



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 24<sup>TH</sup> SEPTEMBER 2012**

**PRESENT:** Cllr. T. Gardiner (Chairman), Cllrs. Mrs. E. Anderson and W. Toovey

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. S. Green (Note taker)  
One member of the public and three councillors in the public gallery for part of the meeting

*The Meeting opened at 7.05pm*

### **23. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. P. Dillon, J. Lawrence and P. Wells.

### **24. 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
- d) If it is a Pecuniary interest, whether they will be exercising their right to speak under Question Time.

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 take no 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 to 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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

### **25. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> MAY 2012**

The Minutes of the Meeting held on Monday 28<sup>th</sup> May 2012 were agreed as an accurate record and were signed by the presiding Chairman.

26. **TO ENDORSE THE RECOMMENDATIONS MADE TO THE TOWN COUNCIL IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 23<sup>RD</sup> JULY 2012**

The Committee **RESOLVED** to endorse the notes containing the recommendations made at the meeting that was not quorate held on 23<sup>rd</sup> July 2012. (Appended to these Minutes)

27. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Meeting was **ADJOURNED** for public questions.

A member of the public asked about items relating to events and it was explained that these were dealt with by the Events, Promotion and Publicity Committee. Cllr. Brooks reported that he would like to comment on Agenda items 8 and 21 and it was **AGREED** that he would be invited to do so when those agenda items were discussed.

The Meeting re-convened.

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

**28<sup>th</sup> May. Min. 6.1 Commemorative Clock**

All planning requirements have now been satisfied and the installation is set for the 30<sup>th</sup> and 31<sup>st</sup> October. Quotations for scaffolding are currently being sought.

**28<sup>th</sup> May. Min. 6.5 Plaque for Sun Sculpture**

This has now been installed.

**28<sup>th</sup> May. Min. 10. Repair of Up-lighters**

The cable repairs have now been done and so all of the uplighters in the High Street should be working.

**28<sup>th</sup> May. Min. 17. West Sussex Lieutenancy Office**

Confirmation has been received that John Williams, the Lieutenancy Officer, will be attending the Environment & Leisure Committee meeting on 19<sup>th</sup> November to give an overview of the work undertaken by the Lieutenancy Office.

**23<sup>rd</sup> July. Note 12. Consultation on Review of Residents' Parking Scheme**

The Head of Street Scene & Leisure Services reported on a copy of an email that the Town Council had received from a member of the public regarding the Parking Scheme Consultation. In his response to the Consultation, the member of the public had made various comments about parking issues, including the 2-hour Free Parking scheme and in his email, which had been sent to WSCC and ADC, had asked that all three Councils work together to achieve a parking strategy that benefitted all users of the town.

**23<sup>rd</sup> July. Note 16. Heritage Lottery Fund**

Further to The Head of Street Scene and Leisure Services' attendance at a meeting in Worthing in July, when representatives from the organisation outlined the HLF Geographic Priority Areas programme, a meeting is now to be held in Winchester. This will present the HLF Strategic Framework for 2013 – 2018 and their overall direction and priorities as a grant-maker. The Head of Street Scene and Leisure Services will be attending this meeting to find out more information about whether it would be possible to obtain HLF grants for this area.

29. **UPDATE ON TWINNING COMMEMORATIVE TREE PLANTED NEAR THE REGIS CENTRE – POLICY AND RESOURCES MINUTE 28.2 REFERS**

The Head of Street Scene & Leisure Services referred to her report. A meeting has now been held with a representative of the SSE and they advised that the site of the original tree (which had been replaced by the cherry tree damaged by their workman) was actually over a high

voltage electricity cable. It should not really have been installed in that position and they had suggested that if the Council wished to replace the tree it should be moved to the other side of the bench. They would assist with digging out a trench to help with planting but they would not supply a replacement tree. Following discussion, the Committee **AGREED** that the plaque should be removed and that a replacement tree would not be provided at this time.

