



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 26<sup>th</sup> JANUARY 2009**

**PRESENT:** Cllr. P. Wells (Chairman), Cllrs: J. Brooks, Mrs. J. Gillibrand (from Min. 120),  
R. Gillibrand (from Min. 120), J. Passingham and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mr. P. Beckerson (Projects and IT Officer) (Part of the meeting)

*The Meeting opened at 7.05pm*

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

The Chairman welcomed all those present and advised he would be raising an issue under agenda item 7 regarding litter bins with the Committees approval. No apologies had been received.

### **119. 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 Deputy Town Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

*Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events that they arrange or support*

*Cllr. Mrs. Warr declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events that they arrange or support*

*Cllr. Wells declared a Prejudicial Interest in Bognor Regis Seafront Lights*

The Committee noted that there were three Declarations of Interest made at this point in the Meeting.

**120. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> DECEMBER 2008**

The Minutes of the Meeting held on Monday 15<sup>th</sup> December 2008, were agreed as an accurate record and were signed by the presiding Chairman.

**121. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

**122.1 Min. 108.2 - A.D.C. Car Park Strategy Review**

In answer to a query, the Deputy Town Clerk advised that she would seek an update on the current position with regard to the A.D.C. Car Park Strategy Review and report back to Cllr. Brooks.

Cllr. Brooks advised that he would be meeting with the A.D.C. Services Director early next week and one of the items he would be raising was the possibility of Arun District Council offering a two hour period of free parking in the town centre car parks as many of the car parks in the town are between one third and two thirds empty until mid morning. Members were deeply concerned that the retail sector is suffering and felt that any assistance businesses can be given to help ease the situation in these difficult times should be investigated. By offering an incentive to shoppers with a period of free parking, extra business could be gained for the retailers. Comment was made that the top two floors of the Fitzleet car park are generally empty and it was queried whether this area could be set aside for this purpose. Following further discussion, it was agreed that a letter in support of Cllr. Brooks proposal should be sent to the Services Director stressing that due to the economic downturn a proactive approach should be taken by Arun District Council to attract shoppers to Bognor Regis. This it was felt, could be achieved by easing the parking charges on the top two floors of the Fitzleet car park as a token of goodwill, for a two hour period during the day.

Cllr. Brooks referred to his list of suggestions to assist local businesses in these difficult times, which would be circulated to all Councillors for consideration.

**122.2 Min. 108.3 - 15<sup>th</sup> December Flagpole**

The Deputy Town Clerk advised that unfortunately when the company had arrived to turn the flagpole so that the access plate was on the outside, it had been established that owing to the shape of the base plate this would not now be possible. A new flagpole would therefore be supplied. Comment was made that the poles were not actually parallel with each other and it was suggested that the company be requested to rectify this error. The Deputy Town Clerk pointed out that the base plate was secured by concrete in the ground so this may not now be possible. However, she would contact the company to establish the position.

**122.3 Min. 108.6 - 15<sup>th</sup> December Plaque for Winnie the Steam Engine**

Members noted that the plaque had been received prior to Christmas and had been passed on to the Chichester and District Society of Model Engineers Ltd. A scanned image of the plaque was circulated to those present so that the Committee could see the final design.

**122.4 Min. 108.7 - 15<sup>th</sup> December The Regis Public House request for improvements to overall appearance**

The copy of the letter from A.D.C. to Gerald Eve in response to their letter of 1<sup>st</sup> December was detailed by the Deputy Town Clerk. The A.D.C. Cleansing Services Manager has been requested to look at the possibility of providing additional litter bins in the vicinity of The Regis. Meanwhile A.D.C. waits to hear what can be done by Gerald Eve's client to improve the external redecoration of the building pending re-development prospects. The Bognor Regis Task Force Manager had also been asked to write to Gerald Eve to update them on the current position with regard to the re-development issue.

Councillors referred to an email they had received from a local resident in connection with the condition of the building to which they had responded.

