



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 20<sup>th</sup> SEPTEMBER 2010**

**PRESENT:** Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: E. Anderson, J. Brooks,  
Mrs. S. Daniells, G. Burt and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Acting Town Clerk)  
Mrs. J. Hambleton (Minute Clerk)

*The Meeting opened at 7.05pm*

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

The Chairman welcomed those present. Apologies were received from Cllr. J. Passingham, who was unwell.

### **62. 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.

### **63. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> AUGUST 2010**

The Minutes of the Meeting held on Monday 9<sup>th</sup> August 2010, were agreed as an accurate record and were signed by the presiding Chairman.

### **64. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

**65.1 9<sup>th</sup> August - Min. 47 Proposal for Blue Flag at Bognor Regis (Aldwick)**

A response had been received from Aldwick Parish Council confirming their agreement to support the proposal to pursue Blue Flag status for this designated bathing beach. It was agreed that a second letter should be sent to Aldwick Parish Council requesting that in view of their support, they be asked to progress this proposal with Arun District Council as the area concerned is not within the Town Council boundaries. Alternatively, the Town Council could pursue this with their agreement.

**65.2 9<sup>th</sup> August - Min. 48.4 New Public Seat - Twinning Gift from Weil Am Rhein.**

It was noted that the Secretary of the Twinning Association had written expressing appreciation that the new bench had been installed before the visit from the German twin towns. The Clerk was thanked for her assistance in arranging the quick installation of the additional paving slabs in front of the bench. A Councillor commented that he was pleased to see that the Cherry tree was still in situ and had not been vandalised.

**65.3 9<sup>th</sup> August - Min. 48.5 New Beacon basket**

Members were advised that the new basket would be painted by Town Force towards the end of this week.

**65.4 9<sup>th</sup> August - Min. 48.7 Play area proposals secured through S106 agreement arising from planning applications**

The Acting Town Clerk advised Members that the correspondence from the District Council reported at the last meeting requested the Town Council's comments on the choice of equipment for Hothampton play area. Following some discussion, it was **AGREED** that A.D.C. be requested to canvas the groups most likely to use the play area as to the most appropriate equipment for young children.

**65.5 9<sup>th</sup> August - Min. 57.2 Sunflowers**

Following a query raised at the last meeting, Councillors were advised that as the sunflowers died they would be removed. When the summer planting had finished in the next few weeks, the beds on the Squareabout would be re-turfed and any shrubs relocated elsewhere.

**65.6 9<sup>th</sup> August - Min. 57.5 Upper Bognor Road & Land Registry**

In response to a query raised at the last meeting, the Acting Town Clerk reported a Land Registry claim could only be made after 12 years of maintenance of an area. Town Force does maintain the planter but they have difficulty cutting the grass in this area due to the lack of access caused by parked cars.

**65.7 9<sup>th</sup> August - Min. 58.2 Use of Illuminations throughout the summer**

A letter had been sent to the Landlord of the Unicorn Hotel regarding the use of the Lighting Strings in Little High Street. Concern was expressed on behalf of the Council that keeping the lights on would lessen the impact of the Christmas illuminations when they are turned on again at the end of November. It was also suggested constant use would lessen their life. The Landlord had been asked for his support in switching the lights off until the Switch-on scheduled for 27<sup>th</sup> November and that these should only remain on until the 6<sup>th</sup> January 2011. Concern was expressed about the hard winter ahead for local business and it was suggested that the lights do brighten up this area. Comment was made that the lighting strings do have a long life and these were not part of the main illuminations.

**65.8 12<sup>th</sup> July - Min. 27.4 Millennium Clock repair update**

It was noted that Smith of Derby would carry out their annual maintenance on Tuesday 21<sup>st</sup> September including the reconnection of the replacement lights recently installed by the A.D.C. electrician.

**65.9 12<sup>th</sup> July - Min. 35 Bognor Regis Local History Society & Museum**

A Member reported that a letter had been sent to all Parish Councils asking for financial support for the Museum. The Acting Town Clerk said she had no knowledge of this letter and it had not been received in the office to the best of her knowledge. It was AGREED the Acting Town Clerk should look into the matter and establish if a letter had been received.

It was AGREED a letter should be sent to the History Society thanking them for arranging the recent visit for Councillors to the proposed new Museum.

**65.10 12<sup>th</sup> July - Min. 42b Request for a Bench with plaque on the Promenade**

The Acting Town Clerk referred to the previous request received from a member of the public to put his own memorial plaque on one of the Council's public seats. The Committee had declined this request as it was felt this would set a precedent and had suggested that arrangements could be made for him to purchase a bench with a plaque. An interest has now been expressed in investigating costs and a likely location, which is being looked into by the Acting Town Clerk.

