



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON TUESDAY 21st APRIL 2009

PRESENT: Cllrs: J. Brooks, Mrs. S. Daniells, Mrs. J. Gillibrand, R. Gillibrand and Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)

The Meeting opened at 7.04pm

160. In the absence of the Chairman and Vice-Chairman, it was **RESOLVED** that Cllr. R. Gillibrand be appointed Chairman of the meeting. Cllr. Gillibrand took the Chair.

161. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. J. Passingham and P. Wells.

162. 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.

163. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th MARCH 2009

The Minutes of the Meeting held on Monday 9th March 2009, were agreed as an accurate record and were signed by the presiding Chairman.

164. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions as no members of the public were present.

165. 'GREENING CAMPAIGN' GUIDANCE ON PROGRESSING PROJECT - MIN. 152 REFERS

The Deputy Town Clerk advised that unfortunately Sara Grimes, the Campaign Coordinator for West Sussex was not able to attend the meeting this evening due to other commitments. It had therefore been suggested that a lunchtime meeting be arranged with her and Councillors who could attend to discuss the next steps of progressing the project. It was AGREED the Deputy Town Clerk would make the necessary arrangements and advise all Councillors of the date in due course.

Members noted that financial support from A.D.C. had been withdrawn for this scheme. However, there is still some funding available through the County Council.

Members spoke for and against supporting the campaign. The majority of those present felt that in principle the Greening Campaign was a good idea and that there is an understanding that something needs to be done and a more conscious effort needs to be made to tackle climate change. However, the difficulties that may be experienced in engaging various sections of the community to support the campaign were highlighted.

The Deputy Town Clerk reported that an article on Greening Littlehampton had appeared in the April edition of Arun and Chichester Voice and emails had also been received inviting interested parties to the first annual Greening Campaign Conference being held on 30th May 2009 at Petersfield Town Hall.

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

166.1 Min. 143 - 9th March - A.D.C. Draft Dog Control Orders

Following submission of the Committee's response to the above document and concerns that had been raised concerning the regulations coming into force on 1st April despite the consultation not ending until 9th April, a reply had now been received from the A.D.C. Principal Solicitor. The Solicitor confirmed that the A.D.C. notices in connection with the Orders referred to the 9th April and she assured the Committee that the Orders will not be made until all representations have been considered by the Clean and Safe Working Party and indeed Full Council. If the decision is to proceed the Orders will be made and there will be a further 14 days before the Orders come into force. An email from the Principal Environmental Health Officer at A.D.C. advising that he had liaised with the Parks Department and they have been unable to identify any notices, issued by Arun, that refer to 1st April was also noted as being received.

An email from a local resident with her response to A.D.C. regarding the consultation was noted.

A Councillor reported on her attendance at a recent Hotham Park Heritage Trust meeting where it had been suggested that more dog bins should be installed within Hotham Park. However, the District Council were adamant that more bins were not required. Comment was made that the Park was being made less dog friendly. Cllr. Mrs. Daniells agreed to raise this issue again with the District Council at the next Hotham Park Working Party meeting.

166.2 Min. 145 - 9th March - A.D.C. Proposed Bathing Water Quality Prediction Pilot

The Committee noted the email from the Head of Environmental Health at A.D.C. advising that following the Cabinet meeting where concerns about local impact of publicity were shared, A.D.C. are talking to the Environment Agency on the basis of no public display of information and no advertising. The District Council hope however, that the EA may still proceed with sampling (although this is by no means certain) and give the District access to the results so that this can be used as evidence to pursue improved surface water management in the future.

166.3 Min. 146.5 - 9th March - Provision of bus shelter in Collyer Avenue

Members noted that W.S.C.C. had responded to the Committee's request advising that they do not install or maintain bus shelters. In general these are the responsibility of either the District/Boroughs/Parish/Town Councils. The County are involved in the approval for highway safety of a bus shelter such as visibility, obstruction etc. and the issuing of a licence for a structure on the highway. Section 106 funding is generally used for shelters or W.S.C.C. run a Bus Shelter Grant Scheme which provides up to 50% of the funding for a shelter and hardstanding. Arun District Council look after the shelters in Bognor and it was suggested that an approach be made to them to see if they have any funds available. The Deputy Town Clerk advised that she had already spoken with the Engineers Department at A.D.C. who had confirmed that they have no S106 funding available at the moment. An application pack for the W.S.C.C. Bus Shelter Grant Scheme had also been obtained. Following some discussion, it was AGREED that the Deputy Town Clerk should write to A.D.C. asking that they consider the Committee's request for a bus shelter at the above location should any S106 funding become available in the future.

166.4 Min. 148 - 9th March - Statue of Sir Richard Hotham

The Deputy Town Clerk reported that the A.D.C. Hotham Park Manager had emailed to confirm that once the Park Restoration Celebration on 4th May has taken place, he would try to progress with this project.

166.5 Min. 151.3 - 9th March - Proposed variation to Car Parking Charges

The acknowledgement of the Committee's response to the proposed variation to car parking charges dated 19th March was noted. The Committee's comments would be included in the report to the Cabinet Member, who will be making the final decision on whether or not the charges would be increased.

