



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 19TH NOVEMBER 2012

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs. P. Dillon, W. Toovey and P. Wells

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill (Clerical Assistant)
Mrs. S. Green (Observer)
1 Member of the public in the Public Gallery
3 Councillors in the Public Gallery for part of the meeting

The Meeting opened at 7.00pm

47. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. Mrs. E. Anderson and J. Lawrence.

48. 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.

49. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24TH SEPTEMBER 2012

The Minutes of the Meeting held on the 24th September 2012 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

50. ADJOURNMENT FOR PUBLIC QUESTION TIME

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

A Councillor spoke from the Public Gallery.

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

24th September. Min. 28. West Sussex Lieutenancy Office

Members **NOTED** that a communication had been received from the Lieutenancy Office that the Lord Lieutenant's representative had sent his apologies and was unable to attend this meeting. He hopes to be able to attend the March 2013 meeting.

24th September. Min. 35. Request for further dog "No fouling" signs

This request from a member of the public has been passed on to Arun District Council's Dog Warden.

24th September. Min 36. Commemorative tree planting in Hotham Park.

The Town Mayor has had a meeting with the Park Manager regarding a suitable place to plant a tree. He advised that no commemorative plaque could be placed to mark this. There was a discussion regarding other botanical gardens and arboretums' use of name plaques on specimen trees and it was **AGREED** that the Head of Street Scene and Leisure Services contact the Park Manager to request that this could be considered in Hotham Park for public information; this could include commemorative plaques.

21st November 2011. Min 64. Untidy state of certain Arun owned premises in the town.

Members now have a list of Arun owned properties. Members **AGREED** that the Head of Street Scene and Leisure Services should write to Arun District Council regarding property in Waterloo Square which requires attention.

52. UPDATE ON COMMEMORATIVE CLOCK

The Head of Street Scene and Leisure Services reported that the cheque has now been received from Mr. K. Scutt. He had asked whether the Council would write to H.M. The Queen informing her that the Town has commemorated her Diamond Jubilee with the provision of the clock. Members **AGREED** that a letter be written and also a letter to Mr. Scutt thanking him for his generous support.

53. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET 2012 – 2013, INCLUDING ANY PROPOSALS FOR SPENDING THE WARD ALLOCATION TABLED AT THE MEETING, AND UPDATE ON PROJECTS USING EMR FUNDING FROM PREVIOUS BUDGET ALLOCATIONS

53.1 A Councillor reported that he had established that the car park in Victoria Road was the responsibility of West Sussex County Council who have agreed to maintain it on a regular basis and will be looking at providing signage regarding no camping rules. As a result the £500 ward allocation money in Earmarked Reserves which had previously been proposed to pay for tidying up the car park could be used elsewhere. However, the Head of Street Scene and Leisure Services has since established that as

this was Earmarked Reserves money which had been earmarked for specific projects which had not been delivered, it would now be returned to General Reserves.

A Councillor suggested that it may be a consideration to investigate the possibility of acquiring the car park for the Town in the future.

53.2 Cllr. W. Toovey had previously requested Orchard Ward Allocation money to the value of £61 for the provision of spring bulbs and compost for planting on the green at Chestnut Grove. Agreement had been received from all Orchard Ward Councillors for this project to go ahead and for funding to be released.

53.3 The Committee had previously discussed the provision of a bench on Laburnum Grove playing field. Quotes have been obtained for providing a bench and installing it: £498 including delivery for the bench, £19.50 for Town Force time already spent at the proposed site and £170 Town Force time and materials for installing the bench making a total of £687.50. The Committee **AGREED** that further investigations need to be undertaken before proceeding. It was further **AGREED** that the Head of Street Scene and Leisure Services would liaise with Bersted Parish Council and other interested parties regarding future plans for this site.

54. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 8TH NOVEMBER 2012

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Notes of the meeting held on 8th November including the following:

54.1 To enter in the “South and South East in Bloom” Competition for 2013.

54.2 To place permanent A5 sized frames for advertising material on the wooden planters in Bognor Regis town. The Head of Street Scene and Leisure Services pointed out that this would need to fit with the new Public Realm Design Scheme.

55. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 6TH NOVEMBER 2012

The Committee **NOTED** the appointment of the Chairman and Vice-Chairman of the Allotments Sub-Committee and **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 6th November.

56. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 31ST OCTOBER 2012

The Committee **RESOLVED** to accept the Resolutions Recommendations and Reports from the Minutes of the meeting held on 31st October 2012 including the Revenue Budget for 2013 of £15,250 (excluding Town Force charges) to include provision for the Switch-on event and Capital budget for 2013 at £12,000.

57. CONSIDERATION OF REQUESTS FOR PROVISION OF DOG BINS

The Head of Street Scene and Leisure Services referred to her report. As it had previously been decided that the Town Council would not provide dog litter bins these requests will be sent on to Arun District Council. Members **AGREED** that any future requests for dog bins will be referred directly to Arun District Council.

58. CONSIDERATION OF THE REPLACEMENT OF SEATS ON THE PROMENADE

Following the vandalising of some of the benches earlier in the year Arun District Council had removed the benches and it was understood did not intend to replace them. Following discussion regarding the management of the promenade it was **AGREED** that the Head of Street Scene and Leisure Services should investigate further Arun District Council's intentions regarding the seafront.

59. REPLACEMENT RUBBISH BINS ON THE SEAFRONT – MIN. 9.4 REFER

It was noted that large black plastic litter bins have been placed along the promenade with no consultation with the Town Council. Following a discussion regarding the lack of cohesion with the colours set out in the Seafront Strategy agreed by Arun District Council and lack of consultation with the Town Council it was **AGREED** to send a letter to Arun regarding these issues.

60. CONSIDERATION OF REFURBISHMENT OF UNDERPASSES – TOWN MAYOR TO REPORT

In the absence of The Town Mayor the Head of Street Scene and Leisure Services reported that the underpasses are the responsibility of WSCC. They are painted with anti-graffiti paint and Town Force keep them as graffiti free and as tidy as possible. Members **AGREED** to defer this item until the next meeting.

61. TO RATIFY FIRST PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2012/2013 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT

The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the first payment of the 2012/2013 revenue partnership contribution for the public conveniences. Following discussion Members requested that the Head of Street Scene and Leisure Services investigate details of the costs of Public Conveniences prior to payment for Partnership contributions next year.

62. UPDATE ON 'STRATEGY AND PRIORITIES FOR 2011-2014' – MIN. 39 REFERS - INCLUDING:

**TO LOOK AT REINSTALLING SHUTTERS IN THE BANDSTAND
BETTER PUBLIC TOILETS – INVESTIGATE SCHEME USING
PUBS AND RESTAURANTS**

TO LOOK AT A CHILDREN'S SUMMER ACTIVITY PROGRAMME

At this point Cllr. P. Dillon declared a non-Pecuniary interest in the Children's Summer Activity Programme as he is associated with Bognor CAN.

62.1 The Head of Street Scene and Leisure Services referred to her report. Investigations have taken place regarding replacing the shutters which used to be on the Bandstand and Arun D.C. are interested in exploring the possibility of this being done. To date no photographs had been found showing how the shutters were attached and further research will be done and further discussion with Arun DC will take place to take this forward.

62.2 There was a discussion regarding "The Community Toilet Scheme" whereby local businesses and public buildings open their toilets to the public. The Head of Street Scene and Leisure Services will take this idea to the Traders Group after they have finished working on the free parking scheme.

62.3 Inspire Leisure and Bognor CAN have been contacted regarding providing Children's Summer Activities and Inspire have given an estimate for the provision of their Out and About activities. This matter was referred from the Policy and Resources Committee but there is no budget available to pay for any activities. It was **AGREED** to refer this back to the Policy and Resources Committee for decision on whether they wished to proceed any further and if so what budget would be set.

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

The Committee **NOTED** the report from the Head of Street Scene and Leisure Services:

63.1 Branding Project

Loose Marbles have been selected as the company to produce new branding for the town. This will include an 'identity', logo, colour palette and strap lines. A stake-holders workshop has been held to identify initial ideas and themes. These have been further developed by the company and presented to the Public Realm Project Group for their input. The next stage will be for the company to bring forward three design concepts for consultation which will be widely distributed for comment.