**65.11 9<sup>th</sup> August - Min. 48.1 Reinstatement of Olby's Clock**

A Councillor commented that the plaque beneath the clock is tarnished and unsightly. The Acting Town Clerk was asked to investigate this.

**66. DOG FOULING INCLUDING: -**

**66.1 To clarify locations of five worst sites for trial to be undertaken with stencil on the footway referred from last meeting - Min. 49 refers. Locations identified so far include:-**

**Alleyway that runs through Marshall Avenue**

**Alleyway that runs from Nyewood Lane to Hawthorn Road**

**Church Path**

**Madeira Avenue - alleyway that links to back of Felpham Community College**

The Acting Town Clerk produced a map of the town showing additional sites where the proposed dog fouling stencils might be applied subject to the approval of the Highways Authority. These included:-

Alleyway that joins Gravits Lane to Mayfield Road

Alleyway that runs adjacent to South Way

Alleyway from Church Lane to Chichester Road

It was **RESOLVED** that W.S.C.C. should now be approached for approval for use of the stencil in the above areas.

**66.2 Consideration of additional cost for custom made stencil - Min. 28 refers**

The Acting Town Clerk had contacted the stencil manufacturer and was advised the most efficient way to eliminate the words 'borough council' was to have a new stencil cut at an additional cost of £17.00. It was **RESOLVED** that a new stencil with the correct wording be

ordered at an additional cost of £17 plus VAT, to be used in the anti dog fouling campaign in the town.

In answer to a query, the Acting Town Clerk confirmed that she had already been approached by the local press as it was felt the use of the dog fouling stencil was a photo opportunity and it was suggested that the Mayor and/or Committee Chairman should take part in the photo call once the stencil had been received.

**67. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET - UPDATE ON ORCHARD WARD COMMUNITY ORCHARD AND BOGNOR CAN COMMUNITY WILDLIFE GARDEN REFERRED FROM LAST MEETING, CLLR. PASSINGHAM TO REPORT - MIN. 50 REFERS**

In the absence of Cllr. Passingham, a report was made by Cllr. Burt.

It was noted that Cllr. Passingham had spoken with the Head of Parks and Green Space at A.D.C. and had suggested that planting additional trees on the Hampshire Avenue Recreation Ground would make the area smaller. It was felt there is a need for more open space, not less, and trees would 'shrink the area'. An alternative suitable area where the fruit trees might be planted is therefore being investigated by A.D.C.

A Councillor commented that large open spaces are needed for events.

**68. LITTER/DOG BIN REVIEW UPDATE - CONSIDERATION OF RESPONSE FROM A.D.C. REGARDING PROVISION OF BINS ON NEW HOUSING DEVELOPMENTS AND THE FUNDING OF LONG-TERM MAINTENANCE BY DEVELOPERS, COPIED TO COUNCILLORS - MIN 51 REFERS**

The Acting Town Clerk read the A.D.C. response, which had been copied to Councillors that clearly established the Town Council would incur costs for the installation and maintenance of any dog waste bins and litter bins ordered from A.D.C. in the future. The issue of developer Section 106 monies for provision of bins was looked at as part of the review and the conclusion was that it was not an item that met the criteria for what Section 106 monies can be sought from developments generally. However, this kind of infrastructure is normally provided as part of public open space, play areas etc. on developments, though not street/roadside locations.

There followed a long discussion relating to the use of litterbins for dog excrement providing this was disposed of in bags and whether a universal bin such as this would be promoted by A.D.C. Concern was however expressed at the use of such bins near play areas and possible health implications for children. The possibility of a bin with a flap was suggested as an option.

One Member reported damaged bins with doors hanging off in Felpham leaving rubbish exposed. Cllr. Brooks suggested that this should be reported and agreed to raise this matter with the Chairman of the A.D.C. Clean & Safe Committee.

Members were advised that consideration would need to be given as to whether provision should be made in the budget for additional dog and litter bins. It was agreed that further investigation into the possibility of dual bins being provided should be undertaken with A.D.C. so that this could be discussed further when the Committee discusses its budget. It was noted that requests from residents for dog bins received by the Town Council extended back some 18 months.