166.6 Min. 122.1 - 26th January - Provision of period of free parking

The reply from the Services Director at A.D.C. in connection with the Committee's request regarding the above was noted as being received, copied to all Councillors. Reference was made in the letter to the provision of 2 hours 'free' car parking that operates in several of the town centre car parks in Littlehampton. This scheme is supported via financial contributions from the Town Council and Town Centre Traders and he queried whether BRTC and Town Centre Traders would similarly contribute to such a scheme. This matter had been raised at the recent BRTC/ADC Liaison meeting where it had been agreed that a joint approach would be made to the traders to investigate this further. Comment was made that support from local businesses for such a scheme might prove to be difficult to achieve at this time.

166.7 Min. 122.3 - 26th January - Plaque for Winnie

Members noted that the Town Mayor had been invited to attend a thank you evening on 1st May 2009 being hosted by the Chichester and District Society of Model Engineers Ltd. for all those who had supported the Society over the previous year.

166.8 Min. 122.4 - 26th January - Regis Public House

The copy of the letter to Whitbread's Agents from the Deputy Head of Surveying and Estates at A.D.C. and their response was noted as being received, copied to Councillors. Members were pleased to note that Whitbread will be undertaking some extensive work to the external elements of the site later this month.

Members noted the email from a local resident expressing concern at the external appearance of the premises. A response had been sent updating the resident on the current situation.

166.9 Min. 124.1 - 26th January - Litter accumulation Upper Bognor Road by the railway bridge

The possibility of the Town Council installing a litter bin in this location as part of a future planting scheme was raised. It was suggested that the bin could be serviced by members of the Town Force team whilst maintaining this site. The Deputy Town Clerk would seek an update from Cllr. Wells on his discussions with A.D.C. about the provision of a bin in this area to enable the Committee to consider whether this would be a positive way forward to alleviate the litter problem in this area.

166.10 Weather data

The Deputy Town Clerk advised that a response had now been received from MeteoGroup as to why the weather data for Bognor Regis was not appearing in The Independent. The problem appears to be due to timing. Their production department uses 3 different versions of the health file each day with each version updated as the different readings are received. The Independent panel is produced using the 1st version, and they are sent the final version each night which can then be used to update the panel if they wish. The readings are not received from Bognor Regis in time to be used in the initial panel that MeteoGroup produce and it appears that the Independent have not been updating their panel with the more complete information that is sent to them. Members were pleased to note, that since contacting MeteoGroup, this matter seems to have been resolved and the data is now appearing in The Independent on a regular basis.

167. TOUR OF THE TOWN TO IDENTIFY AREAS WHERE IMPROVEMENTS COULD BE MADE - REPORT ON ISSUES IDENTIFIED AND CONSIDERATION OF ANY ACTIONS TO BE TAKEN - MIN. 146.6 REFERS

167.1 Cllr. Brooks circulated copies of the Notes that were made following the tour of the town by five Councillors on Monday 20th April 2009.

167.2 Reference was made to the recent Public Conveniences Working Party meeting where discussions had taken place regarding the provision of new/alternative public conveniences within the town and possible reduction in the number of facilities. The Working Party had suggested at their previous meeting that the walls in front of the Bedford Street facilities should now be removed as they served no purpose and as a result of the tour, Councillors had identified that this area could now benefit from removal of the dead tree and the large planter (recently vandalised) making a viable area for leisure use. The Committee **RESOLVED** that as suggested in the Notes, A.D.C. should be advised of this additional proposal for making the best use of the toilets and associated land in Bognor Regis. The Deputy Town Clerk was asked to advise Mr. Rogers and Mr. Horwill accordingly.

- 167.3 Members discussed various points that had been raised during the tour and highlighted other elements to be included within the Notes. Cllr. Brooks agreed to update the Notes and it was **RESOLVED** that these be appended to the Minutes to allow for future discussion and progression of the points raised - **Appendix '1'**

168. **RATIFICATION OF RESPONSE TO A.D.C. CONSULTATION ON PROPOSED TRIAL CONCESSION FOR KAYAK HIRE - MIN.149 REFERS**

Following circulation to the Committee of the further information received from the Concessions Officer at A.D.C. in connection with the proposed trial concession for Kayak Hire, a response of No Objection subject to this operation meeting all the byelaws for the area and all Health and Safety requirements had now been submitted to A.D.C. It was **RESOLVED** to ratify the Committee's response. The Concessions Officer had subsequently confirmed that a check after a three month period will be undertaken to see how the concession is working and the trial will commence on 1st May and operate until 30th September all being well.

169. **RESIDENTS PARKING - ISSUE RAISED AT THE BRTC/ADC LIAISON MEETING MIN. 151.2 REFERS - VICE CHAIRMAN TO REPORT FOLLOWING RESPONSE FROM A.D.C. AND CONSIDERATION BY COMMITTEE OF ANY FURTHER ACTION**

In the absence of the Vice-Chairman, it was **RESOLVED** to note the response from A.D.C. regarding the request for the provision of a few residents parking spaces in the Pay and Display car park. This item would be referred to the next meeting to enable the Vice-Chairman to be in attendance to report further on this matter.

170. **CONSIDERATION OF ADOPTION OF ANIMAL AID'S COMPASSIONATE CHARTER - COPIED TO COUNCILLORS**

Copies of the Animal Aid's Compassionate Charter had been circulated to the Committee. Following consideration of the document, it was **RESOLVED** to note receipt of the information and make no response at this time.