**122.5 Min. 109 - 15<sup>th</sup> December Additional Quality Coast Resort Sign**

The Vice-Chairman advised that he had no further news at this time as to whether this could be funded by A.D.C. but he hoped to have an answer by the end of the week.

**123. CONSIDERATION OF POLICY FOR SPONSORED ROUNDABOUTS AND PLANTERS INCLUDING ALLOCATION OF SITES AND PROPOSED FEES TO BE CHARGED - REPORT FROM PROJECTS OFFICER**

**123.1** The Projects Officer advised that the Town Council's policy with regard to floral sponsorship had always been that a waiting list would be operated with sites being offered to the company at the top of the list as they became available. This had been questioned recently by a company who felt they should have been offered a preference owing to the location of their business. The Projects Officer was therefore seeking confirmation from the Committee to re-affirm the present policy or consider any amendments they felt appropriate.

Members discussed this at length and whilst generally it was felt that the current policy should be maintained there were felt to be benefits in allowing advertisers with businesses adjacent to planters to be allocated these positions. Comment was made that if a number of companies wished to sponsor a particular site they should be given the opportunity with a fairer system being applied. The possibility of a yearly contract with the option to re-apply by a deadline date to be able to continue or alternatively a bidding system being put in place was suggested. The Projects Officer advised that up until now there had not been a problem with the current process and the practicalities of running annual contracts would increase the administration. Most of the contracts were set up for a three year period. Concern that a bidding process would be prohibitive to smaller businesses was stressed. Some discussion regarding the fees being applied to the various sites including the Rowan Way and Felpham Way roundabouts took place and it was felt that the level of fees needed to be reviewed. The Projects Officer confirmed that letters had been sent to the new sponsors for Rowan Way and Felpham Way roundabouts indicating that the fees would be at the same level as the Butlins roundabout. Members felt that as prime sites this level of sponsorship was not enough and it was suggested that the whole scheme needed to be reviewed with consideration being given to the fees being charged so that a better balance can be achieved. Some concern that raising the prices may lead to the loss of sponsors was stressed. Following further discussion, the

Projects Officer was asked to prepare a revised draft policy for the sponsored roundabouts and planters for consideration by the Committee at the next meeting.

**123.2** The Vice-Chairman referred to discussions that had taken place at the In Bloom Working Party meetings in connection with reducing the size of the signage and referred to them being for the purpose of sponsorship and not advertising. In answer to a query the Projects Officer confirmed that certain criteria applied to the signage that had been set by W.S.C.C. originally, which included the size and that there should be no use of telephone numbers or website addresses. It was noted that many retailers saw the sponsored displays as an advertising opportunity rather than sponsorship only.

**123.3** A Councillor commented on the possibility of rolling signs being used in sponsorship locations. The Chairman suggested that this would be an item for consideration by the Promotions and Publicity Committee initially.

**124. CONSIDERATION OF ADVERTISING OPPORTUNITIES ON LITTER BINS, PLANTERS AND PUBLIC CONVENIENCES WITHIN THE TOWN - REFERRED FROM LAST MEETING MIN. 108.5 REFERS**

**124.1** The Chairman reported that concern had been raised with him by a resident regarding the amount of litter that was accumulating on Upper Bognor Road by the railway bridge. He had met the resident on site and taken pictures, which he circulated to Councillors present. Contact had been made with the District Council who had advised that no bins could be installed until their Asset Management Review had been completed. It was expected to take between 18 months to 2 years for this job to be concluded. The Chairman had also been advised by A.D.C. that they would no longer be funding bins and enquiries from the public would be referred to the Town Council. Comment was made that the accumulation of rubbish was an eyesore and that anyone entering Bognor Regis by train would be appalled by the level of rubbish in this area. The Chairman reported that he would be contacting the Services Director at A.D.C. and would also raise this important issue with the Chairman of the Clean and Safe Working Party. The Deputy Town Clerk confirmed that some years ago funding for a bin was earmarked for this location by the Committee but this was put on hold so that the bin could be incorporated within the SRB planting scheme when it was finalized for this area. Following further discussion, it was **RESOLVED** that subject to the outcome of the Chairman's discussions with A.D.C., that a bin for this area be funded using the EMR topped up with funds from the Environmental Projects budget. The Chairman advised that he would keep the Deputy Town Clerk informed on progress with this matter.