**30. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET 2012-2013**

Cllr. Toovey reported on a request that he had received for support with planting bulbs in Chestnut Grove. He agreed to obtain more information before speaking to the other Ward Councillors. An update had also been received regarding the proposals for the underspent allocation for Pevensy Ward, as agreed at the last meeting. The work on providing curtains for Howard House was in progress.

It was **AGREED** that Cllr. Brooks could speak from the public gallery. He reported that he would like to use some of the EMR funds from unspent Marine Ward money, previously identified for the purchase of a bench, to undertake some improvements in the car park in Victoria Road. He had already been in touch with Arun and some work had been done to make improvements. Cllr. Mrs. Anderson and Cllr. Gardiner, who are Marine Ward Members, were in agreement with this. Cllr. Brooks will undertake more investigation on how the money could be spent.

**31. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 24<sup>TH</sup> MAY, 21<sup>ST</sup> JUNE (INCLUDING THE APPOINTMENT OF CLLR. D. MEAGHER AS A MEMBER OF THE IN BLOOM WORKING PARTY), AND 4<sup>TH</sup> SEPTEMBER 2012**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Notes of the meetings held on 24<sup>th</sup> May, 21<sup>st</sup> June and 4<sup>th</sup> September including the following:

- 31.1 24<sup>th</sup> May.** Recommendation for funding for Elfin Grove Planter. The allocation of a maximum of £400 to be allocated as an Earmarked Reserve fund for the Elfin Grove planter project from funds originally put aside for Mons Avenue planters.
- 31.2 21<sup>st</sup> June.** Appointment of Cllr. D. Meagher as a member of the In Bloom Working Party (previously a co-opted member).
- 31.3 21<sup>st</sup> June.** Recommendation that £3,431.06 of unspent funds from several years ago, earmarked for a bollards/column planters project which never transpired, should be ring fenced and held in reserve for use as part of the forthcoming Townscape Improvement Project.
- 31.4 4<sup>th</sup> September.** Recommendation: “The Bognor Regis In Bloom Working Party is keen to continue with their efforts to improve the Town and has lots of exciting ideas for enhancements to include town gateways, parks and open spaces. They are also committed to continue working closely with existing community and volunteer groups and would request funding of £1,000 for the 2013/2014 budget.”

**32. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE, HELD ON 12<sup>TH</sup> JUNE 2012**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Notes of the meeting held on 12<sup>th</sup> June including the following;

32.1 As the meeting was not quorate it had not been possible to appoint a Chairman and Cllr. Dillon had taken on the role of acting Chairman.

32.2 There would be no increase in Rental Charges for 2012/2013.

32.3 A budget of £6,000 (the same amount as the 2012/2013 budget) was requested.

33. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> JULY 2012 AND TO CONSIDER VERBAL REPORT OF DECISIONS REQUIRING APPROVAL FROM MEETING OF 24<sup>TH</sup> SEPTEMBER 2012**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 23<sup>rd</sup> July 2012.

33.1 The Committee also **RESOLVED** to **ACCEPT** the Resolution from the Sub-Committee meeting held prior to this meeting that:

The Electrical Contractor should be instructed to install new remote systems to the following points: power box on flats at end of High Street; power box on Sight and Sound; to connect power supplies at HSBC and Mr Bankrupt, High Street and install remote system; York Road; replace timer and cut out and install remote system at Dorothy Perkins London Road. The total cost for the works is £1,345 and this is to be funded from Earmarked Reserves if insufficient funds are available in the budget.

34. **UPDATE ON COMMUNICATION FROM WEST SUSSEX COUNTY COUNCIL REGARDING FLOOD PREVENTION MEASURES**

The Head of Street Scene & Leisure Services reminded Members that her report had included a list of flooded areas and roads that had been reported to West Sussex County Council. If Members were aware of any places not on the list, they were requested to pass the information on to the County Council.