171. **CONSIDERATION OF PROPOSAL FOR ALTERNATIVE USE OF EARTH MOUNDS AT THE CORNER OF THE ESPLANADE AND CLARENCE ROAD - REFERRED FROM TOWN COUNCIL MEETING OF 6th APRIL 2009**

The area of mounds on the corner of Clarence Road and the Esplanade had been visited when Councillors had undertaken their tour. Discussion regarding removing this area of mounds and flattening the ground for leisure use had taken place. Members felt that some of the planting adjacent to the pavement could be left to preserve the appearance from the road. It was suggested that income from a concession to be located in this area could help to fund the cost of flattening the land. Following further discussion, it was **RESOLVED** that a letter should be sent to the Task Force Coordinator to request that the regeneration team explore the various options for alternative use of this land for leisure purposes as a possible partnership scheme with the Town Council.

172. PUBLIC CONVENIENCES WORKING PARTY - CONSIDERATION OF THE RECOMMENDATIONS IN THE NOTES OF THE MEETINGS HELD ON 19th MARCH AND 9th APRIL 2009

Cllr. Brooks gave a brief resume of the discussions that had taken place at the Working Party meeting on 9th April in connection with the provision of new/alternative public conveniences within the town and reduced facilities.

The Committee **RESOLVED** to accept the Recommendations and Reports from the Notes of the meetings held on 19th March and 9th April 2009 - **Appendix '2'** and **Appendix '3'**

173. BOGNOR REGIS IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 25th FEBRUARY AND 19th MARCH 2009 INCLUDING:-

173.1 Relocation of two remaining lamp post baskets from Butlins roundabout

The proposal to relocate the two remaining lamp post flower baskets currently situated on the Butlins roundabout to alternative locations was noted.

173.2 Commemorative and memorial lamp post sponsorship signs

Members spoke against the proposal for consideration of commemorative and memorial lamp post sponsorship signs. It was suggested that the town centre, as a tourist town was not the ideal location for this form of sponsored planting. Following further discussion, it was **RESOLVED** not to support this proposal at this time and request more detailed information from the In Bloom Working Party to enable the Committee to make an informed decision.

173.3 Details of bottle deposit scheme to be referred to Greening Campaign organiser

Following some debate about the merits of such a scheme, it was suggested that this information be referred to the Greening Campaign Coordinator for West Sussex for her comments.

173.4 It was **RESOLVED to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 25th February and 19th March 2009 with the exception of the proposal for consideration of commemorative and memorial lamp post sponsorship signs as it was felt that more information was needed - **Appendix '4'** and **Appendix '5'****

173.5 The Press Release 'Empty shops revival plan to prevent high street decline' from the Communities.gov.uk website was noted. The issue of empty shops was an item currently being discussed by the In Bloom Working Party - areas in need of improvement.

174. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 18th MARCH AND 8th APRIL 2009

174.1 The possibility of seeking a high profile celebrity to undertake the Switch-on this year was raised.

174.2 The Committee **RESOLVED to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 18th March and 8th April 2009.**

175. REPORTS

175.1 Financial Reports

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

175.2 Any Other Reports

There were none.

176. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '6'**

177. METEOROLOGICAL OBSERVATIONS - UPDATE

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 following investigation it had been established that it would be necessary to take on an employee and not a volunteer as an assistant to the Meteorological Officer. Following liaison with the Chairman of Committee and Chairman of P&R, the job had therefore been advertised and interviews had taken place on Monday. Members noted that to ensure adequate cover, as readings needed to be taken 365 days of the year, a job share option had been chosen as the best way forward. Three applicants had therefore been offered the position and subject to their acceptance, training had been arranged to commence next week. This was **RESOLVED**.

The Meeting closed at 8.47pm

Notes from tour of the Town by councillors – 20/04/09

Present Jeanette Warr, Eileen Anderson, Paul Wells, Pat Dillon, Jim Brooks

Starting at 6.10 members visited part of the sea front area from the bandstand to Butlins, up Gloucester Road via High street to town centre, up London Road precinct to Morrisons area, down Queensway along High Street finishing at Oceans new café bar around 7.40.

Points noted:

Unnecessarily large number of signs on poles particularly parking bay signs. Most seen were of the older grey ‘barrelled’ type and all were rusty. Some direction signs were duplicated, confusing or bleached so the writing had disappeared. Many need to be replaced, re-directed, or removed altogether.

An area of mounds on the corner of Clarence Road and Esplanade could be removed and ground flattened for leisure use, leaving some planting adjacent to the pavement to preserve nice appearance from the road.

The pavement and road digging for the flat developments on the sea front and in all other areas had not be ‘made good’ to original materials, causing an untidy patchwork effect. Replacement road surfaces should be ‘like for like’.

The Butlins Gloucester road car park only contained two cars on a warm sunny evening and that charging uniquely in Bognor Regis) for these spaces was from 8am to 8pm. Also levels of charges had odd pence i.e. £1-05p / £3-15p / 6-30p resulting in possible overcharging. Also applies to other sites.

The official South Coast cycle way had an obvious link missing from the southern entrance to Hotham Park to the promenade, where it is likely in the near future cycling would be permissible.

Comments were made on the large BT exchange building. Unsightly and largely underused due to contraction of old exchange systems due to new technology.

Gloucester House Job Centre was lit with old orange light, now out of keeping with the new white lights leading to High Street. One of the new lights also still ‘orange’ despite promises from WSCC to change it.

To the right front of the Job Centre building an overgrown ‘wasted’ triangle of land could be better utilised for planting or gateway signage.

