



BOGNOR REGIS TOWN COUNCIL
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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 1st NOVEMBER 2010

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

IN ATTENDANCE: Mrs. G. Frost (Acting Town Clerk)
Mrs. J. Hambleton (Minute Clerk)
13 Members of the Public (part of the meeting)

The Meeting opened at 7.00pm

80. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies were received from Cllrs. G. Burt and J. Passingham.

81. 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.

82. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th SEPTEMBER 2010

The Minutes of the Meeting held on Monday 20th September 2010, were agreed as an accurate record and were signed by the presiding Chairman.

83. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Meeting was adjourned at 7.06pm

Mr. Hugh Coster of the Bognor Regis Civic Society detailed proposals relating to the free car parking in the town. He spoke about support for the traders and the town centre and increasing footfall in Bognor Regis. Another member of the public spoke of problems relating to the loss of local trade due to Internet shopping and its subsequent effects. Out of town shopping was also blamed for a drop in the footfall.

The Meeting was reconvened at 7.20pm

83.1 ALTERATION TO ORDER OF BUSINESS

As a result of the interest by the public in the item relating to 'Free Parking' the Committee **RESOLVED** to discuss the car parking issue as the next item on the agenda.

84. FREE PARKING IN BOGNOR REGIS FOR RESIDENTS AND SHOPPERS - CONSIDERATION OF RESPONSE TO PROPOSALS FROM BOGNOR REGIS CIVIC SOCIETY, BOGNOR REGIS AND DISTRICT CHAMBER OF COMMERCE AND BOGNOR REGIS T.B.I. - NOTES OF A.D.C./B.R.T.C. MEETING - COPIED TO COUNCILLORS

Copies of the views of Councillors who were unable to attend had been circulated to those present prior to the meeting.

The Notes of the A.D.C./B.R.T.C. meeting were noted, copied to Councillors

Reference was made to the Section 106 funds from Sainsburys and the money being held by the District Council from Butlins. Members had been advised previously that the Butlins funds were to be spent around the district and not just in Bognor Regis. It was felt however, that the interest alone on this money would go towards free parking for Bognor Regis town centre.

It was suggested that the top two storeys of the Fitzleet multi storey car park were always empty. This could be offered, without charge, to people working in the town to release space for shoppers and visitors. Comment was made that if the High Street had free parking this would also bring business to the town. The importance of seeking the views of the traders was stressed. It was suggested that A.D.C. be asked how they operate their car parks as funding from car parks had in the past been ring fenced but now this money goes into the general fund.

A Councillor stressed the need to support the scheme in its current form and felt it was important to enter into talks with A.D.C. Comment was made that there were not enough car park spaces and cars were queuing as many people were uncomfortable parking in the Fitzleet car park.

It was noted that some of the Sainsbury's money would be used for improved transport arrangements around the town. Councillors expressed concern that this could possibly result in buses taking people out of town and this did not help the down turn in local trade. A Councillor reported that she understood A.D.C. was still hoping to close the Laburnum Centre car park.

Following further discussion, the Committee **RESOLVED TO RECOMMEND** support for the free car parking proposals being put forward by the Civic Society, Chamber of Commerce and TBI to the next full meeting of the Council on Monday, December 13th 2010. The Town Mayor commented that she hoped that support for this proposal would not be at the exclusion of other ideas for use of the S106 funding.

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

85.1 20th September - Min. 65.9 Bognor Regis Local History Society & Museum

The Acting Town Clerk had spoken to the Secretary regarding a letter seeking financial support from other local councils to the exclusion of the Town Council. The Secretary had advised as the Town Council already supported the Museum with an annual grant the Society had decided to exclude the Town Council from this mail shot.

85.2 20th September - Min. 65.10 Request for a Bench with plaque on the Promenade

The Acting Town Clerk had now received a quotation for the proposed bench and plaque and details of the A.D.C. bench scheme had also been obtained. Liaison with the member of the public who was interested in this proposal is now being undertaken to ascertain how he wishes to proceed.

85.3 20th September - Min. 65.11 Olby's Clock and plaque

Concern had been expressed about the plaque, which had become tarnished. The Acting Town Clerk had received a quotation from Rossiters for £30 to clean and lacquer the plaque to slow down this process. Town Force have now removed the plaque and delivered this to Rossiters to enable the work to be carried out.

85.4 20th September - Min. 67 Bognor CAN Community Wildlife Garden

The A.D.C. Senior Community Parks Officer (Greenspace) had provided an up-date report on the Community Wildlife Garden project. With the assistance of the Prince's Trust, £300 provided by A.D.C. to remove generated waste, plants from ISS Waterers and A.D.C. and paint for the container that had been donated to Bognor CAN, the project had now been taken forward with the group working really hard.