35. **CONSIDERATION OF A REQUEST FROM A MEMBER OF THE PUBLIC FOR ADDITIONAL ‘NO FOULING’ SIGNS TO BE PUT UP, TO DETER DOG FOULING IN HIS AREA**

Cllr. Mrs. Anderson explained to Members the background to this request. It would appear that it is dogs belonging to local residents who are causing the problem, rather than people walking their dogs through the area. Following discussion it was **AGREED** that the Head of Street Scene and Leisure Services should identify the area concerned and write to Arun District Council asking if additional signs could be provided.

36. **CONSIDERATION OF TOWN MAYOR’S PROPOSAL TO PLANT A TREE TO COMMEMORATE THE OLYMPIC TORCH RELAY**

The Head of Street Scene & Leisure Services had circulated a report on this matter. Advice had been sought from Arun’s Arboricultural Officer as to a suitable site and species of tree. During the discussion the Mayor informed Members that she would be paying for the tree herself and the Committee recorded it’s thanks to the Mayor for such a kind gesture. It was **AGREED** that an Acer Rebrum ‘October Glory’ would be the best tree and that a meeting would be arranged between the Town Mayor and the Arun Arboriculture Officer to decide on a suitable site in Hotham Park. The Committee further **RESOLVED** that it would try and identify funding to pay for a plaque.

**37. CONSIDERATION OF PUBLIC CONSULTATION BY ARUN DISTRICT COUNCIL REGARDING CYCLING ON THE PROMENADE IN BOGNOR REGIS**

A report had been circulated, giving details of the proposals and map of the suggested route. The Head of Street Scene & Leisure Services also reported on an email from a member of the public, supporting cycling on the Promenade. The same member of the public had also suggested that consideration could be given to the development of a path/cycleway along the whole of the Arun coast line. As this would cross boundaries, it was **AGREED** that this should be put forward to JWAAC for their consideration.

Following discussion, it was agreed that the following response should be made (the deadline for responses was 28<sup>th</sup> September):

- The Town Council would support the scheme but would suggest a trial period
- It was suggested that there be no demarcation lines between cyclists and pedestrians, as it was felt that this could encourage cyclists to go faster
- A speed limit should be in place
- If cycling is permitted on the Promenade, could there be a crackdown on those who cycle in the town area (for example London Road)

**38. CONSIDERATION OF PUBLIC CONSULTATION BY ARUN DISTRICT COUNCIL OF THE DRAFT LEISURE AND CULTURE STRATEGY**

A summary of the revised Draft Leisure & Culture Strategy had been circulated with the Agenda. During the discussion, it was **AGREED** that Cllrs. Brooks, Mrs. Daniells and Mrs. Warr should be allowed to speak from the public gallery. The following issues were raised:

- As a Leisure Strategy it should include everything relating to the issue and at the present time it does not do this, as it takes no regard of the facilities in places such as Nyewood Lane
- It is enhancement that is required, not reduction
- What is the quality of the data and what validity does it have
- The Council should ask to see the raw data, rather than accept statements such as ‘the results from 360 people answering the same questionnaire....were much the same’
- The importance of the proposed investment in the theatre was recognised, but some concern as to whether this would price out the many amateur groups who currently use and support the building was raised
- Concern was raised about the data used to make statements about eating places in Bognor Regis

In order to produce an official response to the document, it was **AGREED** that the Head of Street Scene & Leisure Services would identify from the document the items that related to Bognor Regis and circulate this to all Council Members for their comments. She would then put together a response for Arun District Council.

**39. ‘STRATEGY AND PRIORITIES FOR 2011-2014’ – ITEMS REFERED BY THE POLICY AND RESOURCES COMMITTEE ON 6<sup>TH</sup> AUGUST**

At the Policy and Resources Committee on 6<sup>th</sup> August the following items were referred for consideration. During discussion on these issues it was **AGREED** that Cllrs. Brooks, Mrs. Daniells and Mrs. Warr should be allowed to speak from the public gallery.

**39.1 To look at reinstalling shutters (screen) in the Bandstand**

Originally the bandstand on the seafront (and in Hotham Park) would have had a movable screen to provide protection from adverse weather conditions for musicians. However, when the bandstand had been removed and then rebuilt by Arun, the screens were not replaced. Following discussion it was **AGREED** that a letter should be sent to Arun asking them to investigate the possibility of replacing the screens.