**124.2** Councillors commented on the fund raising potential of this scheme and although it would inevitably involve some officer time, it was seen as a good way of promoting the businesses in the town. The Chairman referred to the level of partnership funding that the Town Council pay to A.D.C. for the public conveniences and suggested that advertising within the toilets could be a way of raising revenue to ease this burden on the Town Council's budget. Comment was made that it could eliminate the problem of A Boards and any space that was available to promote the town should be considered. The possibility of appointing a company on a contractual basis was suggested as a way forward subject to agreement being reached with A.D.C. The need for planning permission for advertising on the planters and litter bins would also need to be investigated. Members spoke in support of progressing with the option of advertising in the public conveniences initially and following further discussion, it was

**RESOLVED** that a meeting of the Public Conveniences Working Party be arranged with the Services Director at A.D.C. to investigate this possibility in more detail.

**124.3** The Deputy Town Clerk referred to a request that had been received from a local business within the town for consideration of the installation of a litter bin with ashtray outside their premises in London Road. Despite supplying their own bins to ease the problem of litter and cigarette ends in this location, these had been stolen on several occasions. Members regretted that they were unable to assist owing to the District Council's policy not to install any bins until their Asset Management Review has been completed.

**124.4** *Mr. Beckerson gave his apologies and left the Meeting at 8.10pm*

**125. UPDATE ON PROVISION OF STATUE OF SIR RICHARD HOTHAM IN HOTHAM PARK (IF FURTHER INFORMATION AVAILABLE) - MIN. 110.3 REFERS**

The Chairman advised that he had spoken with the Hotham Park Designated Manager in connection with this matter who was fully supportive of this proposal. The Chairman was currently investigating the costs of the various options. Once this information had been received he would bring this to the Committee for consideration prior to the matter being referred to the Policy and Resources Committee for consideration of funding from the Rolling Capital Programme. Comment was made that a genuine bronze statue could be very expensive and the possibility of a fiberglass option should also be investigated. This item would be placed on the agenda for the next meeting when it is hoped that further information will be available.

**126. MAYOR'S GOOD CITIZEN AWARD - TOWN MAYOR TO REPORT - REFERRED FROM LAST MEETING**

The Mayor reported on the couple that she wished to nominate to receive the Mayor's Good Citizen Award for 2009 in recognition of services rendered to the town. She spoke of their dedication and involvement with the organization of an event for disabled people in the town and referred to other charitable work in which they are involved. Comment was made that there are many unsung heroes within the town who do sterling work and it is nice that through the Mayor's Good Citizen Award there is an opportunity for them to be recognized. The Committee **RESOLVED** to support this nomination and it was noted that the award would be presented at the forthcoming Civic Reception.

**127. SEAFRONT CONCESSION UPDATE (IF FURTHER INFORMATION AVAILABLE) - MIN. 113 REFERS**

**127.1** Members noted the reply from the Concessions Officer at A.D.C. regarding the beacon site in the bullnose area of the promenade in Bognor Regis. The District Council appreciates the Town Council's concerns for this location to continue as a concession site however, being the focal point of the promenade and most popular, the District Council's point of view is this area must remain as a concession site. The Concessions Officer confirmed that whoever is located in this area is fully aware that the beacon is lit on occasions and their concession must be removable as and when required. Interviews are currently being undertaken for new concessions for the promenade with the intention of obtaining high quality outlets for visitors and residents. New concessions are to be open throughout the year (weather permitting) but A.D.C. is restricted with the possibility of the St Modwens regeneration plan to give a