85.5 20th September - Min. 70 Sun Sculpture - Consideration of possible Relocation

The Acting Town Clerk had contacted Mr. Richard McMann regarding the Sun Sculpture as the Officer involved in the original project. Mr. McMann would research the original detail and agreement and had offered to attend a meeting to discuss the project. It was **AGREED** that Mr. McMann be thanked for his kind offer and invited to the next Committee meeting, subject to his availability.

85.6 20th September - Min. 71 Condition of Gloucester Road Telephone Exchange

In her enquiries regarding the Telephone Exchange the Acting Town Clerk learned that Mr. Richard McMann was making the same enquiries regarding the condition of the building on behalf of the Regeneration Board. He advised that he had met BT's Estates representative who had confirmed the building and the Exchange facilities inside were not redundant or surplus. The condition of the site was still a concern and this is being investigated with BT. One option put forward to the BT representative was to create a Community Garden so that the site would be attractive and regularly maintained. Mr. McMann will keep the Town Council informed on any progress in this matter.

85.7 20th September - Min. 75 Public Conveniences - Update for Working Party Members

Members of the Public Conveniences Working Party were advised that Mr. Kevin Basford, A.D.C., would attend the next meeting of the Working Party on Wednesday, November 10th 2010 at 6.15pm. in the Council Chamber.

Cllr. Mrs. Warr said she was pleased the Working Party would be revisiting the closure of the East Promenade toilets.

85.8 20th September - Min. 77 War Memorial Bognor Regis

Concern had been expressed about the condition of the area surrounding the town's War Memorial. The Acting Town Clerk reported work had recently been carried out in this area and it was agreed this was an improvement.

The Acting Town Clerk also reported that Littlehampton Town Council maintained the town's War Memorial but A.D.C. maintained the surrounding area.

85.9 17th May 2010 - Min. 9.1 Questions raised at Council meeting 25th October 2010 - Oak table & chairs

The Acting Town Clerk had been advised by A.D.C. that the funding to extend Hotham Park Playground through the Government's Playbuilder Grant had been put on hold due to the recent national spending review. Funding had been significantly reduced. W.S.C.C. now needed to make decisions on the implications of this national policy for the Playbuilder schemes in West Sussex. It is hoped there will be a W.S.C.C. announcement by the end of November.

The Town Council was advised it is unknown if the funding will need to be spent before the end of the 2010/2011 financial year. The A.D.C. officer said it was intended to include the installation of the oak table and chairs as part of the same contract. At this time it is difficult to say when this will be - but possibly Spring 2011. Alternatively these items could be installed separately. Members were asked for their views and following some discussion, it was **AGREED** this will be discussed further at the next meeting.

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

Cllr. Brooks spoke about a false torch flame effect with the flame tip being two thirds higher than the top of the basket. He had been quoted £2,000 to make the mould for this effect. He had spoken to another local authority and believed there would be a possibility of other councils being interested. Cllr. Brooks thought the total cost would be in the region of £5,000 to £6,000. Another alternative would be a piece of artwork in the basket. Cllr. Brooks suggested that residents should be asked for their views in the next Town Council newsletter. It was **AGREED** that Cllr. Brooks should draft a short paragraph to be included in the next newsletter seeking the views of residents on this proposal prior to any scheme proceeding.

87. UPLIGHTERS BOGNOR REGIS HIGH STREET - CONSIDERATION OF REPLACEMENT COSTS AS REPAIR IS NOT POSSIBLE

Concern had been expressed about the condition of five of the uplighters in the town, which were now beyond economical repair due to water ingress as a result of the seals not being fitted causing the lights to corrode. The Acting Town Clerk had obtained two quotations to replace these with prices ranging from £2,100 to £2,275. Members noted that there were not enough funds in the Committee's budget to fund these replacements so if it was agreed to

proceed it would be necessary to make a recommendation to the Policy & Resources Committee that these be funded from the Rolling Capital Programme.

After further discussion, it was **AGREED** that as the uplighters had been installed as part of the W.S.C.C. High Street Improvement Scheme and appeared not to be fit for purpose as they had not been correctly installed, a letter should be sent to W.S.C.C. to enquire if they would consider funding their replacement. Once a response is received this matter will be considered again by the Committee.