Where Campbell Road has been closed to traffic the old concrete posts were damaged and the railing which used to run through them were missing.

Unsightly fence enclosing the un-built area between Burtons and the Travel Shop.

It was agreed advertising on our planters and litter bins should be pursued as a source of revenue for town improvements. It was later proposed that a fund should be set up for promotion to include a percentage to promote the good works the town is doing e.g. Bognor in Bloom budget should include a percentage to promote the award winning features when in season.

The rear of Boots/Smiths linking with Sudley Road, although improved over recent times to lessen rubbish and allow proper pedestrian to town centre from Sudley Road, was still in poor condition. Rusty railings, exposed rubbish bins and fly tipping etc.

The Sudley road rear of Bwise windows were blank and cracked. This and other similar shop windows within the town were identified as an opportunity for art, murals, etc.

The large sign above Crown Bingo has collapsed on one side, is causing damage to the front entrance cover and looks obviously neglected.

Adding two extra strings of pearl lights in Station Road would be straightforward and inexpensive as brackets, power and one permission needed for one extra bracket from Café Red already agreed. These new strings can then be lit from dusk to close of business this Summer to create a ‘lanes’ look leading to the railway station.

The area in front of the Bedford Street toilets outside Morrisons (recently refurbished) could benefit greatly from removing the ‘dead’ tree and the large planter (recently vandalised) could be a very nice café / kiosk area which could contribute funds to the upkeep of the toilets, save on planting and maintenance, and together with new lighting through from Queensway could be a nice feature in our town centre, particularly now that the removal of the walls in front of the toilet block has made this a larger and members felt viable area for ‘leisure’ use. Attractive lighting through from Queensway and London Road pedestrian precinct would also assist the night time economy and reduce vandalism, Area is already covered by CCTV as part of the multi-storey car park system.

Note ;

As agreed with the Chairman of E&L we should add the ideas for the area in front of the toilets at Bedford Street to the report already agreed by the Public Conveniences committee and alert Nigel Horwell at ADC that the vandalised planter could be removed if the agreement could be reached on a better use of this area which could also contribute towards the cost of the toilets.

Note: E&L subsequently agreed to email this idea adding to other proposals already agreed by the public convenience committee for making best use of toilet and associated land in Bognor Regis, and to contact ADC re. Nigel Horwell to bring this to his attention.

Members were impressed by a few premises in Queensway that had ‘individualised’ their shop fronts through defining their frontages and canopies with different colour paintwork. It was agreed if all the premises in Queensway could be encouraged to do this it would do much to make the area more friendly and less like a concrete jungle. The canopies over the shops also displayed signs of rust on reinforcement rods breaking through, possibly needing attention. As part of any repair work the landlord(s) might be approached to ‘soften’ the canopies and possibly to let more light in through glass windows/bubbles through the concrete canopies. Modern art perhaps statues or geometric shapes, even planters, might be placed on the canopies. Also it was agreed the Christmas LED pathlighting along the underside of the canopy should be extended the whole length (as originally planned) and could be used in the Summer month evenings to enhance the street scene.

Many shop fronts are in poor condition with flaky paint and damaged brickwork and rendering. It was agreed a main aim of a meeting getting traders together would be to persuade these premises to renew their frontages (lick of paint) in unison to create impact not noticed when work is undertaken individually at different times of the year.

The Little High Street area enclosed by the Museum, Unicorn, DJ’s, Chequer Frames, eateries and sea front Rock Shop etc. would be an ideal candidate for pedestrianisation ‘Brighton Lanes’ style. Earlier work done on this should be revisited.

It was agreed we should pursue the possibility of agreeing with ADC to allow a period of free parking in the Morrisons car park. A small volunteer team to look into the costings (as discussed, but under wraps for the moment).

Comment was made on the already poor state of the Sun sculpture opposite the Arcade. Members agreed re-siting might be a future possibility, allowing something more 'classy' to replace it i.e. bronze figure of Sir Richard, our town's founder, or a modern minimalist fountain display attraction reflecting original plans for a water feature.

The I-Plus machine near the Sun sculpture was not working and even when it was not performing the role promised to promote bus times and local attractions and events.

It was agreed that our officers should be asked for an update on –

Plans for architectural lighting already drawn up for the Railway Station area. Also using knowledge gained through plans for a museum investigate again the empty station hall and frontage availability for use as indoor market / Paris style art / flea market etc. with lighting in trees from existing stock no longer used for illuminations.

Confirmation of understanding now in place over street lighting as discussed with Kevin Moss of WSCC plus provision of promised number for direct action over faulty lights. Particularly with reference to the sea front lighting columns which are in poor condition.

Plans for beach ramp at the old Esplanade site.

Progress on planning application Butlins gateway sign for the town to promote events etc.

At the end of the tour in discussion members felt that working with local business was now very important and an early meeting should be held with businesses in the town centre to exchange ideas and seek support funding. A Town Manager for Bognor Regis may be one way forward.

It was suggested a small informal committee should be set up to investigate and progress the above, and consider possible amalgamation of various committees such as The Marketing Group, The Events Committee, The Public Conveniences committee, the Promotions and Publicity committee to create savings and officer time to support town improvement schemes. Members agreed another tour would be necessary.

The owner of Oceans where we finished was supportive of a council / traders meeting.

Subsequently the manager of The William Hardwicke also expressed support and offered his premises as a possible venue.

