



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 26TH SEPTEMBER 2011

PRESENT: Cllr. T. Gardiner (Chairman), Cllrs: E. Anderson, J. Brooks, Mrs. S. Daniells and W. Toovey
IN ATTENDANCE: Mrs. S. Holmes. (Head of Street Scene and Leisure Services)
Mrs. L. Gill. (Clerical Assistant)
Mr. M. Jupp in the public gallery (part of the meeting)

The Meeting opened at 6.31pm

36. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Lawrence.

37. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. 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.

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

38. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25TH JULY 2011

The Minutes of the Meeting held on Monday 25th July 2011, were agreed as an accurate record and were signed by the presiding Chairman.

39. ADJOURNMENT FOR PUBLIC QUESTION TIME INCLUDING PRESENTATION ON THE "FRONTLINER" PROPOSAL

The Committee **RESOLVED** to adjourn the meeting at 6.40pm. A presentation was then given by Mr. M. Jupp about his cable drawn transport system and he requested that the Council consider lending their support to him taking the proposal further.

The Chairman thanked Mr Jupp on behalf of the Committee for his presentation.

The meeting was re-convened at 7.00pm.

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

40.1 **25th July – Min. 26 – Quality Coast Award.** A letter was written to Southern Water and the Environment Agency regarding surface water entering the sea and affecting Bathing Water Quality. A reply has been received from the Environment Agency indicating that investigations have been taking place this summer, and are due to be completed by the end of this year. The Environment Agency will then review the findings and consider any further actions. A letter from Southern Water had also been received in response to the Council's letter to them on the same issue. (Correspondence copied to Councillors)

40.2 **31st May – Min. 6.2 – Condition of Gloucester Road Telephone Exchange.** An email from Arun District Council has been received confirming they have investigated and established there is infrastructure within the building and it forms part of BT's infrastructure plans for the next 10 years. It is therefore unlikely that the building can be used for any other purpose. Arun are looking at ways the land around the building could be smartened up and used more efficiently.

41. **CONSIDERATION OF ANY FOLLOW-UP AS A RESULT OF THE PRESENTATION ON THE "FRONTLINER" PROPOSAL**

Members discussed the proposal and its viability and benefit to the Town. It was **AGREED** to **RECOMMEND** to Full Council that Bognor Regis Town Council should support, in principle, Mr Jupp's proposal and wish him well in taking the idea forward.

42. **PUBLIC CONVENIENCES – RATIFICATION OF FIRST PAYMENT TO ARUN DISTRICT COUNCIL OF 2011/2012 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT. (£20,000)**

The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the first payment of the 2011/2012 revenue partnership contribution for the public conveniences.

There was a discussion regarding "The Community Toilet Scheme" whereby local businesses and public buildings open their toilets to the public. The Committee requested the Head of Street Scene and Leisure Services investigate the progress of this initiative.

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

A risk assessment had been prepared by the Head of Street Scene and Leisure Services for the various meteorological sites, which was circulated to Members. It was noted that this would need to be reviewed annually by the Committee.

It was **AGREED** that the risk assessment for the Weather Station, Fitzleet House and the Foreshore Office be noted. Appendix (1)

44. **STEYNE GARDENS - CONSIDERATION OF WRITING A LETTER TO ARUN DISTRICT COUNCIL TO RAISE ISSUES OF CONCERN**

Cllr. E. Anderson presented her report on the issues of concern at the Steyne Gardens. Residents were concerned about people sleeping rough in the gardens, dogs fouling, and noise from people drinking in the gardens or walking through at pub closing time. There were further issues around the Victorian drinking fountain which needs re-pointing, repairing and to be brought back into service. It was **AGREED** that a letter should be sent to Arun District Council addressing the issues of rough sleepers, drinkers, the provision of locked gates, dog fouling notices and repair of the drinking fountain. Two Councillors will be meeting with the police shortly and will raise the issue of rough sleepers and

drinkers at that meeting. It was suggested that some of the Marine Ward Allocation for 2011/12 could be used on this project. Cllr. Anderson to liaise with other Ward Members regarding this.

45. WEST SUSSEX COUNTY COUNCIL YOUTH SUPPORT AND DEVELOPMENT SERVICE PUBLIC CONSULTATION – CONSIDERATION AND ANY RESPONSE – REFERRED FROM COUNCIL MEETING ON 12TH SEPTEMBER 2011

The Head of Street Scene and Leisure Services reported on the Public Consultation. Following discussion Members **AGREED** that Bognor Regis Town Council should send a letter to West Sussex County Council expressing the Councils opinion and concerns regarding the decisions to be made by the Youth Support and Development Service. The Head of Street Scene and Leisure Services will draft a letter and circulate to Councillors for their consideration.