88. RELOCATION OF THREE-TIER PLANTERS REFERRED FROM POLICY & RESOURCES COMMITTEE - MIN. 54.1 REFERS

It was noted that this item had originally been discussed by the Policy and Resources Committee then referred to the In Bloom Working Party for consideration. Members of the Working Party had requested clarification regarding the reason why it would be beneficial for the three-tiered planters to be moved. The Policy and Resources Committee had felt that to avoid duplication of committee terms of reference this matter should be referred to this Committee for a decision.

The Acting Town Clerk confirmed that the cascade effect of the planting was not happening on one side of the planters that were located at the front of the Railway Station due to wind damage. Town Force had suggested that the planters could be moved into the town centre and be replaced with low wooden planters, which would not be as susceptible to the wind. Members agreed that the three-tiered planters were not in keeping with the surrounding area and plant growth was suffering due to their location. It was therefore **RESOLVED** that the planters located at the front of the Station should be moved into the town centre area. It was further **RESOLVED** that a decision regarding their replacement with low level wooden planters in this area would be considered again next year in the spring.

It was noted that the other three-tiered planters were not in situ on the Station platforms at the moment due to scaffolding currently erected in this location. These will be returned to their original position once the works have been completed and the scaffolding has been removed.

89. MATTERS RELATING TO THE RAILWAY STATION AND OVERGROWN TREES - POLICY & RESOURCES COMMITTEE - MIN. 66.8 REFERS

The Acting Town Clerk reported that although plans had been made for consideration of changes at the Railway Station following an earlier meeting, a new Station Manager had since been appointed. He had no knowledge of the proposed plans to improve the Visitors' experience. Items that were to be addressed included the empty poster boards on the concourse, changing of the yellow lighting in the six lamp stands on the plaza, removal of the redundant signage outside the former Railway Club and replacement of the trees with a smaller variety or pruning the existing trees.

The Events Officer had contacted the new Station Manager to discuss the proposed installation of pea lights in the trees and to confirm the trees would not be cut back before Christmas. He had advised he believed there were no plans to prune the trees before Christmas. With regard to the other items the Station Manager has agreed to look into these. The Acting Town Clerk would keep the Committee advised of future progress.

90. PUBLIC CONVENIENCES - RATIFICATION OF FIRST PAYMENT TO A.D.C. OF 2010/2011 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 2010/2011 revenue partnership contribution for the public conveniences.

91. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16TH SEPTEMBER 2010

91.1 Cllr. Mrs. Warr expressed thanks on behalf of the Committee to members of the public who had participated in the In Bloom competition and she hoped they would continue to support the event.

91.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 16th September 2010 - **Appendix '1'**

92. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES/MINUTES OF THE MEETINGS HELD ON 22ND SEPTEMBER AND 20TH OCTOBER 2010 (IF AVAILABLE)

92.1 A Member commented on his disappointment that the Town Council could not use the motif style Christmas illuminations on the street lighting at Aldwick Road. He considered that this could also affect the seafront lighting. The Acting Town Clerk said that SEC was aware of the Town Council's thoughts on reverting to the motif style lighting on the new street lights when these are installed.

92.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes/Minutes of the meetings on 22nd September and 20th October 2010.

93. CONSIDERATION OF BUDGET PROPOSALS FOR 2011-2012 INCLUDING ALLOCATIONS FOR IN BLOOM WORKING PARTY, CHRISTMAS ILLUMINATIONS SUB-COMMITTEE AND ALLOTMENTS SUB-COMMITTEE. ALSO CONSIDERATION OF ANY ADDITIONAL FUNDING REQUIREMENTS FOR ADDITIONAL DOG/LITTER BINS AND RELOCATION OF SUN SCULPTURE DISCUSSED AT LAST MEETING

93.1 The Committee noted the draft budget proposals prepared by the Town Council's Accountant in liaison with senior staff and the Chairman of the Policy and Resources Committee, previously circulated to Councillors. It was noted the allocation for Town Force charges in each cost centre was budget neutral.

93.2 Dog waste/litter bins

The Acting Town Clerk reported that A.D.C. had now confirmed the provision of dual bins for litter and dog waste was not viable. A.D.C. was bound by the handling policy of W.S.C.C. for handling and disposal of waste at the Transfer Station. Dog waste can only be kept at the Handling Station for a maximum of 24 hours. If the waste were mixed this would cause a problem. For this reason A.D.C. would not promote dual bins. However, new bins could be sited together at installation so the emptying took place at the same time with the waste segregated at collection. The A.D.C. Officer added there is no legal obligation to

provide dog waste/litter bins. Responsible dog ownership was needed and should be promoted. The Acting Town Clerk reminded Members that no specific funds were available within the budget for the provision of bins as the original Environmental Projects budget that was used to fund this provision previously was now used for projects within the various wards (Ward Allocations Budget).