J.Brooks 22.04.09.

BOGNOR REGIS TOWN COUNCIL & ARUN DISTRICT COUNCIL
PUBLIC CONVENIENCES WORKING PARTY
THURSDAY 19th MARCH 2009
HELD AT THE TOWN HALL, BOGNOR REGIS

NOTES OF THE MEETING

PRESENT: Bognor Regis Town Council Cllr. Jim Brooks
Cllr. Greg Burt
Cllr. Paul Wells
Glenna Frost (Deputy Town Clerk)
Mrs. J. Hambleton (Note taker)

Arun District Council Mr. Colin Rogers
Mr. Nigel Horwill

Danfo (UK) Ltd. Mr. Robert Grimwood, Project Manager

The meeting opened at 6pm

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Cunard.

2. APPROVE THE NOTES OF THE WORKING PARTY MEETING HELD ON 22nd JANUARY 2008

The Working Party APPROVED the Notes of the meeting held on 22nd January 2008 as a true and accurate record of the proceedings.

3. ANY MATTERS ARISING FROM THE NOTES

Update on Progress with The ‘Loo 4 U’ Scheme

Cllr. Brooks said there was no incentive for local businesses to take part in this scheme. He would continue to press the key businesses but they were not showing any interest at the moment. Cllr. Brooks was thanked for his efforts so far.

4. PUBLIC CONVENIENCES IN BOGNOR REGIS - PRESENTATION BY DANFO (UK) LTD.

Mr. Grimwood said the Modulet toilet design, single occupancy units, were introduced to the UK market 15 years ago. Danfo provided prefabricated units made up of multi-units. Each unit was self-contained with facilities for hand washing and a door, which opened into the area where it was situated. The toilets had a service area at the rear of the units providing better use of the space available.

The conveniences could be timed for opening and closing to suit the council’s requirements. Features included automatic flushing, low energy light bulbs, emergency lighting, ventilation system to each cubicle, and touchless controls for hand washing. Each cubicle had laminate walls for easy cleaning and removal of

graffiti, plus non-slip floor tiles, aluminium faced metal door sets, anti vandal proof diffuser lighting, with all the vital components secured in the service area away from the public.

Danfo offered an inbuilt solution for existing toilets providing the number of units required. Baby changing facilities were included in the disabled facility. The majority of councils charged 20p to use the facilities. A coin box designed to be vandal proof, could be recessed into the wall beside the door.

Concern was expressed about the problem of charging a fee for the use of the female toilets but not for male urinals. Mr. Grimwood advised the law had been changed last year and this permitted charging for access to toilet facilities regardless of the sex of the user. Mr. Grimwood made reference to one council who after 18 months found the revenue raised for charging for their public conveniences, was enough to build another convenience. He added between 85% and 90% of councils do charge for use of their facilities. Mr. Rogers reported the West Park conveniences brought in about £500 to £700 a year. There were no complaints about charging and vandalism had been reduced.

Asked about replacement costs Mr. Grimwood said the cubicles were low maintenance and easy to clean but if the laminate walls were attacked with something sharp this would cost in the region of £80 to replace. In general service and repairs were only minor.

Reference was made to the excellent idea of providing sharps shoots within the Danfo facilities.

To completely strip out and refit an existing toilet using module units would cost between £65,000 and £70,000. Mr. Grimwood recommended the Councillors should speak with other councils before making a commitment. He stressed the company liked to manage a six monthly maintenance service on their installations.

Cllr. Burt asked how much money A.D.C. had spent annually on conveniences in Bognor Regis. Mr. Rogers said he believed this averaged between £10,000 and £12,000 per annum on each toilet block. In addition there was the commercial business tax, water rates and electricity charges.

Cllr. Burt asked if lease purchase would be possible on a budget of £60,000 per annum. What could be done for Bognor Regis he asked? Mr. Rogers said he would need to look at the finances. The present contract for the conveniences did not expire until 2012.

Cllr. Burt asked if it would be possible to have a facility from Danfo immediately. Mr. Rogers said the current contract provided cleansing replenishment, paper, soap etc. but there different arrangements with the various parishes around Arun. He added the company is flexible. Mr. Rogers said Littlehampton TC had recently returned the responsibility for their toilets back to Arun and these had been added to the existing contract.

Cllr. Brooks spoke of the benefits of timed opening and closing of the facilities in the summer months. Mr. Rogers questioned whether any of the existing sites have any capital value and could be sold. The money could then be used to build a new seafront facility. The Waterloo Square facility was mentioned as a possibility.

It was suggested the Waterloo Square toilets, which were not DDA compliant could be filled in and a facility provided on top. Two units could also be provided, possibly a concession and a new tourist information centre. Any underground space available could be used for storage for the retail unit.

It was agreed that a strategy should be considered with various ideas discussed. Cllr. Burt asked if the Town Council should take this forward with Danfo or with A.D.C. Mr. Rogers said things had been put on hold as a result of the position with St Modwen, but the refurbishment of the conveniences could not wait for another four or five years. Cllr. Burt suggested that modular units could be moved for redevelopment if this was found to be necessary.

Mr. Rogers pointed out there needed to be significant savings from 2010/11 onwards, a saving of 10% needed to be found and he queried whether there were better ways to use A.D.C.'s funds and the Town Council's funding?