46. CONSIDERATION OF REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES ON COMMEMORATIVE CLOCK, INCLUDING QUOTES – MIN. 25 REFERS

The Head of Street Scene and Leisure Services presented her report and the Committee **RESOLVED** to **RECOMMEND** to Full Council that Company B be commissioned to provide the new clock at a cost of £2,937 + VAT plus scaffolding and electricians costs. Half of the total costs up to a maximum of £2,500 will be provided by Mr. Ken Scutt, with the rest of the expenditure funded from the Rolling Capital Programme.

47. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET INCLUDING: 2009/2010 AND 2010/2011 UPDATE ON PROJECTS PREVIOUSLY AGREED. ANY PROPOSALS FOR 2011/2012 BUDGET FOR ORCHARD, HOTHAM, MARINE OR PEVENSEY WARDS

The report from the Town Clerk was **NOTED**. The new bench for Aldwick Road will be installed as soon as possible. Regarding the provision of a water boiler for the Charity Stone Pillow, Cllr. Dillon had requested that some of the Councillors attend an official handover of the heater. This was **AGREED**.

It had been previously noted that some of the Marine Ward allocation for 2011/2012 could be used to help with work required in Steyne Gardens – Min 44 refers

48. CONSIDERATION OF ARUN PLAY STRATEGY AND INVITATION TO COMMENT ON DOCUMENT

Following a discussion about the proposed strategy to fully maintain larger primary play areas and not to replace broken equipment on smaller play areas, Members felt it was important that these play areas remain as spaces for children to play even without equipment. It was felt it was important to keep play areas for children and not allow them to be lost. Councillors felt a letter should be sent to Arun District Council in support of using resources to maintain the major areas but keeping small play areas open and expressing objection to banning dogs from parks but fencing play areas to keep them out of those areas.

49. CONSIDERATION OF ISSUES RAISED REGARDING THE UNTIDY STATE OF CERTAIN ARUN-OWNED PREMISES IN THE TOWN

Cllr. Brooks suggested that Arun District Council should be asked to enforce the terms of their tenancy agreements on the buildings they own and lease out to ensure their premises are in a good state of repair. Members **AGREED** this proposal and requested the Head of Street Scene and Leisure Services to write to Arun seeking a list of the premises Arun District Council own.

50. CONSIDERATION OF THE “ADOPT A KIOSK” SCHEME, REFERRED FROM LAST MEETING MIN 35.2 (A) REFERS. REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

This issue was debated at some length but it was decided to accept the recommendation of the Head of Street Scene and Leisure Services not to adopt the kiosk.

51. CONSIDERATION OF THE PROPOSED PROVISION OF CYCLE RACKS - MIN 15 REFERS. REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

Councillors discussed the report from the Sustrans Rangers and the merits of the suggested places for cycle stands. It was **AGREED** that the suggested places were suitable except for the one near the Bandstand where it was felt cycle racks were unnecessary. A Councillor advised that there are already cycle stands in the vicinity of the Waverley Pub which could be used if they had frames next to them. There were some concerns regarding the addition of stands next to Morrisons as the area may not be suitable.

52. PLACE ST MAUR / REGIS SITE TASK & FINISH GROUP – CONSIDERATION OF THE REPORTS IN THE NOTES OF THE MEETING HELD ON 31ST AUGUST

Members discussed the Notes from the Task and Finish Group. It was felt that everyone was very positive about the group and what could be achieved. It was noted that there was no representative of Whitbreads present which was regrettable but there were lots of ideas and suggestions which could be developed as time goes on and a further meeting will be arranged. The Committee **AGREED** the Notes. **APPENDED** to the file copy of Minutes.

53. IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 16TH JUNE AND 11TH AUGUST 2011

The Head of Street Scene and Leisure Services drew Members attention to some points in the Notes.

53.1 Hanging baskets outside the Museum. The In Bloom Working Party were disappointed at the decision not to supply hanging baskets at the new Museum site. They have asked that it be re-considered once the six month rule no longer applies.

53.2 The In Bloom Working Party had recommended that the three single wooden planters at the railway station be painted green and positioned together. This was **AGREED**. A member asked if the green could be the same one that has already been used on street furniture.

53.3 Wild Flower and Community Orchard Initiative. The Committee **NOTED** In Bloom’s support for this initiative. It was also noted that the BT site is not viable for this project and that an alternative area is being sought.

53.4 Jubilee and/or Olympic plants for 2012. The In Bloom Working Party had considered the use of planting in the Olympic/Jubilee year and had recommended that the “recycling” logo on the squareabout be replaced by a diamond shaped bed for the Jubilee. The Head of Street Scene and Leisure Services reported that Arun had some ideas for planting in 2012 and these would be considered at the next In Bloom meeting. A final decision can be made once these discussions have taken place.

53.5 The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Notes of the Meetings held on 16th June and 11th August, 2011 previously circulated – **APPENDED** to file copy of Minutes.

