



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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

### **HELD ON MONDAY 9<sup>th</sup> MARCH 2009**

**PRESENT:** Cllr. P. Wells (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, 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)  
Ms. Terena Plowright & 2 associates (Greening Campaign) (Part of the meeting)  
Mr. P. Unsworth (Head of Environmental Health at A.D.C.) (Part of the meeting)  
12 members of the public in the Public Gallery (Part of the meeting)

#### ***The Meeting opened at 7.00pm***

137. The Chairman welcomed all those present and advised that the order of business would be changed this evening. A presentation on the Greening Campaign would be the first item followed by an adjournment for public questions. Having heard the public's views, the Committee would then debate the A.D.C. draft Dog Control Order.

The Chairman welcomed Terena Plowright to the meeting. Ms. Plowright gave a detailed report about the Greening Campaign, which was initially set up in response to the threat of global warming. The scheme looks to encourage people to reduce energy consumption as a way of lowering their personal and community carbon footprint. To start the campaign an information card that lists ways of saving energy in the home and at work is distributed to households. All residents are encouraged to undertake putting into action a set number of these ideas, which are simple things that everyone can do. Suggestions include things like better insulation, turning things off and saving water. Once this has been achieved the card is marked accordingly and displayed in a front window of their property. The next step is to evaluate the success of the campaign by public surveys and card counts. The annual CO2 saving for the area can then be estimated and reported in the local paper. This scheme aims to involve everyone in the community from individuals, community groups, schools, businesses, churches and local councils. Work is currently being undertaken with some of the big energy companies to get them on board and the campaign is already supported by organisations such as SEEDA and the South Downs Sustainable Development Fund.

In answer to a query as to how the campaign was funded, Ms. Plowright advised that funding was available from County and District Councils to help with promotion. Mr. Unsworth, Head of Environmental Health at A.D.C. who was present at the meeting, confirmed that funding to the value of £1,000 per town/parish council had been made available in the past as a result of local enthusiasm for the scheme and community involvement. These funds were used towards Ms. Plowright's support time and production and distribution of the information cards. The importance of getting the message out there and the level of time and effort needed to promote the campaign were stressed. Should the Town Council decide that they wish to participate, then contact should be made with either Ms. Plowright directly or Mr. Unsworth at A.D.C.

The Chairman thanked Ms. Plowright on behalf of the Committee for her very interesting presentation and advised that the Committee would be discussing this further later in the meeting. Ms. Plowright and her associates then left the meeting.

**138. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. Mrs. J. Gillibrand and R. Gillibrand.

**139. 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.

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

**140. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> JANUARY 2009**

The Minutes of the Meeting held on Monday 26<sup>th</sup> January 2009, were agreed as an accurate record and were signed by the presiding Chairman.

**141. ADJOURNMENT FOR PUBLIC QUESTION TIME**

The Committee **RESOLVED** to adjourn the Meeting at 7.25pm to enable the public to ask questions.

During the adjournment the public spoke of their concerns regarding the A.D.C. draft Dog Control Orders consultation document in relation to the proposed restrictions in Hotham Park.

The Meeting was reconvened at 7.40pm.

**142. ORDER OF THE AGENDA**

Members **AGREED** to alter the order of business to consider the A.D.C. draft Dog Control Order at this point in the meeting.

**143. A.D.C. DRAFT DOG CONTROL ORDER SUBJECT TO PUBLIC CONSULTATION - RESPONSES TO BE SUBMITTED BY 9<sup>th</sup> APRIL 2009 - COPIED TO COUNCILLORS - MINS. 13 & 69.5 REFER**

*Cllr. Mrs. Daniells declared a Personal Interest in this item as a dog owner*

The consultation document was noted as being received, copied to Councillors. Members were advised that a petition had been started by the dog owners. Mr. Unsworth, Head of Environmental Health at A.D.C. who was present at the meeting suggested that it would be better for dog owners to raise their concerns by individual letter to the District Council rather than by petition. Comment was made that the email address provided within the consultation document was not currently working and Mr. Unsworth agreed to look into this.