Cllr. Wells suggested Waterloo Square toilets needed work as this did not comply with the Disability Discrimination Act and asked if the Town Council took this facility on and reduced the grant accordingly would this work? Mr. Rogers said it was important for the Town Council to consider if six public conveniences were needed? It would be more beneficial to have better quality and fewer conveniences. Cllr. Wells stressed that the Waterloo Square toilets were a must and commented that the site had commercial benefits. He questioned lowering the ground level around Waterloo Square and extending the footprint for the mini golf concessionaire. New toilets would be a fraction of the footprint. Mr. Rogers agreed to speak with the concessionaire while investigating alternative uses for the area.

Mr. Grimwood advised that Danfo was currently looking at the revenue potential of advertising within their units.

Cllr. Wells suggested that as the planned regeneration had been put on hold, it was time to think outside the box. The Town Council needed to look at where facilities were needed and Mr. Rogers agreed this was a good way forward.

Mr. Grimwood was thanked for his presentation and left the meeting at 7.12pm

It was agreed that Mr. Rogers would speak with ADC and ask for a Scrutiny Review as this could result in changes to policies. He suggested there were different mechanisms in different places and should the refurbishments evolve in Bognor Regis he had no problem with that as some of the toilets in the town were too big and need modernising and up dating. He suggested rather than spend £50,000 on refurbishment

it may be beneficial to hold the budget for two years and have a complete new build. Mr. Horwill said it was important to spend the same budget ‘both sides of the river’.

Cllr. Brooks said it was important to look at the best facilities for the town. Cllr. Wells said the Town Council would need to consult its members on where the facilities should be, consider reduction in facilities and possible relocation and then report back to A.D.C.

Mr. Rogers agreed to look at the expenditure spent on public conveniences in Bognor Regis and report back to the next meeting.

5. **CONSIDERATION OF THE POTENTIAL OF ADVERTISING WITHIN THE PUBLIC CONVENIENCES IN BOGNOR REGIS TO OFFSET COSTS**

It was noted that this had been discussed at the recent E&L meeting. It was felt that the Town Council should consider if there was a way of making savings and looking at reducing the financial burden but not necessarily by cutting grants. It was felt that advertising space was something the Town Council could provide for local businesses. It was noted that A.D.C. had looked at advertising and found it was not viable to use outside sources.

Cllr. Brooks declared an Interest in the Regis Centre as a potential advertiser

Cllr. Brooks suggested if advertising was managed locally it could provide an income. He recommended a modest scheme with fixed frames and felt the Town Council should look at ways in which this could contribute towards their funds. Mr. Rogers suggested that if the Town Council wished to put a proposal to A.D.C. to contribute say £39,000 towards public conveniences with the remainder of the grant met from advertising revenue to reduce the burden on the public purse, he could see no problem with this providing Arun remained cost neutral. This he felt would be viable providing there were no vandalism problems.

It was stressed that the Town Council would need to liaise with the District Council with reference to fixing the frames. Mr. Horwill expressed concern regarding vandalism and suggested that if the frames were screwed to the wall; this presents a challenge to some to remove them. It may be necessary to do a trial and if there were problems, they may need to rethink the position. It was suggested that poster sites could be considered in areas where public conveniences were relocated.

6. **BEDFORD STREET TOILETS - UPDATE ON REFURBISHMENT**

Mr. Horwill gave an update on the refurbishment of the Bedford Street public conveniences. He reported no further problems with local businesses, no vandalism, and the installation of a CCTV camera in Bedford Street overlooking the area.

Mr. Horwill said the toilet roof had been replaced and two trees cut back to make the area lighter. The contract, at a cost of £53,500, began on 2nd February and would be finished on 30th March. This had included installing block walls, new partitions, tiles,

Wallgates, and vandal resistant fittings. There would be only six ladies cubicles now instead of seven. In the male toilets there would be three cubicles and four urinals including a lower urinal for boys. The disabled toilet was now completely compliant with the Disability Discrimination Act.

Cllr. Brooks made reference to antibacterial hand wash and asked if this could be included within the facility. It was suggested that the external walls at the front of the building be removed as anything that could be done to make the area more open and accessible would be beneficial. It was felt that the area was very dark and the one streetlight was not sufficient at night. Mr. Horwill agreed to look into these requests and agreed the walls could be taken down, as this would deter vandals from climbing on the roof. He said the streetlight belonged to A.D.C. and he would look at improvements for this. Cllr. Burt suggested that the building be whitewashed but Mr. Horwill said once the building is painted it meant ongoing maintenance.

It was suggested that there be an opening ceremony with the Town Mayor Cllr. Mrs. Jennifer Gillibrand and District Cllr. Paul Wotherspoon during the week commencing 6th April.

7. DATE OF NEXT MEETING

The Working Party **AGREED** that the date of the next joint meeting would be put on hold until May, giving Mr. Rogers time to arrange the Scrutiny Review etc.. The Town Council members would meet on **Thursday 9th April 2009** to consider what facilities were required and where they should be located.

The meeting closed at 7.55pm.

BOGNOR REGIS TOWN COUNCIL & ARUN DISTRICT COUNCIL
PUBLIC CONVENIENCES WORKING PARTY
THURSDAY 9th APRIL 2009
HELD AT THE TOWN HALL, BOGNOR REGIS
NOTES OF THE MEETING

PRESENT: Bognor Regis Town Council Cllr. Jim Brooks
Cllr. Greg Burt
Glenna Frost (Deputy Town Clerk)
Jeanne Hambleton (Note taker)

The meeting opened at 6.15pm

1. APOLOGIES FOR ABSENCE

No apologies had been received.