**39.2 Better public toilets – investigate scheme using pubs and restaurants**

Cllr. Brooks reminded Members that there had been an opportunity for possible funding that could be offered to local businesses for allowing the public the use of their toilet facilities. However, this had related to the possible closing of the seafront toilets which had not taken place, so the funding was no longer available. He felt that in the present financial climate businesses would not support such a scheme without financial inducement. Following discussion, it was **AGREED** that this issue should be referred to the new Traders Group for their consideration.

**39.3 To look at a Children’s Summer Activity Programme**

Various options were discussed by Members, who concluded that the best and most cost effective way to deliver such a programme would be to fund an existing organisation already delivering similar activities. It was **AGREED** that the Head of Street Scene & Leisure Services should investigate this and report back to a future meeting.

**39.4** The Head of Street Scene & Leisure Services also reported on an email that has been received regarding the cuts in West Sussex County Council funding for Youth Provision. This asked if Councils and other interested groups would be interested in attending a meeting to discuss this issue and also whether an item could be put forward to JWAAC. Following discussion, it was **AGREED** that Members would be willing to attend a meeting, if it was arranged, and that they would support an item being put forward to JWAAC.

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

The Head of Street Scene & Leisure Services gave a report on the current situation. A Branding exercise for the town is currently being undertaken by the Public Realm Project Group, which includes two Town Council members. A Branding consultant is being sought who will produce a recognisable ‘brand’ for the town – to include colour/theme/logo/strapline etc. Once developed this will feed into the Brief for the Landscape design project, which will produce an overview and design for the town centre/seafront area, including street furniture, lighting, planting, colour scheme, etc.

A report was also given on the new Traders Group. At the last meeting the Group decided on a Committee structure and members and they are currently opening a bank account. Work is underway to obtain advertising for the shoppers’ guide to provide funding for the Free Parking Scheme.

**41. UPDATE ON TREE WARDENS**

The Town Council has received a letter from the County Council asking for confirmation that the three people currently listed as Tree Wardens for Bognor Regis still wish to continue in this role. One has confirmed that they wish to continue but no response has been received from the other two. The County Council will be advised accordingly.

The Head of Street Scene & Leisure Services gave Members an overview of the Tree Warden scheme, for those who were not aware of this service run by the County. Further information on the role of a Tree Warden is available from officers if Members wished to know more. Should they know of anyone who might be interested in becoming a Tree Warden details should be passed to the office so that the County Council can be advised.

**42. CONSIDERATION OF PROPOSAL TO MOVE THE ELECTRONIC WIND MACHINE FROM THE WEATHER STATION TO THE FORESHORES OFFICE**

This item was put on the agenda as staff have noticed that some of the wind readings obtained by our weather observers are not the same as those recorded by surrounding areas. The problem is related to the position of the wind machine at the weather station. As it is

surrounded by buildings and in a 'tunnel' through Waterloo Gardens the wind direction indicator tends to spin in different directions. Advice has been obtained from the Met Office who have suggested perhaps it would be better on the seafront. After discussion, office staff considered that it could be better mounted on the top of the Foreshores office and are obtaining quotes for this to be done. However, it has since been realised that the readings would still be affected by the large block of flats behind the Promenade. Staff are therefore now investigating other options, including the purchase of a more robust hand-held Windmeter – approximate cost £100. It was therefore suggested that this issue be brought back to the next meeting when further information was available.

It was **AGREED** that Cllr. Brooks could speak from the public gallery.

Cllr. Brooks is currently investigating the possibility of installing a webcam on the Foreshores Office so that people can see the weather live online. This has yet to be taken to a Council Committee, as it would be done via the Town Council internet connection, but if it were to proceed he asked whether it could be included in work to move the electronic wind machine, if this was agreed in due course.