Members noted the comments and concerns raised by the public during the adjournment which included:-

- How the District Council will police Hotham Park to ensure that the new Dog Control Orders are enforced as the park is open from 7.00am until dusk
- Concern that dogs need exercise and if they are not allowed off the lead within Hotham Park where can they run - it was queried whether a sizeable area could be fenced off to allow for this if the restrictions are enforced
- Majority of dog owners who use Hotham Park are responsible and keep their dogs under control - Dog owners feel they are being penalised because of the few who are not responsible
- Many dog owners walk their dogs to Hotham Park, if they cannot be exercised there they will need to be driven to another area which goes against the proposals discussed earlier for residents to reduce their carbon footprint
- Unfair to dog owners as there is not much evidence of dog fouling within Hotham Park. Very little harm is done by dogs, it is a minority of dog owners who are irresponsible and do not clear up after their dogs. The new proposals will not change this
- Consider a compromise with an allocated period allowed during the morning and the evening when dogs do not have to be on a lead in Hotham Park
- A community of dog owners use Hotham Park, people of all ages and for many it is a social event - enforcing these restrictions will change this for many people and force them to go elsewhere which could result in the park becoming underused and a no go area. It is estimated that at least 85% of people who currently use the park are dog owners
- Problems associated with youths using Hotham Park were highlighted including discarded bottles, cans and other rubbish - it was stated that many dog owners tend to pick up this rubbish and dispose of this responsibly
- Lack of dog bins within Hotham Park, only one at each entrance - dog owners requested additional bins be installed within the park itself
- Notices advising of the Dog Control Orders consultation have been posted at the entrances to Hotham Park which state that the new regulations will come into force on 1<sup>st</sup> April 2009 despite the consultation ending on 9<sup>th</sup> April 2009. This suggests a decision to implement the proposals without any changes as a result of the consultation has probably already been taken.

The Committee were fully supportive of the views that had been expressed by the public and raised concern that the proposals were due to be enforced prior to the end of the consultation period. It was stressed that areas where dogs need to be excluded are fenced in Hotham Park so dogs should therefore be allowed to run in the main park. Comment was made that a great deal of work has been done to improve this area for the benefit of those who use it. Following

further lengthy debate, it was **RESOLVED** to write to A.D.C. confirming the Committee's support for dogs to be excluded from the fenced wildlife conservation area and boating lake in Hotham Park. However, the Committee fully supported the views of the dog owners who were present at the meeting and **OBJECTED** to the proposal for dogs to be kept on a lead at all times in Hotham Park. It was **AGREED** that A.D.C. should also be asked to supply more dog bins within the park area.

The Chairman thanked the public for their attendance and advised that the Hotham Park Working Party meeting due to be held shortly would be another opportunity for dog owners to attend and voice their concerns. Members of the public then left the meeting.

**144. ORDER OF THE AGENDA**

Members **AGREED** to alter the order of business to consider the A.D.C. Proposed Bathing Water Quality Prediction Pilot at this point in the meeting.

**145. A.D.C. PROPOSED BATHING WATER QUALITY PREDICTION PILOT**

The Chairman welcomed Mr. Unsworth, Head of Environmental Health at A.D.C. to the meeting. Mr. Unsworth reported that the Environment Agency wished to undertake a pilot study on predicting bathing water quality in Bognor Regis at the western section of the beach stretching from the pier to West Park. This would involve predicting bathing water quality from preceding rainfall readings. He referred to the new European Bathing Water Directive and the tighter standards that have to be met by 2012 and 2015. All bathing waters have to achieve at least the "sufficient" classification by the end of 2015. The revised Bathing Water Directive contains new requirements for the provision of more public information during the bathing season. This would include the provision of information signs at the beach, to inform bathers on predicted water quality and whether or not it was considered safe to bathe. It is proposed that a method be devised to predict bathing water quality based upon rainfall and as a result a new rain gauge would be installed at Southern Water's pumping station in West Park. This would be electronically linked to the computer system at the Environment Agency which would model bathing water quality. A message would then be sent to an appropriate contact within the District Council to enable the information signs to be updated with the projected water quality for that day. The Environment Agency proposes to pilot 10 beaches in all before the new Directive for the beach signage system becomes mandatory in 2012. The importance of the Environment Agency and local authorities developing a system that is readily understood by the public and easily maintained was stressed. At the time of the predictions the Environment Agency would also undertake daily water sampling to assist in validation of the model. This area of the beach suffers with rainwater discharge which is the cause of contamination and it is feared that this area is unlikely to meet the required standard of the new classification categories in the future. By supporting this location as a pilot prediction site, the data could be used to lobby Southern Water for improvements to be made. Careful publicity will be needed to deal with any public confusion over different approaches to monitoring east and west of the pier. Comment was made that bad quality readings could cause concern to the public and result in people being put off from bathing in the water and visiting the locality. It was noted that a response to the consultation needs to be made by 23<sup>rd</sup> March 2009.