63.2 Public Realm Landscape Design

A design company have been appointed to undertake the landscape design project for the town centre. Contracts are currently being finalised. Once this has been completed a stake-holders meeting will be arranged.

63.3 Traders Group

New members have now been added to the Managing Committee. The Group are working on the Shoppers' Guide for 2013, the income from which will contribute to the Traders contributions to the free parking. They are also looking at other ways to raise the funding required.

64. CONSIDERATION OF QUOTATIONS RECEIVED FOR REPLACEMENT LIGHTING OF THE PROJECTING CLOCK LOCATED AT WANNOP FOX STAFFURTH & BRAY

The Council has been advised that the lighting in the Projecting Clock situated on the Wannop Fox Staffurth & Bray building in the High Street is not working. Quotations have been received from The Cumbria Clock Company Ltd and they are offering two options:

Option 1. To attend the site and replace bulbs when the company are working in the area, at a cost of £150.

Option 2. To travel to the site as a specific job at a cost of £585.

Members enquired whether other local companies or Town Force would be able to change the bulbs or whether this could only be done by The Cumbria Clock Company Ltd under a maintenance contract. Following discussion it was **AGREED** that further investigation take place regarding who might be able to change the bulbs.

65. TO CONSIDER A RESPONSE TO A QUESTIONNAIRE REGARDING THE FUTURE OF THE SOUTH WEST SUSSEX INTERNAL DRAINAGE BOARD

The Environment Agency currently acts as the Internal Drainage Board (IDB) for the South East. However, due to changing legislation this will no longer be the case and the Environment Agency are inviting input from Parish Councils on 3 options being

put forward for the future management of the IDB. Following discussion Councillors **AGREED** that Option 1 “Communities or other suitable organisations set up a new independent IDB to take over some or all of the interests of the existing IDB.”

Cllr. Dillon volunteered to attend the workshops that had been organised regarding this issue. The Head of Street Scene and Leisure Services will inform the Environment Agency of this decision.

66. TO CONSIDER NOMINATIONS FOR THE MAYOR’S GOOD CITIZEN AWARD

The Head of Street Scene and Leisure Services reminded Members that nominations for the Mayor’s Good Citizen Award should be tabled at the next meeting. She also informed the Committee of the imminent closure of the Bognor Regis St. John’s Ambulance Unit and asked if the Committee felt their work could be marked in some way to thank them for their support of the Town Council. This was **NOTED**.

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

It had been agreed at the last meeting that the issue of the wind machine should be considered again once more information was available. The Met Office have now inspected the weather station and they have agreed that the current position of the wind machine is not ideal and feel that it would be better placed on the Foreshores Office. They acknowledge that the readings from the north will be affected, but there are very few of these. They would not support using a hand-held wind meter, as only readings taken with Met Office equipment can be accepted by them. Their advice therefore is that a move to the Foreshores Office would be preferable to its current location.

A quote has been obtained from the electrical contractor who installed the wind machine at the Weather Station and the cost will be £675.00 plus VAT.

Following discussion Members **RESOLVED** to **APPROVE** that the wind machine be moved to the Foreshores Office at a cost of £675.00 plus VAT. A Councillor asked if the Met Office could be invited to come and talk to the Committee about Weather Recording.

68. CONSIDERATION OF DRAFT BUDGET PROPOSALS FOR 2013/2014, INCLUDING ALLOCATIONS FOR IN BLOOM WORKING PARTY, ALLOTMENTS SUB-COMMITTEE AND CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

Councillors discussed the Budget Summary with Preliminary Budget proposals for 2013/14 which were **NOTED**. Concerns were raised regarding the cuts to Ward Allocation for Environmental Projects. It was agreed that although in some years no projects were put forward there were times when a larger project requiring more funding would arise and the cuts would prevent the Council being able to assist. Following discussion it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Environment and Leisure Committee Budget for the financial year 2013 – 2014 as detailed in the draft proposals subject to the reduction in the Ward Allocation Budget being reconsidered for possible reinstatement to its original level of funding.