**43. REVIEW OF RISK ASSESSMENTS FOR METEOROLOGICAL SITES**

The Risk Assessment documents had been circulated for Members to consider, with changes highlighted in red. Following a query, the Head of Street Scene & Leisure Services reported that mercury thermometers are still used and all thermometers used are provided by the Met Office.

The Risk Assessments, with amendments, were **AGREED**.

**44. ITEMS FOR INCLUSION ON JWAAC AGENDA**

Two items had been put forward at the meeting:

1. Proposal of a cycleway/path along the whole of the Arun coastline
2. The issue of the reduction in County Council funding for Youth Provision

**45. REPORTS:**  
**(A) FINANCIAL REPORTS**

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

**(B) ANY OTHER REPORTS**

No further reports.

**46. CORRESPONDENCE**

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

**46.1** Email from a member of the public regarding the public toilets on the beach

**46.2** Letter from West Sussex County Council regarding the reduction in the library budget and the recruitment of volunteers to assist in the Community Libraries (Willowhale in the Bognor Regis area).

*The Meeting closed at 8.58 pm*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING**  
**24 SEPTEMBER 2012**

1. Arun District Council - Sea Water Quality in the Arun District to 11 July 2012
2. Email conversation between Cllr Nash Frank Hickson and Lois Anderson of ADC regarding Pevensey Ward Allocation Money being used to buy net curtains at Howard House
3. Landscape and Amenity - Product Bulletin
4. Greensward direct - email August edition of the catalogue
5. email - conversation between member of the public and H Knight re closed toilets
6. kompan playgrounds equipment
7. Southern Stakeholder Special Brief - Games update
8. Mears Group on behalf of ADC - email between ADC and Sam Crick re faulty electricity/light fittings in Waterloo Square public toilets
9. Arun District Council - Sea Water Quality in the Arun District to 25 July 2012
10. Arun District Council - email correspondence with Sussex Renovations Construction Ltd re: repairs to the Regis Centre wall
11. Arun District Council - Sea Water Quality in the Arun District to 2 August 2012
12. Piers Magazine - Issue No: 104 Summer 2012
13. Travel GBI - No 406 August 2012
14. Landscape & Amenity - online Product Update August 2012
15. Southern Rail - Stakeholder Brief 28 August 2012
16. Hampshire Flag Company - August 2012 offers
17. Arundel Walking Tours - email re concern about losing the Compass bus 84 link to Arundel
18. Heritage Lottery Fund - email from Rachel Evans re a Summary of meeting 17<sup>th</sup> July re HLF Geographical Priority Areas
19. Landscape & Amenity Product Update - August 2012
20. Jill Blackwell - email from a member of the public thanking foreshore for wonderful day on the beach because no dogs are allowed
21. Landscape & Amenity - email with links to online Featured Videos
22. Arun District Council - email from Foreshore Office with a statement on the seawater quality following the sewage contamination at Worthing
23. WSCC- email with attached letter from Library Information Services Manager regarding Library service restructure and the introduction of volunteers
24. Carbon-expert - email regarding carbon trading company
25. WSCC - email correspondence between Jo Brocken and a member of the public re the compass bus service 84 to Arundel
26. Arun District Council - Sea Water Quality in the Arun District up to 14<sup>th</sup> August 2012
27. Greensward September Catalogue - online
28. Arun District Council - email correspondence between Helen Charman and Paul Penfold regarding vandalised disabled toilet door in London Road and non-functioning light in West Park
29. Arun District Council - Sea Water Quality in the Arun District week 22<sup>nd</sup> August
30. Arun District Council - Sea Water Quality in the Arun District week 30<sup>th</sup> August
31. Mrs A Brown - letter from visitor to the town re height of information panels on seafront
32. WSCC Judith Wright re two publications: Healthy and Well in West Sussex and Promoting Action on Health Inequalities (copies available in office)



**NOTES OF THE ENVIRONMENT AND LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 23<sup>RD</sup> JULY 2012**

**PRESENT** Cllrs T. Gardiner (Chairman) and P. Dillon

**IN ATTENDANCE** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. L. Gill (Clerical Assistant)  
One Councillor in the public gallery

As the meeting was not quorate, those present made the following recommendations to Council.