reasonable term. All new concessions will therefore be offered for one year on a rolling basis to ascertain if and when work may commence on the promenade. The Committee expressed their disappointment that the Town Council is unable to influence any decision on the use of this area and stressed again that this location should remain concession free. Members raised concern and questioned whether the concessionaire who had recently vacated this site did in fact know that the unit had to be moveable as clearly from the size of the unit there was going to be nowhere suitable to move it to in the event of access to the beacon being required. As a result of further discussion, the Committee agreed they would like to be more involved in every stage of the process and be fully informed of the type and size of concession that the District Council are considering for this site, particularly as A.D.C. are unwilling for this area to remain concession free. A letter would be sent to the Concessions Officer with a copy to the Services Director to raise this issue. A Councillor referred to the need to make more of the beacon during the summer months and commented on the possibility of the beacon being illuminated with a lantern on a regular basis.

- 127.2 A Councillor queried why clearance of the stones on the Town Council's decking was being undertaken in view of the weather at this time of year. This it was felt was a waste of Town Force time and would be better left until after the spring tides. The Deputy Town Clerk was asked to refer this matter to the Projects Officer.

128. **RATIFICATION OF PAYMENT OF 2009 MEMBERSHIP - NATIONAL PIERS SOCIETY SUBSCRIPTION**

- 128.1 *Cllr. Wells declared a Personal Interest in this item as a member of the National Piers Society*

- 128.2 The Committee **RESOLVED** that payment of the subscription in the sum of £20.00 be made.

129. **ENVIRONMENT AND LEISURE PARTNERSHIP PROJECTS BUDGET 2009/2010 - TO RATIFY FUNDING ALLOCATION FOR SEAFRONT LIGHTS**

- 129.1 *Cllr. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights as Chairman of this Working Group and left the meeting during the discussion on this item*

- 129.2 *Cllr. Mrs. Warr declared a Prejudicial Interest in Bognor Regis Seafront Lights as a member of this Working Group and left the meeting during the discussion on this item*

- 129.3 *Cllr. Wells declared a Prejudicial Interest in Bognor Regis Seafront Lights as he produced a calendar through his business to raise funds for this Working Group. Cllr. Wells left the meeting during the discussion on this item*

- 129.4 In the absence of the Chairman and Vice-Chairman it was **AGREED** that Cllr. Mrs. Gillibrand should take the Chair.

- 129.5 It was noted that the budget for the seafront lights had been set at £8,100 for the financial year 2009/2010. Following a brief discussion on the Working Groups proposals for 2009, it was **RESOLVED** that funding to this level should be awarded to the Bognor Regis Seafront Lights Working Group.

**129.6** Members noted that all Town Council grants including Grant Aid, Sponsorship, Cultural and Partnership Projects would be paid out prior to the Council meeting on 6<sup>th</sup> April 2009. All awards given by the Town Council are subject to receipt of signed, certified accounts in accordance with Council procedure.

**130. PUBLIC CONVENIENCES - UPDATE**

**130.1** The Deputy Town Clerk advised that she had been chasing Arun for an update on the current position with regard to the Danfo presentation and hoped to have a response by the end of the week.

**130.2** Details had been received from A.D.C. regarding the Bedford Street toilets refurbishment. Works are scheduled to start on 2<sup>nd</sup> February and are expected to last up to 10 weeks. The cost of the refurbishment will be £58k and as these toilets are the only ones in the centre of town A.D.C. have arranged for temporary toilets to be installed on site during the duration of the works. These will be delivered to site on 26<sup>th</sup> January. A location map had been received which was circulated amongst those present. Consultation with the shops adjacent to the toilets has also been undertaken and A.D.C. has arranged the layout to minimize any inconvenience. Unfortunately a letter of objection from one of the proprietors on behalf of the other businesses in this area in connection with the positioning of the temporary toilets had been received by A.D.C. and they were hoping to meet with this gentleman to dispel his objections. Members expressed concern at the space that would be taken up by the temporary toilets making access to the surrounding shops difficult. The possibility of liaising with Morrisons to see if they would be happy to have the temporary toilets located within their car park was suggested as an alternative solution. Cllr. Brooks confirmed that he would be happy to speak with Morrisons and the proprietors of the adjacent shops regarding this matter and advised that he would collect copies of the relevant paperwork received from A.D.C. from the Deputy Town Clerk the following morning.