Members spoke for and against supporting the pilot scheme. The Chairman commented that it would be better to progress with the pilot now rather than wait until 2012 to enable any

problems to be highlighted so that pressure could be placed on Southern Water for improvements to be made. In answer to a query as to whether there were any European laws that would force Southern Water to undertake any necessary work, Mr. Unsworth confirmed that testing will give evidence that could be used by Ofwat to make Southern Water invest. Concern that the testing will be done at Silverston Avenue yet the notices will be displayed west of the pier was expressed. Mr. Unsworth reported that several notices would be displayed at common entry points to the beach in this area. This it was felt was an unnecessary risk to tourism in the current economic climate and it was suggested that the public information should not be displayed until it is confirmed that the model is good. Mr. Unsworth assured the Committee that the model had been fairly well tested. Unless improvements could be made to the water quality in this area it was quite possible that the bathing water would not reach the quality required. The pilot was the most realistic way forward. A Councillor queried who would have the responsibility of updating the signage on a daily basis and what assurances could be given that this would be done. Mr. Unsworth advised that the Foreshore Officers would be responsible for displaying the information and checks would be undertaken. The need for positive signage to be displayed east of the pier was stressed. Following further debate, the Committee **RESOLVED** to welcome the initiative. However, owing to the Committee's concerns at the damage that could be caused to tourism in the current economic climate, it was further **RESOLVED** that publication of the information to the public should not be implemented at this time.

The Chairman thanked Mr. Unsworth on behalf of the Committee for attending the meeting to report on the proposed Bathing Water Quality Prediction Pilot. Mr. Unsworth then left the meeting at 8.37pm.

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

**146.1 Min. 122.1 - 26<sup>th</sup> January - A.D.C. Car Park Strategy Review**

The Deputy Town Clerk reported that A.D.C. has just provided some more information on usage and snap shot surveys for on-street parking as well as resident permits to the Consultants. The draft report is being drawn up but with no recommendations as yet. The information gathered so far identifies that the District Council has sufficient car parking to meet their needs, even at peak times but that it is not necessarily used in the best way or signposted well enough; compared to neighbouring centres it is very affordable; peak usage is mid morning to lunch time and then again at school home time. It is hoped that the draft report will be available around the end of March for consultation with partners before final approval through the District's standard process.

**146.2 Min. 122.2 - 26<sup>th</sup> January - Flagpole**

The Committee noted that the replacement flagpole had now been fitted and the reason the pole had been located in its current position had now been clarified. Unfortunately, it had not been possible to fit the pole to mirror the position of the District Council flag pole as this position was obstructed by underground services. This was noted.

**146.3 Min. 124.2 - 26<sup>th</sup> January - Advertising within the Public Conveniences**

Members noted that a meeting of the Public Conveniences Working Party had been arranged for Thursday 19<sup>th</sup> March 2009. Topics for discussion would include a presentation from Danfo on their proposals and advertising within the public conveniences

**146.4 Min. 127.1 - 26<sup>th</sup> January - Seafront Concession update**

The reply from the A.D.C. Concessions Officer to the Committee's concerns in connection with the bullnose area of the promenade was noted as being received, copied to those present. Assurances were given that although this area had been used as a concession site for the past 20 years, there had been no occasions when use of the beacon had been prevented. The previous concessionaire was required to provide a mobile facility, which could be moved should access to the Beacon be required. An on-site meeting was offered by the Concessions Officer last year on two occasions to demonstrate that this concession could be moved but this was never taken up. The importance of advising the District Council well in advance of events involving the use of this location, particularly lighting of the beacon was stressed so that suitable arrangements can be made with the concessionaire for the site to be clear and available. It was pointed out that the Town Council is already a consultee for any trial and new concessions that the District Council are considering and are therefore already informed of any new proposals and invited to comment. However, the Concessions Officer is very happy to liaise with the Committee further and would welcome a regular dialogue so that the councils can work together to make the town a lively, attractive and successful area for residents, visitors and local businesses.

Members spoke positively about the new concession located in the bullnose area of the promenade. A Councillor commented that some towns run their own concessions and suggested that this should be investigated further.