93.3 HM the Queen's Diamond Jubilee, Royal Wedding and Olympics

Cllr. Mrs. Warr asked if any provision had been made in the Budget for the above events, one of which might take place in the next financial year. Reference was made to the commemorative Millennium Clock and it was suggested something similar might be considered. It was suggested the Civic Fund might be considered for this purpose although any capital expenditure could come from the Rolling Capital Programme. It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that funds be included in the Town Council's budget to commemorate the two Royal events and the Olympics.

- 93.4** The Committee **AGREED** the Budget proposals and **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the Environment and Leisure Committee Budget for the financial year 2011-2012 should be £188,012 less potential income of £16,300 making a total of £171,712 as detailed in the attached paperwork - **Appendix '2'**

94. 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.

95. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '3'**

95.1 Howard House, Pevensey Ward

The Chairman had received a letter relating to the neglect of this property. Members discussed the various issues of concern that had been identified. It was **AGREED** that the Council should establish what is happening in Howard House. Cllr. Mrs. Daniells, as a Pevensey Ward Councillor, agreed to raise this matter with A.D.C. The Acting Town Clerk would liaise with Cllr. Mrs. Daniells and arrange a meeting at the site with other Councillors if this was felt to be necessary. Copy of letter to be forwarded to Cllr. Mrs. Daniells.

96. CONSIDERATION OF CHANGE OF DATE OF 20th DECEMBER 2010 MEETING

As the next meeting was due to be held in Christmas week, Members considered if this should be moved back to the previous week. After some discussion it was **AGREED** the meeting would be held as planned on Monday, 20th December 2010 at 7.00pm.

The Meeting closed at 8.22pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE
COMMITTEE MEETING 1st NOVEMBER 2010

1. Meteorological Report for September 2010 - previously copied to Councillors
2. A.D.C. - Sea Water Quality results up to and including 20th September 2010 - copied to Councillors
3. A.D.C. - email with proposed changes to National Severe Weather Warning Service for information and comment. It was **AGREED** that this item would be included as an agenda item for the next meeting.
4. A.D.C. - Letter from Events Development Officer in connection with Bognor Regis Beach Awards 2011 - copied to Councillors
5. Southern Stakeholder Brief for September and October 2010
6. W.S.C.C. - letter regarding W.S.C.C. Youth Service Review: Moving towards more Integrated Services for Young People. Invitation to a meeting to discuss this at Ferring Youth Centre on 2nd November - copied to Councillors
7. National Piers Society - Piers Magazine, Issue No.97, Autumn 2010
8. A.D.C. - letter in connection with the Tidy Britain Group Dog Poo Fairy Campaign, which is being supported by Arun Clean and Safe Team, Parks and Environmental Health departments. This is a national campaign being held during the week commencing 25th October. Two hot spot areas being targeted are the Trees Estate open space and Mewsbrook Park
9. Sussex Police - letter of thanks for support for 'Summer Activity Week 2010'
10. Greening Campaign Newsletter, October 2010
11. Railwatch Magazine No. 125, October 2010 copy circulated to Councillors and copy of railse, London and South East Branch of railfuture quarterly Newsletter, No. 109, October 2010. Also list of Who's Who for 2010-2011
12. Flags and Flagpoles - details of half price flags - St George or Union Flag
13. A.D.C. - email received towards the end of September advising that owing to a fire in the Gents toilets next to The Regis Centre, these toilets would be closed whilst redecorating takes place.
14. S.A.L.C. - email with details of the changes to Flood Warning Codes that have been issued by the Environment Agency that will come into force from November 2010. The new codes will be simpler to understand, provide an earlier alert for the possibility of flooding, provide more local information and are clearer on the actions people need to take - previously circulated by email to all Councillors
15. W.S.C.C. Community Safety Partnership - with Halloween and Bonfire Nights being the key events in the calendar for people enjoying themselves details of a co-ordinated campaign to reduce crime and disorder during October and November have been received. Posters that are intended to educate and inform young people to the dangers of irresponsible behaviour and the misuse of fireworks have been produced which have been put on Town Council notice boards
16. W.S.C.C. - email with details of West Sussex Local Flooding and Drainage Asset Survey seeking information on flooding problems and drainage asset information within the area. Circulated by email to all Councillors for information only at this stage. When further information is received this will be put on the agenda for completion of the survey, which is required to be returned by February 2011