**69. PROVISION OF FLAME FOR USE IN THE BEACON BASKET UPDATE IF FURTHER INFORMATION IS AVAILABLE - REFERRED FROM LAST MEETING, CLLR. BROOKS TO REPORT - MIN 54 REFERS**

Cllr. Brooks said he was still researching this project and he hoped to have some facts and figures with options for the next meeting. He was looking at a weatherproof construction and waiting for a quotation. Cllr. Brooks was also considering an artistic effect option.

**70. SUN SCULPTURE - CONSIDERATION OF POSSIBLE RELOCATION - MIN 57.4 REFERS**

During a long discussion relating to possible relocation sites, comment was made about re-sighting the sculpture so that it was reacting with the sun at the time of the summer solstice and moving it to an improved location in Hotham Park or on to the sea front.

The Acting Town Clerk commented that the infrastructure costs for the Sun Sculpture at the time of installation was around £14,500. To relocate this to an alternative site would possibly incur similar costs, plus making good the High Street. The Arts Council who funded the sculpture would also need to be consulted for approval.

It was suggested a bronze statue of Sir Richard Hotham or a fountain might be considered in place of the Sun Sculpture in the High Street. Members were in agreement that the long term aim would be to replace the sculpture.

Whilst Members felt now was not a good time to consider this project, it was agreed that the Acting Town Clerk should investigate the cost of taking down the sun sculpture and relocating it elsewhere.

It was **AGREED** that residents should be asked through the Town Council newsletter when this was produced next year whether the sun sculpture should be moved and where it should be relocated to. Comment was made that it would be residents' money the Town Council would be spending. It was suggested tear off slips on the newsletter could be used for resident's responses. There could also be a poll on the Town Council's website.

Discussion regarding the budget implications of this project would be considered when the Committee considers their budget in the near future.

**71. CONDITION OF GLOUCESTER ROAD TELEPHONE EXCHANGE REFERRED FROM LAST MEETING - MIN. 59(B) REFERS**

Members described the Telephone Exchange as looking derelict, in need of painting and the grass needed to be cut.

It was suggested a meeting should be set up between the Town Council and BT on site to discuss this. The building is located on a major approach into the town and it was felt that its current condition was damaging the efforts of the Bognor Regis In Bloom Working Party. The Town Council is keen to establish what the future plans are for the building as it was felt this could be a big opportunity for regeneration of this area with the possibility of converting the building into an Art Gallery. It was **AGREED** the Acting Town Clerk should contact BT with the view to seeking their agreement to meet with representatives of the Town Council to discuss the possibilities.

**72. RATIFICATION OF INSTALLATION OF A DEDICATED PHONE LINE AND BROADBAND CONNECTION AT FORESHORE OFFICE FOR USE BY WEATHER OBSERVERS - REPORT FROM EVENTS OFFICER**

The report from the Events Officer, copied to Councillors was noted. The Acting Town Clerk advised on the necessity for this action to be taken owing to the continuing problems with the Weather Observers not being able to fulfil their duties effectively, due to the inconsistent internet connection currently available via the laptop and dongle.

It was **RESOLVED** to ratify the cost of the installation of a dedicated telephone line with broadband connection to the Foreshore Office at a cost of £99 installation, £14.45 per month line rental, plus approximately £13 for broadband. It was noted that there would be a cancellation fee of £198.56 on the dongle attachment currently providing the intermittent access to the internet (less 25% discount) and a monthly saving of £15 a month including VAT on the current expenditure.

Members agreed there were advantages to having a landline and broadband at the Foreshore Station. The possibility of Internet access for visitors as an income resource for the Town Council and maybe an Information Centre were two options that it was suggested could be considered in the future.

**73. REVIEW OF RISK ASSESSMENT FOR METEOROLOGICAL SITES**

A risk assessment had been prepared by the Events Officer 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'**

**74. CONSIDERATION OF ADDITIONAL SPONSORSHIP SITES AT ORCHARD WAY ROUNDABOUT FOLLOWING APPROACH BY LOCAL BUSINESS**

The Acting Town Clerk detailed the proposal for consideration including the costs. Comment was made that the planters in this area look very attractive and were not cluttered. Concern was raised that additional planters would change this and although financially this could be beneficial, the planters were labour intensive adding to the work load of the Town Force team. Members **AGREED** not to proceed with this proposal and that instead of investing in new projects at this time would-be sponsors should be diverted to existing sites.