*Mr. Beckerson declared a Personal interest in this item as his daughter runs a concession on the promenade*

**146.5 Min. 132 - 26<sup>th</sup> January - Provision of bus shelter in Collyer Avenue**

Contact had been made with W.S.C.C. to request that this item be included on the agenda for the next JWAAC meeting. A reply had been received advising that contact had been made with the Area Highways Manager in the first instance to see whether this was something that could be addressed outside of the Committee system. The information had also been copied to the local member, Chairman of the County Councillors on the JWAAC and the Chairman of the JWAAC Highways and Transport Sub-Committee so that they are aware of the issue. It was noted that further information on progress with this issue was still awaited.

**146.6 Min. 116.2 - 15<sup>th</sup> December - Tour of the Town to identify areas where improvements could be made**

The Deputy Town Clerk reported that the Committee had indicated previously that this should be carried out in the spring and queried whether this would be undertaken before the next meeting. Following some discussion, it was AGREED that Councillors would meet on Monday 20<sup>th</sup> April 2009 at 6.00pm at the Town Hall. All Councillors would be invited to attend. This item would therefore be included on the next agenda to enable Councillors to discuss their findings. It was suggested that Councillors should concentrate on the seafront and town centre areas on this occasion.

**146.7 Min. 96 - 3<sup>rd</sup> November - Reinstatement of Olby's Clock and Parish Enhancement Grant**

Members were pleased to note that the Town Council had been awarded £5,000 through the District Council's Parish Enhancement Grant Scheme towards the reinstatement of the clock, subject to the project proceeding. The Deputy Town Clerk advised that two quotations were still awaited and once all the information was received, the project would be brought back to the Committee for consideration as to the way forward.

**147. FURTHER CONSIDERATION OF POLICY FOR SPONSORED ROUNDABOUTS AND PLANTERS REFERRED FROM LAST MEETING - REPORT FROM PROJECTS OFFICER MIN. 123.1 REFERS - DRAFT POLICY COPIED TO COUNCILLORS**

**147.1** *Cllr. Brooks declared a Prejudicial Interest as a sign contractor and took no part in the discussion on this item*

**147.2** The draft policy produced by the Projects Officer was noted, copied to Councillors. The Chairman expressed his disappointment that the new contracts had already been awarded for the Leisure Centre and Rowan Way roundabouts, which would not allow for any changes to be made that the Committee may decide upon. It was noted that the original scheme was set up in 2001, which has since been expanded to include additional roundabouts and planters on Felpham Way. The Vice Chairman expressed concern that recommendations in relation to signage such as better quality poles being used, lowering the height and smaller signs with rounded corners put forward by the In Bloom Working Party had not been implemented. The Projects Officer expressed his concern that if the size of the sign was cut this may result in sponsors not renewing their contract as the scheme is seen as advertising as well as sponsorship. The Projects Officer requested that the Committee specify the size of the sign that they require so that this could be implemented when new contracts were sent out. Following further discussion, it was **RESOLVED** that the Chairman would liaise with the Projects Officer so that a template of the style and size of sign could be set up to be sent out to sponsors with contracts, so that over time uniformity can be achieved. The policy would then be updated accordingly to incorporate this amendment.

**147.3** *Mr. Beckerson gave his apologies and left the Meeting at 9.10pm*

**148. UPDATE ON PROVISION OF STATUE OF SIR RICHARD HOTHAM IN HOTHAM PARK REFERRED FROM LAST MEETING - REPORT FROM CHAIRMAN MIN. 125 REFERS**

The Chairman reported that he had met with members of the Hotham Park Heritage Trust who were fully supportive of the idea of a statue of Sir Richard Hotham for Hotham Park. Members of the Trust had also confirmed that they would be very willing to work with the Town Council to progress this project

**149. A.D.C. CONSULTATION - FURTHER CONSIDERATION OF PROPOSED TRIAL CONCESSION FOR KAYAK HIRE REFERRED FROM LAST MEETING - MIN. 133 REFERS**

Members noted the reply from the A.D.C. Concessions Officer in answer to the concerns and questions that were raised at the last meeting, copied to Councillors. The reply detailed that the operator will give an induction session to every one that hires a Kayak. This will include a demonstration/instruction on how to put a buoyancy aid personal floatation device on and adjust, how to paddle and steer, what to do in the event of a capsize, weather predictions and wind direction, tide times and flow expectations and emergency action. The operator will also have a VHF radio and be trained how to use this. Comment was made that there were still questions that had not been answered and it was **AGREED** that further information was required before a decision could be taken. The Deputy Town Clerk would write to the

Concessions Officer to see if she had received any further details on the proposal as a result of meetings with the instigator of this trial concession.