69. UPDATE ON HERITAGE LOTTERY FUND – PROPOSALS FOR A PRIORITY CLUSTER

The Head of Street Scene and Leisure Services report was **NOTED**. As reported at the last meeting the Heritage Lottery Fund (HLF) is now looking at different ways of funding heritage projects.

A regional launch event was held by the HLF team on Tuesday 23rd October in Winchester and a meeting has also been held with the HLF and representatives from Arun and Littlehampton Town Council. The notes of this meeting and also a copy of the Heritage Lottery Fund strategic framework 2013-2018 are available.

It is understood that the lead organisation locally for this project is Voluntary Action Arun & Chichester and the Head of Street Scene and Leisure Services will liaise with them to see how / if Bognor Regis could benefit and how the Town Council can be involved and will report back to this Committee as further information becomes available.

70. ITEMS FOR INCLUSION ON JWAAC AGENDA

A Member spoke from the Public Gallery regarding a project he had been sent information about: This was a proposal to build a boat ramp at the Yacht Club and the Member requested that it should be sent to JWAAC for consideration and the Committee **AGREED**.

71. REPORTS:
(A) TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED
(B) ANY OTHER REPORTS

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

(B) There were no further reports.

72. CORRESPONDENCE

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

72.1 Ecolocal - email re Home Energy Awareness

72.2 Greentek Group.co.uk - Workshop storage/security

The Head of Street Scene drew Members attention to Email correspondence between 2 members of the public, H. Knight and Arun District Council regarding toilet closure in Marine Park Gardens.

The WSCC Grass Cutting schedule was available for Members to view if required.

An email had also been received from Mike Bradshaw, President of the British Sub-aqua Club and Chairman of the London International Diving Club regarding the lack of accessibility to the sea by boat users. It was agreed to acknowledge his email and forward it to Arun District Council.

The Meeting closed at 9.36pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING
19 NOVEMBER 2012

1. Linar Fencing and Decking - email re Sculptured Balustrade System
2. Southern Railway - Southern Stakeholder Brief
3. Helping Hand - email re Clean up events
4. email from Mike Bradshaw, Chairman London International Diving Club, President BSA. - regarding the closure of the ramp at Bognor Regis and reply from H Knight
5. SuperTed.com - email re Social Marketing
6. Chestnut Tree House - Newsletter Autumn 2012
7. Glasdon Manufacturing Limited - discount offers
8. UK Point of Sale - 2013 Preview Issue 37
9. Arun District Council - Sea Water Quality in the Arun District to 11th September
10. Compass Travel - September timetable
11. Arun District Council - Sea Water Quality in the Arun District to 19th September (Copied to Councillors)
12. Landscape & Amenity Product Update - September/October 2012
13. Proludic - Price List 2012
14. Landscape & Amenity - eBulletin September/October 2012
15. Railwatch No 133 October 2012 (copied to Councillors)
16. Greensward Direct - October Catalogue
17. WSCC email from Carol Heather regarding the placement of bus shelters in the district
18. Sustainable Business Network - update October 2012
19. Environment Agency - email with questionnaire on the Future of the South West Sussex Internal Drainage Board
20. Email correspondence between 2 members of the public, H. Knight and Arun District Council regarding toilet closure in Marine Park Gardens
21. WSCC Grass Cutting schedule - email
22. CRP Arun Valley Annual Stakeholders meeting Thursday 1st November
23. Landor Links - Place & Movement event 20th November 2012
24. Sussex Wildlife Trust - Friends of Marine Conservation Zones. Letter asking for support for the Wildlife Trusts campaign
25. Arun Valley Line Stakeholder Meeting 2012 Agenda and map
26. IOTA Commercial Planters - Planters in Granite Steel and Composites
27. Pendlewood Prizes - email of educational street furniture with prize draw
28. Sustainable Business Network - November Update
29. Landscape & Amenity - eBulletin Oct/Nov 2012
30. Greensward Direct - November Catalogue
31. IOTA project news - November 2012
32. National Piers Society Magazine Issue No: 105, Autumn 2012
33. Landscape & Amenity - Product update October/November
34. UK Point of Sale - issue 38
35. Correspondence between the Head of Street Scene and Leisure Services and members of the public regarding street drinking and antisocial behaviour at the Railway Station
36. Changes to Live Music Act 2012 Arun District council