**131. CONSIDERATION OF ROAD SAFETY COMPLIANCE CONSULTATION - ANY RESPONSE TO BE SUBMITTED BY 27<sup>th</sup> FEBRUARY 2009 - COPIED TO COUNCILLORS**

Members noted receipt of the Road Safety Compliance Consultation document that had been copied to all Councillors. It was AGREED not to make a formal response on this occasion.

**132. REQUEST FOR PROVISION OF BUS SHELTER AT THE BUS-STOP IN COLLYER AVENUE BESIDE THE RECREATION GROUND AND CORRESPONDENCE FROM WSCC REGARDING BUS SHELTER GRANTS SCHEME 2009/2010**

The Deputy Town Clerk reported that a request had been received from a resident for the installation of a bus shelter at the bus stop in Collyer Avenue by the recreation ground as this is open ground and it gets very cold for people waiting for the bus. The Chairman advised that this was not within the Committee's remit and he suggested that this matter should be referred to the next JWAAC meeting for consideration. This was AGREED.

**133. A.D.C. CONSULTATION – CONSIDERATION OF PROPOSED TRIAL CONCESSION FOR KAYAK HIRE**

Details of the proposed Trial Concession for Kayak Hire were noted as being received from A.D.C., which had been circulated to the Committee. Members expressed concern at the lack of information supplied and as a result they felt unable to respond to the consultation at this time. Concern at the lack of detail regarding whether lifejackets would be supplied, whether the concessionaire has a safety boat or Jet Ski to assist in the case of difficulty, whether they have trained first aiders, how many staff will be operating the concession at any one time, what are their safety procedures and how will the Kayak's be transported to the sea at low tide was expressed. The proposed location for the concession also raised some concern amongst Councillors who queried whether buoys would be used to mark the area. Reference was made to the District Council's byelaws which apply restrictions on the use of watercraft in certain areas and it was suggested that this concession may be better located further along the promenade close to where other boating activity takes place. Members stressed that they were in favour of another attraction for the seafront, but needed to be sure that this activity would be safe to operate and required more information to be able to establish this. It was therefore **RESOLVED** that a letter be sent to the District Council's Concessions Officer to obtain more information for Councillors consideration at the next meeting.

**134. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> JANUARY 2009 (IF AVAILABLE)**

The Deputy Town Clerk reported that unfortunately the Minutes of the Christmas Illuminations Sub-Committee meeting were not available and this item would therefore be referred to the next meeting.

**135. REPORTS**

**135.1 Financial Reports**

The Committee noted the financial reports, which had been previously circulated.

**135.2 Any Other Reports**

A Councillor commented on the areas of flooding within Hotham Park and suggested that despite the extensive works that had been carried out the problem appeared to be worse now than it had been before.

**136. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '1'**

*The Meeting closed at 9.12pm*



**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 26<sup>th</sup> JANUARY 2009**

1. Meteorological Officer Reports for December 2008 - previously copied to Councillors
2. Environment Agency - Email with details of Draft South East River Basin Management Plan Consultation Launch and Fifth South East River Basin District Newsletter - copied to Committee. Consultation runs from 22<sup>nd</sup> December 08 to 22<sup>nd</sup> June 09. This was noted.
3. Communities and Local Government Committee - Announcement of Government Response to the Committee's Twelfth Report - *The Provision of Public Toilets*
4. Southern - Stakeholder Brief Issue 4, January 2009
5. Railwatch Issue No. 118, December 2008 and Railondon Issue 102, December 2008
6. Bognor Regis District Chamber of Commerce - emailed copy of West Sussex Sustainable Business Partnership Newsletter Issue No. 15, Winter 2008
7. National Piers Society - Piers Journal Issue No. 90, Winter 2008/9
8. Smith & Derby - Newsletter, Issue 1, Winter 2009