



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 23rd SEPTEMBER 2013

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. J. Brooks, P. Dillon, W. Toovey and Mrs. J. Warr (until Min. 59)

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill (Clerical Assistant)
1 Councillor in the Public Gallery
2 Members of the public in the Public Gallery

Prior to the start of the Meeting there was a short presentation from a representative of the No.18 Project giving an update on current funding issues around youth provision in Bognor Regis.

The Meeting opened at 7.12 p.m.

42. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. J. Lawrence and P. Wells. The Chairman suggested that Cllr. Lawrence be asked if he wishes to remain on this Committee as Cllr. Mrs. E. Anderson would be pleased to take his place. The Head of Street Scene and Leisure Services will contact him about this.

43. 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.

44. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22ND JULY 2013

The Minutes of the Meeting held on the 22nd July 2013 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

45. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from members of the public.

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

46.1 22nd July - Min. 27.3. Marine Ward Request to fund the Cloudhopper Gallery's launch event. A Member enquired whether the money had been released to the Gallery. This was affirmed.

46.2 22nd July - Min. 36. Consideration of suggestion for the painting of Bollards around the Railway Station Area. The Head of Street Scene and Leisure Services reported she had written to the Station Manager regarding this but had not yet received a response.

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

47.1 Replacement of a damaged tree in Orchard Way, previously funded by Ward Allocation Money. It was reported that whilst verbal agreement had been obtained from Ward Councillors, as yet the required written agreement had not been received.

47.2 Consideration of change of use for Earmarked Marine Ward 2012/2013 Ward Allocation budget Min 95.3 25th March 2013 refers. (Incorrectly listed as Hotham Ward on the Agenda). Money from the 2012/13 Ward Allocation Budget had been earmarked for the provision of two webcams in the town. Following the provision of a webcam on the pier by a member of the public it was felt that it would not now be necessary for the Council to provide a seafront webcam. Members **RESOLVED** to support the existing webcam by using the earmarked Marine Ward Allocation Budget of £1,000 to purchase advertising on the website or alternatively fund a light to enable the webcam to view more at night. Research is being undertaken on the best option.

48. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON 3RD SEPTEMBER 2013

Members **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the non-quorate meeting held on 3rd September with the following additional decisions and comments:

48.1 Members **RESOLVED** to **APPROVE** payments in respect of costs for attendance at the Awards event of £72.00 (delegate costs and mileage for one car) and costs for the SSEIB judging day of £50.54 for refreshments and £66.67 + VAT car rental.

48.2 The Working Party had recommended that the recycling badge on the squareabout be grassed over and this was **AGREED** by the Committee.

49. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – VERBAL REPORT OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 23RD SEPTEMBER 2013

Cllr. J. Warr, Chairman of the Christmas Illuminations Sub-Committee, reported that the lights were in their final year of the current contract. Next year decisions will be

made regarding the lights for 2014. The possibilities being new displays or adaptations to the current ones. The Grotto and reindeer are booked for the switch-on day and sponsorship is being sought to enable further entertainment to be booked. The Committee **NOTED** the report.

50. **ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE ADDITIONAL MEETING HELD ON 17TH SEPTEMBER 2013**

Members discussed the quotations for the replacement fencing on the Sandringham Way side of the original allotment and how this was to be funded. The Committee **RESOLVED** to **ACCEPT** the Recommendation in the Minutes of the meeting held on 17th September to **AGREE** Option 1. Cost of site clearance and erection of fencing by joint contractors: Fencing £4474.29, Clearance, £4,800.00, Total £9274.29. It was also **NOTED** that Arun had offered to contribute towards the hedge clearing costs as the hedge is their responsibility and they were intending to clear an overgrown section which would make the boundary with the allotment unsecured. It was further **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that any shortfall in funding be met from the Rolling Capital Programme.

51. **UPDATE ON PROPOSAL FOR THE USE OF THE TOWN COUNCIL'S PROPORTION OF 2013/2014 NEW HOMES BONUS GRANT TO PROVIDE SHUTTERS ON THE SEAFRONT BANDSTAND, INCLUDING CONSIDERATION OF QUOTE RECEIVED AND THE BALANCE REMAINING MIN. 31 REFERS**

The Head of Street Scene and Leisure Services read from her report. There had been a suggestion that the Grant be spent on shutters for the bandstand on the promenade. As permanent shutters would create problems with fixing, planning consent and possible vandalism it was decided to investigate removable shutters. A quote had been obtained for pvc windbreaks with clear panels which could be attached by ratchets to the bandstand uprights. The cost to produce these would be £220 each plus VAT.

Following discussion Members **AGREED** to purchase removable windbreaks for the bandstand. It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that 4 screens should be purchased at a cost of £880 plus VAT. Councillors **AGREED** to request that the Policy and Resources Committee allow the Environment and Leisure Committee to consider other uses for the remaining New Home Bonus Grant balance of £1953.34.