**150. PUBLIC CONVENIENCES - RATIFICATION OF SECOND PAYMENT TO A.D.C. OF 2008/2009 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

**150.1** The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the second payment of the 2008/2009 revenue partnership contribution for the public conveniences.

**150.2** The Vice-Chairman reported on the positive feedback he had received from residents about the temporary toilets that had been located at Bedford Street whilst refurbishment work is undertaken to the existing facility.

**151. ARUN DISTRICT COUNCIL (OFF-STREET PARKING PLACES) PARKING DISC ORDER 2003 AND ARUN DISTRICT COUNCIL (OFF-STREET PARKING PLACES) AMENDMENT ORDER 2004 - PROPOSED VARIATION TO CAR PARKING CHARGES FROM 1<sup>st</sup> APRIL 2009 CONSIDERATION OF RESPONSE - COPIED TO COUNCILLORS**

**151.1** The Chairman reported on the positive meeting that had been held last week with Cllr. Wotherspoon, Mr Rogers, District Councillors and business representatives to discuss this important issue.

**151.2** A Councillor spoke of difficulties being experienced by residents parking on the streets due to the sheer volume of vehicles. This resulted in dangerous parking in some areas and concern for pedestrian safety was expressed. Reference was made to allocated parking bays being made available for residents in car parks overnight as a way of easing this problem. It was suggested that this item should be raised at the next BRTC/ADC Liaison meeting.

**151.3** The Committee noted the letter from A.D.C. advising of the proposed variation to car parking charges due to take effect from 1<sup>st</sup> April 2009, copied to Councillors. Despite the closing date for comments having passed, an extension had been granted to allow the Committee to consider their response this evening. Following some discussion, it was **RESOLVED** that the Deputy Town Clerk should write to A.D.C. to express the following concerns. Members agreed that radical action needed to be taken in this economic climate to save further businesses from closure. It was felt that failure to act will result in the decline of businesses in the town, which will ultimately result in reduced car parking revenue for the District Council. Arun District Council needs to take a more proactive approach to increase footfall within the town rather than driving potential shoppers/visitors away due to inflated parking charges. Councillors would like to see Arun District Council offering a minimum period of two hours free parking in the town centre car parks and freezing any proposed increases to parking charges that were due to be implemented in April 2009.

**152. 'GREENING CAMPAIGN' - CONSIDERATION OF ANY ACTION TO BE TAKEN FOLLOWING PRESENTATION AT THE BEGINNING OF THE MEETING**

Members spoke positively about supporting this campaign particularly as funding was available via the District Council to help with its promotion. Initially an information card could be distributed to all households within the Bognor Regis area with the Council's



newsletter to help gauge residents support. The newsletter would also include an article about the Greening Campaign and its aims. The Vice-Chairman confirmed that he would be happy to promote the campaign as part of the In Bloom launch event. Following further discussion, it was **RESOLVED** that contact be made with the Head of Environmental Health at A.D.C. to confirm the Town Council's interest in participating in the scheme and seeking further information as to how this can be progressed.

**153. RATIFICATION OF RESPONSE TO A.D.C. ON HAMPSHIRE AVENUE PLAY AREA PROPOSALS SECURED THROUGH S106 AGREEMENT ARISING FROM PLANNING APPLICATION BR/46/97**

The Committee noted the correspondence received from A.D.C. advising of the proposal that £2,800 of Section 106 funds arising from a development in Frith Road, Bognor Regis be spent on play provision at Hampshire Avenue play area. This would help to enhance and meet the additional needs from the development. Owing to the short deadline for response, details had been circulated to the Committee previously and as a result of the feedback received a response of no objection to the funding being used as proposed had been submitted to the District Council. The Committee **RESOLVED** to ratify this action.

**154. BOGNOR REGIS IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 29<sup>th</sup> JANUARY AND 25<sup>th</sup> FEBRUARY 2009 (IF AVAILABLE)**

**154.1** The Committee noted that unfortunately the Notes of the meeting held on 25<sup>th</sup> February 2009 were not yet available and would be considered at the next meeting.

**154.2** The Chairman of the In Bloom Working Party reported on the recommendation by the Working Party that the additional Quality Coastal Resort sign be funded from the In Bloom budget. This was noted.

**154.3** It was **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 29<sup>th</sup> January 2009 - **Appendix '1'**

**155. 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**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 21<sup>st</sup> January 2009.