**1. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

Cllr. T. Gardiner, as Committee Chairman, welcomed those present. It was noted that apologies has been received from Cllrs. Mrs. E. Anderson, J. Lawrence, and W. Toovey.

**2. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

You should declare your interest by stating:

- a) The item you have the interest in
- b) Whether it is a non-pecuniary interest and the nature of the interest
- c) Whether it is also a pecuniary interest
- d) If it is a pecuniary interest, whether you will be exercising your right to speak under Question Time

The Clerk advised that, in accordance with good practice, individual forms were available to those Councillors present in order that they can personally record their interests – both Pecuniary and Non-Pecuniary. These forms should then be returned to the Clerk to enable all declarations of interest to be accurately recorded in the Minutes.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> MAY 2012**

As a quorum was not present, this item would be deferred until the next meeting.

**4. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no public present at this time. The Councillor in the public gallery spoke about the overgrown state of the car park on the junction of Aldwick Road and Victoria Road. The Councillor also mentioned the outstanding Ward Allocation Budget. The Head of Street Scene and Leisure Services referred him to the memo which had accompanied the Agenda and meeting paperwork.

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

**28<sup>th</sup> May – Min. 6.1 Commemorative Clock**

The application for planning and Listed Building consent has been referred to the ADC Development Control Committee meeting on 25<sup>th</sup> July and the Head of Street Scene and Leisure Services will be attending to speak in support of the application.

**28<sup>th</sup> May – Min. 6.4 Update on Business Survey, Town Centre Study and Action Plan**

A third meeting of the Traders Group has now been held, with about the same number of attendees as previous meetings. A large part of the meeting was spent discussing the Free Car Parking issue and how this could be taken forward. The next meeting is due to be held on 9<sup>th</sup> August.

6. **UPDATE ON TWINNING COMMEMORATIVE TREE PLANTED NEAR THE REGIS CENTRE – POLICY AND RESOURCES MIN.28.2 REFERS**

The tree planted to commemorate the twinning had been removed by a utility company and had not been replaced as yet. If it is not replaced the plaque labelling it should be removed. This will be followed up.

7. **WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING: ANY PROPOSALS FOR SPENDING THE WARD ALLOCATION TABLED AT THE MEETING**

There was a discussion regarding possible uses for ward allocation money. With regard to the 2009-10 and 2010-11 for Pevensey Ward, it had been suggested by Cllr. R. Nash and agreed by all Ward Councillors that the underspent sum of £701.79 could be used to help fund a project to buy curtains for Howard House. It was therefore **AGREED** to **RECOMMEND** to Council that the underspend be used for this purpose.

As no suggestions had been agreed by all Ward Councillors for the underspend in Orchard and Hotham Wards this money will be returned to reserves.

The Head of Street Scene and Leisure Services reminded those present that agreed suggestions for the 2012 – 2013 Ward Allocation Budget should be brought to the Committee for agreement.

8. **IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 24TH MAY 2012 AND 21<sup>ST</sup> JUNE 2012 INCLUDING THE APPOINTMENT OF CLLR. D. MEAGHER AS MEMBER OF THE IN BLOOM WORKING PARTY, PREVIOUSLY A CO-OPTED MEMBER**

The notes and recommendations from the In Bloom Meetings on 24<sup>th</sup> May and 21<sup>st</sup> June were noted. The recommendation that the sum of £3,431.06 unspent funds from several years ago which were earmarked for a project which never transpired be used as part of the forthcoming Townscape Improvement Project in partnership with Arun District Council was noted but could not be agreed as the meeting was not quorate. The notes, including any recommendations, would therefore be referred to the next meeting for consideration.

9. **ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE, HELD ON 12<sup>TH</sup> JUNE 2012**

The notes from the Allotments Sub-Committee Meeting which was not quorate were noted. These would be referred to the next Meeting for consideration.