2. APPROVE THE NOTES OF THE WORKING PARTY MEETING HELD ON 19th MARCH 2009

The Deputy Town Clerk advised that she had received confirmation from Mr. Rogers that he was happy with the content of the Notes of the previous meeting.

The Working Party APPROVED the Notes of the meeting held on 19th March 2009 as a true and accurate record of the proceedings.

3. ANY MATTERS ARISING FROM THE NOTES

It was agreed a number of issues raised at the last meeting should be discussed at a future meeting.

The Deputy Town Clerk reported she had received an email from Mr. Rogers confirming that the Accountancy department at the District Council had started looking into the expenditure spent on public conveniences within Bognor Regis as agreed at the previous meeting. It is hoped that Mr. Rogers will be able to report on this matter at the next joint meeting.

4. TO CONSIDER BEST LOCATIONS FOR PROVISION OF NEW/ALTERNATIVE PUBLIC CONVENIENCES WITHIN THE TOWN AND POSSIBLE REDUCTION IN THE NUMBER OF FACILITIES

It had been agreed that the Town Council should consider the minimum requirements for public convenience in Bognor Regis and highlight areas where potential savings might be made and commercial undertakings considered.

Members marked the locations between the existing toilets and possible new builds on a map of the town and considered each site separately.

4.1 Waterloo Square Public Conveniences

Various options were considered including reducing the ground level at the Waterloo Square site but it was agreed there were potential dangers from flooding, damage to the roof by vandals, and skateboarding. As an established site it was essential that toilets should be retained here but reformed with fewer cubicles (all to be unisex). It was agreed a minimum of six cubicles should be provided at ground level.

As only a quarter of the footprint would be used for the public conveniences, it was suggested the remainder of the site could be released for revenue earning outlets. This could include amenities that would be helpful to visitors:

- Extension of the mini golf, which had been discussed at the previous meeting.
- A newsagents/confectioners kiosk.
- Foreshore office, releasing the other building for a possible toilet block
- Police contact point/office
- Tourism kiosk

It was agreed the pay option could be considered for good quality conveniences and that the Waterloo Square toilets should be open 24 hours to service the night time economy.

It was agreed that A.D.C. should be asked to provide details of the footprint of the Waterloo Square site - the exact size - to enable further discussion. Pictures of the area would also be helpful.

4.2 Bedford Street Public Conveniences

It was agreed this refurbishment had been a vast improvement and it was felt further action at this site was a low priority at this time.

Comment was made that A.D.C. should consider entering this site for The Loo of the Year Award.

Members queried whether the benches would be reinstalled in the front of this facility.

It was also suggested that at some future date these recommendations be considered

- Recycling of rainwater for use in all public toilets should be considered.
- Installation of solar panels to heat water for hand washing.
- Automatic lighting which switches on and off as public leave
- Better signing to improve public awareness.

4.3 London Road Coach/Lorry Park - Public Conveniences

These toilets, adjacent to a car park, are used by visitors and long distance lorry drivers. The toilet block also includes shower facilities. This is a large area that would benefit from a rebuild. The importance of retaining a facility at this location was stressed. Members also recognised that there is additional space that could be made available for commercial purposes - possibly a small catering outlet/confectionery site.

Members felt more information was needed concerning the number of people using these toilets before making a final decision about the size of facility required at this site and deciding how many cubicles were required etc.

4.4 Hotham Park Public Conveniences

It was reported this facility had been refurbished recently and the café had been relocated. This was also low priority.

4.5 Regis Public Conveniences

Cllr. Brooks declared a Prejudicial Interest in the Regis Centre as a Trustee of Arun Arts

Some concern was expressed regarding these toilets, which had a bad smell and did nothing for the image of Bognor Regis to welcome tourists and visitors. It was felt these should be closed down and an alternative site considered, as anyone using these public conveniences would be unlikely to want to return to the same site even after a rebuild. An alternative use of the site could be considered.

4.6 East Prom Public Conveniences

It was agreed that as an important seafront public convenience this facility was no longer useful for the purpose, but could present an opportunity for retail use. As this was not part of the proposed regeneration area it was suggested that an appropriately shaped new block should be built in this location. Alternatively the facility could be relocated using the shell of the foreshore office to avoid capital outlay if the current foreshore facility is moved to a new site at Waterloo Square.

4.7 Summary

The four sites requiring renovation all offered revenue potential. These include

Waterloo Square - a major project with revenue potential. Recommend 24 hours opening for toilets - pay facilities to be further discussed.

London Road - needs further investigation on use but possible revenue potential for part of the site

East Prom - relocation with new Danflo cubicles to the vacated foreshore building to avoid capital outlay or alternatively a new block. Original block available for revenue potential (Scooter, bicycle and mobility hire?)

Regis - closed and the building given over to alternative use - available for revenue potential (Scooter, bicycle and mobility hire?). An alternative option, without excessive capital outlay, to be considered. See Min.4.8

Bedford Street - low priority but various 'green issue' recommendations

Hotham Park - low priority - no comment

Other points raised

Paid facilities - The Town Council Members were not against installing coin machines in return for good quality and clean facilities with more than one daily inspection to ensure ample supply of toilet paper and clean facilities when toilets are receiving a high volume of users.

Opening and Closing times - The most important convenience should open first and closed last.