**156. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2009**

**156.1 Min 53 - Repair/replacement of post supporting entrance gate at Gravits Lane allotments**

The Deputy Town Clerk reported that on further inspection it had been established that both posts that support the gate at the entrance to the Gravits Lane allotments needed to be replaced. In view of the need for security at the site, this work had been undertaken and the additional expenditure will be ratified at the next meeting.

**156.2** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 17<sup>th</sup> February 2009.

**157. REPORTS**

**157.1 Financial Reports**

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

**157.2 Any Other Reports**

There were none.

**158. CORRESPONDENCE**

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

**159. METEOROLOGICAL OBSERVATIONS - CONSIDERATION OF WAY FORWARD**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.29.1) - Agenda item 20 (contractual).

The Deputy Town Clerk reported that provision had been made by the Committee in their 2009/2010 budget for an assistant to work along side the Meteorological Officer. The reasons why it would now be necessary to implement this appointment were noted. Councillors spoke in support of an assistant being taken on. The requirements of the job and where this would be advertised were discussed in some detail. In answer to a query the Deputy Town Clerk advised that it had not been considered yet whether the assistant would be taken on as an employee. Advice would be taken as to the best way to proceed. Following some debate it was suggested that it be investigated in the first instance whether there may be a couple of volunteers who may be willing to undertake this job prior to advertising the position. Cllr. Brooks advised that he would make some initial enquiries and report back to the Deputy Town Clerk.

*The Meeting closed at 9.45pm*

## **NOTES AND RECOMMENDATIONS**

### **BOGNOR REGIS TOWN COUNCIL** **BOGNOR REGIS IN BLOOM WORKING PARTY** **Thursday 29<sup>th</sup> January 2009**

**PRESENT:** Cllrs J Passingham (Chairman), G Burt, P Dillon (to min.8) and Mrs J Warr (to min.8);  
Mr P Beckerson (to min.4), Mrs M Huntingdon, Mrs H Knight and Ms C Marples

#### ***The Meeting opened at 6.15pm***

#### **1. Apologies for Absence**

Apologies had been received from Cllr Mrs E Anderson, Mrs P Dart and Mrs K Gill.

#### **2. Approval of the Notes of the Meeting held on Thursday 20<sup>th</sup> November 2008**

The Notes of the Meeting held on Thursday 20<sup>th</sup> November 2008 were approved.

#### **3. Rowan Way and Felpham Way Roundabout Planting – Progress Update**

PB reported on developments with the two new roundabout planting schemes, the main points being:

##### **Felpham Way:**

- The three beds have been dug and planting will take place once the ground is softer, probably in March.
- Two sponsors have been obtained (Felpham Parish Council and an event management company) and a third sponsor has shown interest. Sponsorship signs will be in place very soon and before planting. Felpham PC has already agreed the arrangements for their sign.
- The fan palm has been moved from this roundabout to the Butlins roundabout where it will hopefully re-establish.

##### **Rowan Way:**

- The ground has been prepared and three sponsors arranged (Build Centre south side, Centipede Shoes west side, Southern Cross Business Partnership north side), with a possible fourth sponsor interested. Bersted Parish Council had written declining sponsorship involvement.
- CM showed members the design plan prepared by a member of the landscape team for the proposed wildflower planting and these were viewed and discussed. Due to the uneven ground, the finished planting will be best viewed from the north and south.
- A question was raised as to whether the first year of sponsorship would cover the cost of carrying out the work. It was envisaged that this should be the case as PB confirmed that although costing up to £2+K in plants, plus Town Force time, and very labour intensive for the first year, once established the planting would require very little maintenance.
- Some of the daffodil bulbs would need to be removed since there were so many but it was hoped to leave those that are naturally established. It was requested that daffodils planted for next year could be put in clumps or drifts rather than in lines – PB action.
- CM would pass PB details of a wildflower supplier and she and her colleague would liaise with him regarding the logistics of the planting scheme. It was hoped to progress matters once the ground thaws.

CM and PB were thanked for their work in bringing this project forward.

**4. Proposed Planting at Upper Bognor Road/Railway Line**

Further to the presentation by Mr Goodheart at the last meeting, a copy of the design concept proposals had now been received from Mr Fane. This was circulated for members' perusal and in discussion the following points arose:

- PB advised members that one of the officers originally involved in meetings with Highways several years ago had confirmed that discussions regarding provision of a planter using SRB funds related to the front section of land.
- It was felt that the original stipulation of using land either side of the railway line was open to interpretation and could also be understood as meaning the rear section of land, to match the London Road side that had already been planted under the scheme.
- It was confirmed that approximately £300 of SRB funds remained unspent.
- Concern was expressed regarding provision of parking, which was part of the residents' proposals, since the Council had no authority or remit to provide this and it could potentially cause problems by setting a precedent or by being exclusive.
- Queries were also raised over the long-term maintenance of such an area by residents. Despite the best of intentions it could prove problematic to ensure that a continued and fair level of commitment by residents took place in the future.