**75. PUBLIC CONVENIENCES - UPDATE FROM MEMBERS OF THE WORKING PARTY FOLLOWING THEIR ATTENDANCE AT THE A.D.C. ENVIRONMENT WORKING PARTY ON 10<sup>TH</sup> AUGUST 2010 TO DISCUSS THE COMMUNITY TOILET SCHEME**

Two Members had attended the meeting with A.D.C. Members and Officers and reported on the discussions. Concern was expressed about the lack of information available in relation to the costs to refurbish the current facility and it was felt that a breakdown of the costs to refurbish this site was needed.

Members of the Public Conveniences Working Party had been meeting with A.D.C. and it had been suggested that by closing blocks there would be a joint saving of £6,000 per annum that could be used to fund a Community Toilet Scheme. The disabled facility at the Foreshore Office would still provide free provision for the disabled but a 20p charge would be made for

others. The East Promenade toilets would not close until the new scheme is set up. Members were pleased these toilets would not close immediately. However, it was noted that this was not an ideal facility anyway in view of the flooding that occurs.

A Councillor commented she had been into the East Promenade toilets recently and in her opinion these were acceptable and should not be closed. Concern that there were not enough toilets at the Foreshore Office to meet the need when this facility closed was raised.

It was suggested that the Community Toilet Scheme was not meant to be a replacement for the lack of public toilets, but an additional service. It was suggested the lack of big stores in the town would possibly mean not many shops would be willing to sign up to the Scheme.

Worries about visitors crossing the road from the beach to reach the toilets were raised and Members agreed that they wished to take another look at the proposals and reconsider the scheme. It was stressed that it was crucial that the toilets on the Promenade remain open at this time. Members agreed toilets were needed on the sea front however, if this facility remained open, there would not be any money for the Community Toilet Scheme.

Following further discussion it was suggested that the matter be referred back to the Working Party to enable them to revisit the proposals and look again at the best way forward while considering the costs. The Acting Town Clerk to advise A.D.C. that the Working Party wished to revisit the proposals before the Scheme was progressed further and to request a breakdown of the costs previously identified by A.D.C. to refurbish the East Prom facility.

A Councillor commented on the need for better signage directing the public to the public conveniences next to The Regis Public House.

**76. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> AUGUST 2010**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 31<sup>st</sup> August 2010.

**77. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16<sup>TH</sup> SEPTEMBER 2010 (IF AVAILABLE)**

As the Meeting had just taken place at the end of the previous week the Minutes were not yet available. It was noted these will be presented at the next meeting.

Comment was made that concern had been raised by the In Bloom Working Party as it was felt that the planting at the War Memorial was not up to standard. A.D.C. had reported the area had been trimmed and they were now considering removing the grasses but leaving the hedge. The intention was to replant the area with tall plants although this would not be in the immediate future. Members of the Working Party had stressed the importance of the area looking as though it was being looked after. A Councillor queried whether a Working Party of Councillors willing to replant the area could be set up if A.D.C. were in agreement and willing to supply the plants so that improvements could be made to the area in time for the Remembrance Day Service on 14<sup>th</sup> November. An approach would be made to the District Council to seek their views on this proposal.

It was felt that some plants were needed to soften the visual appearance with more colour in the beds such as winter flowering pansies. It was also suggested that the planters on the balcony and planting at the War Memorial could be matching.

The Acting Town Clerk was asked to contact Littlehampton Town Council with regard to the planting/responsibility for maintenance of the Town War Memorial in their area and report back to the Committee.

**78. REPORTS:**

**(a) Financial Reports**

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

**(b) Any Other Reports**

There were no other Reports.

**79. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '2'**

*The Meeting closed at 8.30pm*



**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 20<sup>th</sup> SEPTEMBER 2010**

1. Meteorological Report for July 2010 - previously copied to Councillors and August 2010 attached
2. A.D.C. - Sea Water Quality results up to and including 6<sup>th</sup> September 2010 - copied to Councillors
3. N.A.L.C. - email with details of opportunity for local councils to feedback information on their involvement with their Fire and Rescue Services. These would then be passed to the Communities and Local Government who are collecting information to feed into the forthcoming Fire Futures Review of the Fire and Rescue Service in England
4. Grants Online - email with details of website accessible via subscription with new funding opportunities in the areas of Community Development; Arts Culture and Heritage; Health; Children and Young People; Environment; Education and Regeneration
5. Arien Signs - product information
6. Clever Curves Ltd. - Skateparks and BMX ramps product information
7. J. P. B. Fencing Ltd. - product information
8. Sussex Safer Roads Partnership - update
9. Husson Street Furniture - product information
10. Recovery - The Damage Management Magazine, Volume 11, Issue 2, Summer 2010
11. British Recycled Products - product information on value for money street furniture made from recycled plastic