. Email correspondence between a Councillor and the Chair of Number 18Project - copied to Councillors
35. FOI request from the Chair of Number 18 project to ADC and response - copied to Councillors
36. E-mail from Mind re World Mental Health Day Event
37. E-mail re A & S Landscape Colour Brochure Available
38. WSCC Surface Water Management Plan newsletter August 14
39. Powering Our Communities - The Community Energy South invitation.