It was concluded that the combination of including both sections of land in any proposals posed a number of potential difficulties. It was therefore felt preferable to remain committed to the original ideas the Council were involved in.

It was therefore **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the residents' group be thanked for their proposals, which were much appreciated, but that it was not deemed feasible to progress their request. It was, however, hoped to incorporate some of their ideas into existing plans for the area of land in Upper Bognor Road. PB was thanked for his work on this item and input to the meeting.

***Paul Beckerson gave his apologies and left the meeting.***

**5. South & South East In Bloom 2009 Competition – To Consider Entry Form and Seminar Attendance Paperwork and To Approve Submission**

Members **RESOLVED** to **APPROVE** completion and submission of the necessary paperwork to enter this year's competition – HK to action. It was **RESOLVED** to **APPROVE** payment for four members to attend the Chichester seminar on 12<sup>th</sup> March 2009, the attendees being Cllr Jason Passingham, Cllr Mrs Jeanette Warr, Mrs Heather Knight and Mr Mo Hsitou – HK to action. In discussing administrative matters, the following points were made:-

- Ensure the title of the group is given as 'Bognor Regis in Bloom Working Party' and ensure this is reflected on WP notes/agendas in future, as per the group's Terms of Reference (not South East in Bloom Working Party).
- Noted that this year's entry will need to focus on new initiatives rather than simply improving on what has already been achieved.

- ADC is entering Hotham Park for the Green Flag Award so will not be able to enter for any additional parks categories.
- Noted that CM and GB would be attending one of the seminars already under the auspices of other authorities.
- Noted that it would be useful for BRTC Horticulturalist to attend the seminar for first-hand experience of the S&SEIB 2009 briefing and opportunity to meet with other horticultural workers.

**6. To Consider Summer Planting Competition Arrangements**

Members **AGREED** to **APPROVE** running the Summer Planting Competition for 2009 along the same lines as last year – HK to action. A request was made that the cordyline situated in the Place Saint-Maur bed be indicated on the relevant competition design template. It was further requested that all three templates have the front and rear of the bed indicated to aid entrants and judges.

**7. ADC Lamp Post Advertising Scheme – To Consider and/or Approve Participation and Cost**

Enquiries had been made to ADC regarding inclusion in this scheme: Members were advised that the BRTC Events Officer liaises with the relevant District Officer regarding all seasonal events and between them a schedule is arranged for banner advertising throughout the season. The cost of the scheme is split between the relevant partners (ie BRTC/ADC/event organisation). If the event is a Town Council one, for example, then the majority of the cost is borne by BRTC, etc. It was understood that in principle it would be possible for the In Bloom WP to participate in the scheme and the cost was likely to be in the region of £400. Banners would be put up in gaps between other event dates. However, it was felt that a decision to participate would depend on whether we could have banners on display during the Bognor Regis judging period of 6<sup>th</sup>-17<sup>th</sup> July 2009 and further enquiries would need to be made.

*Cllrs P Dillon and Mrs J Warr gave their apologies and left the meeting.*

**8. Hotham Park Open Day Event**

CM reported on the Hotham Park official launch event being planned for Monday 4<sup>th</sup> May 2009 between 10am and 4pm, entitled 'Hotham Park Restoration Celebration'. The event was to encompass a green and environmental theme and would have stands covering wildlife, bush craft, RSPB, willow weaving, family treasure hunt etc. Members were asked whether Bognor In Bloom WP would like to have a stall to publicise the 2009 campaign. Those present felt that this offered a good opportunity to 'launch' Bognor In Bloom 2009 and outline details were briefly discussed. BRTC had one or two gazebos which could be used if available. Further details would be discussed at a future meeting.

**9. Barrier Baskets for Pier – To Consider Suggestion Referred from Environment & Leisure Committee**

BRTC Environment & Leisure Committee meeting of 15<sup>th</sup> December 2008 had referred a request to consider barrier baskets being positioned on the pier gate to prevent people jumping over the gate. Comment was made that this was unlikely to prove an adequate deterrent and would instead be more likely to attract vandalism. Those present therefore

requested to **RECOMMEND** to the Environment & Leisure Committee that the request was not viable due to potential costly, time consuming upkeep and being ineffective.