54. CONSIDERATION OF REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES ON CHRISTMAS ILLUMINATIONS, INCLUDING QUOTES FOR ADDITIONAL WORK

The Head of Street Scene and Leisure Services gave her report regarding the additional lights required in London Road and Station Road with additional costs. She also explained that the power source for

the Little High Street lights was in the Unicorn pub which has closed and is standing empty. A Councillor stated that the supply can be disconnected from outside and at low cost connected elsewhere. It was agreed that this would be investigated.

There was a discussion about the Christmas tree for the William Hardwicke site. It was **RESOLVED** to accept the report from the Head of Street Scene and Leisure Services including expenditure of:

One additional zigzag to London Road. £268.75 + VAT (Capital expenditure)

One replacement swag in Station Road. £362.30 + VAT (Capital expenditure)

To place the order for a Christmas tree for the William Hardwicke £400 - £450 (Revenue expenditure) £225 + VAT to be contributed by William Hardwicke

To vire to Events, Promotion and Publicity Committee the sum of £2,000 for the switch-on event (Revenue costs)

To agree to vire across from Revenue budget an amount to cover overspend in Capital budget. If there are insufficient funds in the Revenue budget, the amount to be taken from Earmarked Reserve.

A Councillor requested from the Head of Street Scene and Leisure Services the name of the company who had indicated they would provide some money towards the Christmas Lights electricity bill and she provided this. It was suggested that possibly Billy Bulb could be restored and used as part of the Switch-On celebrations.

55. REPORTS

There were no reports

56. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence as detailed on the list previously circulated. The Head of Street Scene drew Members attention to an email from the Greening Campaign promoting their Green Deal event 30th October. The following additional items were **NOTED**. **APPENDED** to file copy of the Minutes.

- a) Village SOS. Email from Katie Pettitt regarding the Big Lottery Fund's Village SOS Active competition.
- b) Vince Jaeger. Email offering services as a web and graphic designer.
- c) Banners Banners Banners. Email with seasonal offers on printing banners.

The Meeting closed at 8.45 pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING 26th SEPTEMBER 2011

1. Lamps and Tubes e.mail re Column lights offer.
2. LITE Christmas lights catalogue
3. The Festive lighting company Catalogue, new motif range
4. Lumalite. September Offers
5. SALC/SCAPTC email from Isabelle Swan re Christmas Lights Offers
6. Lamps & Tubes. Discount Lamp Prices list
7. Southern Railway – southern Stakeholder Brief and Annual Stakeholder Report. PDF files saved on computer if required for viewing.
8. Arun District Council – Sea Water Quality from 4th May to 18th July.
9. WSCC Bernadette Gledhill. Email re Limited availability of used bus shelters for sale.
10. Arun District Council – Sea Water Quality from 4th May to 25th July.
11. Arun Aikido Club. Email from Tony Wilden offering a free aikido training grant. Copied to all Councillors.
12. Arun District Council – Sea Water Quality from 4th May to 1st August.
13. Greening Campaign Newsletter August 2011.
14. Rural Sussex. Email from Jacqui Simes re “Win money for a local project” opportunity. Copied to all Councillors.
15. Arun District Council. Email from Phil Graham re London 2012 looking for 10,000 performers. Copied to all Councillors.
16. Arun District Council – Sea Water Quality from 4th May to 8th August.
17. Greg Burt for Bognor Regis Seafront Lights. Letter of thanks for the Councils financial support of the seafront lights and the Big Switch on Weekend and Illuminations Gala
18. Arun District Council – Sea Water Quality from 4th May to 16th August.
19. Barkston Plastics. E mail re recycled plastic street furniture
20. Arun District Council – Sea Water Quality from 4th May to 22nd August.
21. Arun District Council. Email from Linda Standley re Concessions review.
22. Email from Mike Jupp requesting permission to make a short presentation to the Council on his “Frontliner” concept.
23. Arun District Council. Email from Oliver Handson re Arun Play Strategy 2011-16 DRAFT for comment. Full Strategy available as pdf.
24. Arun District Council. Email from Richard Plant (Alpha Parking Ltd) listing roads which they are surveying for parking demand.
25. Southern Rail. Stakeholder Brief.
26. Lamps and Tubes. Email with attached “Mistletoe Stars” lights leaflet
27. Environment Agency. Email regarding Bathing Water Quality monitoring.
28. Fire & Rescue Service. Email invitation to attend a Forum discussing potential merger of East and West fire services. Copied to Councillors
29. Arun District Council – Sea Water Quality from 4th May to 30th August.
30. Southern Water. Letter regarding Surface water spill and its effect on Sea Water Quality. (Copied to Councillors.)
31. The Greening Campaign. Email from Terena Plowright re Community Energy Schemes
32. Armer Quality Components limited. Email re litter bins.

33. Correspondence from Paghham Parish Council regarding new parking meters in Morrisons Car Park.
34. Arun District Council – Sea Water Quality from 4th May to 5th September.
35. The Greening Campaign. Information re the Green Deal Event on 30th October.