52. **CONSIDERATION OF REQUEST FROM ARUN DISTRICT COUNCIL TO PAY THE COST OF REPLACING A DAMAGED LITTER BIN IN ALDWICK ROAD**

The Town Council had received an email, originally sent to Aldwick Parish Council, from Arun regarding a litter bin in Aldwick Road, next to the bus shelter.

The email reported that the door on the bin was swinging and could not be repaired and questioned whether or not the bin should be replaced, at a cost to the Town Council of £262 plus VAT. The alternative is for the bin to be removed. Following discussion Members expressed concern at the possible loss of a bin. However the Town Council do not have a budget for replacing bins. The Committee **AGREED** to undertake further investigation regarding the possibility of repairing the bin and a Member will investigate another possible source of a replacement bin. However, Members would want assurance from Arun that they would continue to empty any replacement bin provided by the Town Council.

53. BUS SHELTER GRANT SCHEME 2013/2014 DETAILS FROM WEST SUSSEX COUNTY COUNCIL

The Head of Street Scene and Leisure Services reported that West Sussex County Council offer a Bus Shelter Grants Scheme to Town and Parish Councils that can provide up to 50% of the capital cost of new non-advertising shelters. They will also consider replacement shelters if the budget is available. No applications are allowed for maintenance and refurbishment of existing shelters.

The application pack for 2013/2014 has now been issued and the submission date for application forms this year is October 31st. All shelters will have to be installed by the end of February 2014 and public consultation must be undertaken as part of the process.

Following discussion Members **AGREED** not to apply for a Grant as the Town Council do not provide bus shelters and are not intending to do so at this time.

54. UPDATE ON GLOUCESTER ROAD LAUNCHING RAMP

The Head of Street Scene and Leisure Services read her report and a report from the ramp's operator. The ramp opened officially on 1st August. To date there had been 117 launches. Councillors were gratified to hear that the ramp had been run safely and successfully and that previous users had expressed a desire to return to Bognor Regis if the ramp were to be run by the operator again next year. A Member suggested that diving clubs would once again return to Bognor Regis if the ramp were open as it would save considerable fuel for them to launch nearer the local dive sites.

An issue has been raised by Arun with regard to business rates. A query was raised by Chichester District Council, who undertake the day to day management of concessions for Arun, as to whether rates were payable for the launching ramp. This was something that had not been mentioned in discussions with Arun and the operator, who had run the ramp for a number of years for Arun, advised that he had not paid business rates previously. Following a request from the Town Council for more information, it appeared that the Valuation Office has not been advised of the ramp. Arun have now advised the Town Council that this will not be done this year but the decision will have to be re-visited in relation to any new agreement for the ramp next year.

Following discussion Members **AGREED** that negotiations should continue with Arun on the future operation of the ramp including business rates.

55. SEAFRONT CONCESSIONS – UPDATE

The notes from a meeting between Bognor Regis Town Council and Arun District Council were discussed. The meeting had been held to inform Arun of Bognor Regis Town Council's interest in running the concessions in the future. Arun had advised that they would require further information from the Town Council regarding their vision of taking over the running of the concessions.

The Head of Street Scene and Leisure Services advised that this issue was being addressed as part of the Corporate Strategy being worked on currently and that this would address the practicalities and legalities of running concessions whereupon further talks would be conducted with the District Council.

56. FURTHER CONSIDERATION ON POSSIBLE SPONSORSHIP FOR THE PROVISION OF ADDITIONAL DOG BINS MIN. 33 REFERS

The Head of Street Scene and Leisure Services reported that dog food suppliers and manufacturers had been contacted to offer the opportunity of sponsorship of dog bins but had all declined. Members were also advised that, in the event that a company agreed to sponsor a bin for a year only, there was no budget for ongoing costs which may mean that after a year the bins would have to be removed and that could create problems. Following discussion Members **AGREED** to report back to Council that the Committee had looked at the issue and identified no budget or sponsorship for providing bins.

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

57.1 Public Realm. The report on the recent meeting of the Public Realm Project Group was discussed. Members discussed the proposed changes to the original plan. Concern was raised regarding the changes and the timescales to implement the scheme.

57.2 Traders Association. The Head of Street Scene and Leisure Services reported that the Traders Association had not met apart from the Public Realm Project Group meeting. However, since the announcement of the inclusion of an additional car park in the free parking scheme they were looking at taking on the production and administration of a new parking disc. The new Shoppers Guide is ready for print but being held back to include information on the additional car park.

57.3 Logo/Branding. The initial work on the Public Realm included a branding exercise, which unfortunately did not result in a design being chosen. Some initial ideas had been put forward by the design department at Arun and these have now been worked up in more detail. These were considered at the last Public Realm meeting and it was agreed that they should be considered by both Councils. Once agreed, the idea is that this design will be used by all partners to promote the brand of Bognor Regis. It would therefore take the place of the Town Council's 'Sunniest Bognor Regis' logo currently being used on promotional material.

Members compared the existing "Sunniest Bognor Regis" logo and the suggested one and following discussion it was **AGREED** that the "Sunniest Bognor Regis" logo was more distinctive than the proposed one and that with some design amendments it would work very well as the logo/brand in the Public Realm work. Therefore Councillors did not support the adoption of the proposed new design.