**10. Areas in Need of Improvement**

- Planter outside Morrisons: comment was made that the nearby passage had been cleared but that the original plants had yet to be removed – CM to investigate progress.
- Raised brick planter outside Unicorn PH/Iceland: the tree had been removed but attention still needed; no official design at the moment – CM to investigate.
- Marine Drive West - hedge on seaward side: investigate ownership and work with owner – CM to investigate.
- Hothamton Sunken Gardens: CM reported on progress to date.

**11. Any Other Matters for Consideration Not Included on the Agenda**

- ADC planters: It had been understood previously that alternate brick planters would contain sustainable planting – CM to investigate.
- War Memorial Planting: ADC had indicated that this would be redesigned in Spring 2009 – CM to investigate.
- Town Hall Planting: Request made for balcony baskets to match the planters below, preferably with trailing plants, and to consider moving baskets to side of balcony instead of front.
- The idea of having BRTC vehicles and water bowsers sign written with the In Bloom logo/strap-line message was raised, similar to that adopted by Chichester District Council. PB to be asked to investigate costs and feasibility of this for consideration.
- The 'In Memory' lamp post sponsorship suggestion raised at previous meetings was mentioned and those present requested that the Environment & Leisure Committee be urged to consider all possible forms of sponsorship.
- Seashore dry planting by pier: Regrettably the plants had not survived and it was suggested that the sign indicating the Vegetative Shingle Planting be moved to the Bognor and Aldwick Rocks, where some natural plants were established – CM to liaise with PB.
- Waterloo Square and Steyne Gardens: CM reported that some old planting had been removed and would be replaced in Waterloo Square and that it was hoped to input sustainable planting beds in Steyne Gardens.
- The Chairman raised the matter of the Quality Coastal Resort signs and felt that in view of not being able to progress matters directly with ADC it would be speedier for the Town Council to agree funding new signage. It was requested to **RECOMMEND** to the Environment & Leisure Committee, therefore, that the cost of providing new, longer signage be approved.

**12. Date of Next Meeting**

Those present agreed that another meeting be arranged for **Wednesday 25<sup>th</sup> February 2009** in the **Town Hall Council Chamber**. The main focus of this meeting would be to discuss the Bognor In Bloom entry form and competition categories and it was hoped to keep other business to a minimum unless urgent.

***The Meeting closed at 8.15pm.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 9<sup>th</sup> MARCH 2009**

1. Meteorological Officer Report for January 2009 - previously copied to Councillors
2. A.D.C. - email notification on 31<sup>st</sup> January that due to extensive works being carried out by the electricity company adjacent to the Snooks Corner Public Conveniences, Felpham these toilets have been locked until the works have been completed on Health and Safety grounds
3. A.D.C. - copies of emails between A.D.C. and Cllr. Evans in connection with the refurbishment of Bedford Street toilets - for information
4. A.D.C. - emails with details of improved Recycling Services campaign starting on 6<sup>th</sup> April 2009 and seeking the availability of space for the inclusion of a short article about the improved services in any Parish Newsletter going out to residents in March/April
5. West Sussex PCT NHS - email with details of the latest issue of the West Sussex PCT's eBulletin which can be viewed on the PCT website
6. Sussex Police - emailed copy of Arun Update, January 2009
7. Sussex Police - email from PCSO Nick Baker with details of priorities highlighted at the Aldwick Neighbourhood Management Forum and actions that have been taken as a result
8. A.D.C. - email copy of 'Spring Diary of Events' Brochure covering March to May 2009
9. Communities and Local Government Committee - details of inquiry into traditional retail markets. The first oral evidence session is to be held on 2<sup>nd</sup> March 2009
10. A.D.C. - copy of draft Press Release regarding refurbishment of Bedford Street toilets seeking a quote from the Town Mayor or a Town Council representative. Forwarded to Town Mayor for response.
11. National Association of Agricultural Contractors - Directory of Contractors 2009
12. W.S.C.C. - email copy of Highway Rangers work programme for 2009-2010
13. Royal West Sussex and Worthing and Southlands Hospitals NHS Trusts - update on merger proposals
14. Glasdon U.K. Ltd. - product information
15. A.D.C. - further information on new recycling service which will be operational from 6<sup>th</sup> April 2009 including leaflets and A4 posters which will be displayed on Town Council notice boards