10. **REPORT FROM CHAIRMAN OF CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING HELD ON 23<sup>RD</sup> JULY 2012 AND TO CONSIDER ANY RESOLUTIONS OR RECOMMENDATIONS FROM THAT MEETING**

The Chairman of The Christmas Illuminations Sub-Committee was not present but Members who were present at the meeting reported on the decisions taken. These were NOTED. As the Meeting was not quorate the Minutes will be referred to the next Environment and Leisure Committee Meeting for approval .

11. **UPDATE ON COMMUNICATION FROM WEST SUSSEX COUNTY COUNCIL REGARDING FLOOD PREVENTION MEASURES**

The Head of Street Scene and Leisure Services reminded Members that WSSC were still asking for information on areas that flood to identify blocked drains and gullies that need attention, especially in the light of the recent flooding. A Councillor mentioned that Frith Road was flooded in the recent bad weather.

12. **CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL CONSULTATION ON A POSSIBLE REVIEW OF THE RESIDENTS' PARKING SCHEME – COPY OF LETTER ATTACHED**

Members noted the contents of the correspondence regarding a consultation on the resident's permit parking in Bognor Regis and the possible expansion of this to the West and East. It was noted that letters will be sent to all households in the current and proposed areas for their information and comment.

13. **CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL'S DECISION ON FINAL PHASE OF BUS SUBSIDY REDUCTIONS – COPY OF EMAIL ATTACHED**

The Head of Street Scene and Leisure Services referred to her report regarding the proposed changes to the 66/66A Bognor – Walberton/Yapton and 67 Bognor Tesco – North Felpham routes. Representation had been made by a former Councillor about these proposed changes and their impact on the Glenwood Estate. A member of the public had also asked if it would be possible for the 700 bus to stop at the Leisure Centre for people wanting to use that facility. The Head of Street Scene and Leisure Services had referred that query on to Stagecoach.

14. **CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL'S PROPOSALS TO REDUCE FUNDING TO YOUTH CENTRES – POLICY AND RESOURCES MIN 32.4 REFERS**

Members discussed the proposal to reduce funding to Youth Centres and the impact this would have on young people in Bognor Regis. Members asked that the Head of Street Scene and Leisure Services investigate what services the Youth Clubs offer to young people and to report back to the Committee on this.

15. **CONSIDERATION OF TOWN MAYOR'S PROPOSAL TO PLANT A TREE TO COMMEMORATE THE OLYMPIC TORCH RELAY**

As the Mayor was not present at the meeting this item will be postponed until the next Environment and Leisure Committee Meeting.

16. **HERITAGE LOTTERY FUND – PROPOSALS FOR A PRIORITY CLUSTER AREA – MEETING ATTENDED BY THE HEAD OF STREET SCENE AND LEISURE SERVICES**

The Head of Street Scene and Leisure Services attended a meeting at Worthing Museum regarding Heritage Lottery Fund Geographic Priority Areas with a view to exploring how the existing scheme could be extended to Bognor Regis and

Littlehampton. This scheme works with existing groups to support them and help them to apply for funding for projects they may wish to run. It does not fund specific projects or buildings. The Head of Street Scene and Leisure Services will report back after the next meeting.

**17. ITEMS FOR INCLUSION ON JWAAC AGENDA**

There were no items.

**18. REPORTS:  
(A) TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED**

The Financial Reports were noted.

**(B) ANY OTHER REPORTS**

A Councillor noted that Arun District Council's Local Plan 2012 Information Event had been planned for Saturday 28<sup>th</sup> July at the Regis Centre. This has not been well advertised and with the weekend being a busy one with ROX closing the seafront to traffic Members felt it would not attract enough people to attend. Members asked the Head of Street Scene and Leisure Services to request a second event in Bognor Regis later in the summer and to extend the deadline by a month to allow more people to be reached for their opinion. This Leisure Strategy will also have an impact on the Local Plan and needs to be considered in relation to it.

**19. CORRESPONDENCE**

The Correspondence was noted. Appended to file copy of these notes.