58. CONSIDERATION OF ISSUES RELATING TO YOUTH SERVICES PROVISION IN THE BOGNOR REGIS AREA - MIN. 37. REFERS

Referring to the presentation given before the start of the Meeting, Members **NOTED** the report from the representative of the No.18 Youth Facility and their efforts to continue and expand the Youth Service provision in the centre where possible.

59. CONSIDERATION OF A NUMBER OF MARINE WARD ISSUES – CLLR. MRS. E. ANDERSON TO REPORT

Cllr. Mrs. Anderson reported residents concerns regarding the pedestrian crossing in Aldwick Road where the Aldingbourne Trust and L'Arche shops are. There had recently been a demonstration on the level crossing and requests had been made to turn the crossing into a Pelican crossing, as motorists were ignoring pedestrians waiting to cross and in some cases pedestrians actually on the crossing. These

problems are compounded by lorries parking in the road to deliver to local shops and cars double parking to visit the shops and the cash machine, thus inhibiting motorists view of the crossing. L'Arche had also indicated they would like bike racks to be installed in the vicinity.

Members discussed the issues and **AGREED** measures need to be taken to improve the safety of pedestrians and road users. This item will therefore be referred to JWAAC.

60. UPDATE ON WEST SUSSEX COUNTY COUNCIL REQUEST FOR A TOWN COUNCIL WINTER MAINTENANCE PLAN MIN. 34 REFERS

Members **NOTED** the report from the Head of Street Scene and Leisure Services regarding the Winter Maintenance Plan. Two bags of salt will be held by Town Force to be used on communal areas of the allotments and other areas identified as a result of emergency calls.

61. REPORTS:

61.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED

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

61.2 ANY OTHER REPORTS

There were no further reports.

62. CORRESPONDENCE

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

1. Inspire Leisure - Walking for Health programme
2. WSCC - 2 applications for busking licence
3. B&S Chains - Playground spares brochure
4. BIRAL - weather recording equipment stand at the MET TECH
5. BBC Sussex and BBC Surrey Community Heroes Award Nominations
6. WSCC Urban grass cutting schedule week ending 20th Sept 2013
7. Email from a member of the public regarding the state of Fitzleet car park stairwell and ADC's response

The Meeting closed at 9.05 p.m.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 23 SEPTEMBER 2013

- Landscape Specification - email The Product Bulletin
1. Landscape & Amenity - information on free subscription
 2. Sea Water Quality in the Arun District 2-6 July
 3. Adults Social Care News - Newsletter July 2013
 4. Iota Commercial Planters - Project News July 2013
 5. Illuminate - Lighting the landscape July 2013
 6. Landscape & Amenity - product eBulletin New Products and Developments
 7. Cats Protection - letter with poster about their neutering campaign
 8. Landscape & Amenity - Product update July/August 2013
 9. PIERS - The Journal of the National Piers Society Issue No: 108 Summer 2013
 10. Dale Valley Training - Course information - Hand Hedge Trimmer Course
 11. Arun District Council - Sea Water Quality in the Arun District to 23rd July
 12. West Sussex Adults Safeguarding Board - information on Roadshows in Nov & Dec '13
 13. Greensward Direct August Catalogue
 14. WSCC email regarding re-siting of a bench in Aldwick Road
 15. Unicorn Containers - Litter bins information
 16. Recovery - Damage Management Magazine - Volume 14 Issue 2 September 2013
 17. Sea Water Quality in the Arun District to 29th July
 18. WSCC - 15 x applications for busking licence
 19. Landscape & Amenity - Latest Products & Developments
 20. ADC Seawater Quality in the Arun District to 13th August
 21. Correspondence between ADC and BRTC relating to a member of the public's concern regarding street litter in Shripney Road
 22. List of websites including info on Bognor Regis compiled by a member of the public
 23. IOTA Commercial Planters - Project News Sept 2013
 24. WSCC - Bognor Regis Town Council Winter Maintenance Plan and checklist 2013/14
 25. Email from a member of the public about to open a shop requesting information on involvement in local regeneration/shop local etc
 26. Landscape & Amenity - Latest Products and Developments and This Month's featured videos
 27. Sea Water Quality in Arun District until 28th August
 28. Sea Water Quality in Arun District until 3rd September
 29. Glasdon - Discount offers
 30. Morleys - Educational furniture specialists 2013/14
 31. UK Point of Sale issue 42
 32. Email from member of the public regarding scruffy finger post at Hotham Park forwarded to ADC
 33. Email from member of the public regarding the stairwell at Fitzleet Multi-Storey car park, the Head of Street Scene and Leisure Services response and forwarded to ADC
 34. Landscape & Amenity - product e-Bulletin
 35. Go Shelters - suppliers of shelters
 36. Greensward Direct - online catalogue
 37. Landscape Product Directory - online product directory

38. Email from Pulborough Parish Council forwarded via SSALC re indications that incidents of sewage going into drains in Pulborough is more frequent than previously thought and enquiring if other Councils have the same issues
39. WSCC - Urban grass cutting programme for September