Time locks - The installation of time locks should be considered.

Automatic lighting - To save energy costs and meet 'green' issues.

Sanitizers - These should be available with the hand washing facilities.

Solar panel - Installations of these would provide water heating for hand washing, lighting, reducing electricity costs, and would be compliant with 'green issues'.

Recycling of rainwater - This should be considered in all public toilets.

4.8 Loss of Regis toilets as convenience for town shoppers

Cllr. Brooks declared a Prejudicial Interest in the Regis Centre as a Trustee of Arun Arts

It was recommended that A.D.C. give strong consideration to the provision of a 'town' centre toilet within the Regis Centre building.

There is ample space inside the Regis Centre to provide unisex conveniences with public access from the Place St. Maur, linked to the existing water and toilet facilities in return for an annual contribution to the trust.

This would provide central public conveniences, with people on site all day and in the evenings, and would be viewed as "A.D.C. working with the Regis Centre" as a community unit.

This installation of possibly two unisex Danflo cubicles, subject to talks, could likely be arranged in return for an annual contribution until such times as regeneration of Bognor Regis begins. This would be less expensive than a new build, which may not be in the right place when the regeneration of the seafront area commences, and avoid major capital outlay at this time.

It would also provide a central well lit and easily signed toilet for shoppers returning to the car park and visitors from the sea front.

It was noted there has been a big increase in the use of the Regis Centre toilets by shoppers and others during the day when no functions or events are being held there. At the moment the Regis Centre is providing a public service at no cost to A.D.C. in view of the poor state of the Regis public conveniences and the Working Party feels the Regis Centre would consider this proposition as a way of working with the District Council. It is recommended serious consideration be given to this favoured central site.

5. DATE OF NEXT MEETING

The Working Party **AGREED** that the date of the next meeting in May would be arranged in consultation with Town Council Members and A.D.C. representatives. The date was subject to the availability of Mr. C. Roger's report.

The meeting closed at 7.30pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **BOGNOR REGIS IN BLOOM WORKING PARTY** **Wednesday 25th February 2009**

PRESENT: Cllrs J Passingham (Chairman), G Burt, P Dillon and Mrs J Warr; Mrs M Huntingdon,
Mrs H Knight and Ms C Marples

The Meeting opened at 6.24pm

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 29th January 2009

The Notes of the Meeting held on Thursday 29th January 2009 were approved, although it was pointed out that the council referred to with sign-written vehicles was Lewisham, not Chichester.

3. To Consider Bognor In Bloom Competition Entry Form and Categories

It was felt that the previous category for 'Best Wildlife Garden or Sustainable Planting' needed to be given careful thought in order to better reflect two related but distinctly different types of planting. After much deliberation, members considered that the title 'Best Sustainable & Environmentally Friendly Planting' would better identify this category.

The entry form would hopefully be incorporated in the next BRTC Newsletter and a closing date for Bognor In Bloom entries of Friday 26th June 2009 was suggested, with entries to be judged in early July. It was intended to have three categories of gold, silver and bronze, reflecting the national competition. Members considered whether to give entrants the opportunity to supply their own photographs, however it was felt that this may cause confusion, therefore judges would be asked to take photographs as in the past.

Since it was possible, however, that information from the forthcoming S&SE In Bloom seminar may also have a bearing on the entry form and competition for Bognor In Bloom, members **AGREED** to reconsider this item at the next meeting when up to date information would be available.

4. Areas in Need of Improvement

CM updated members on various matters discussed under this item at the last meeting, including:-

- Planting/passage adjacent to Morrison store: progress continues.
- Town Hall Planting: As a Listed Building, movement of baskets would necessitate applying for legal permission.
- Seashore Dry Planting: The original sign had apparently been removed due to rusting and there was some discussion over the cost of a replacement.
- War Memorial Planting: Confirmed that redesigned planting would take place.

- ADC planters: possible provision of secured cordylines with grasses.
- ADC Lamp Post Event Advertising Scheme: confirmed that BRTC Sands of Time event clashes with the In Bloom judging fortnight and therefore we would not be able to have lamp post banners up at the same time. Having one large banner worded 'Bognor Regis In Bloom Welcomes the Judges' was discussed.

Other matters discussed included:

- Members felt the idea of making use of empty shop windows, particularly Woolworths, by displaying In Bloom material could be beneficial both for the competition and for the town itself – HK to investigate contacting relevant landlord.
- CM advised that Visitor Information Centre planters will be replanted and plants will be replenished at the Coach/Lorry Park.
- The appearance of The Regis PH was commented on: noted that both ADC and BRTC Environment & Leisure Committee are looking into this – JP also to write to landlord.
- The untidy grassed area surrounding the Telephone Exchange was discussed – HK to contact BT to enquire about improvement.

5. Any Other Matters for Consideration Not Included on the Agenda

- The size and height of the new sponsorship signs at Felpham Way and Shripney Road roundabouts was queried and it was noted that this matter would be discussed at the next Environment & Leisure Committee meeting.
- Taking the judges to view a footpath was suggested and felt to be worth considering. Hawthorn Road to Linden Road and Church Path were possibilities. It was requested that the Town Force team be asked to note any worthy front gardens whilst out working.
- It was reported that Bognor CAN (Bognor Community Action Network) is installing raised beds to support a Grow, Cook and Eat project at Westloats Lane and that it would be very beneficial for BR In Bloom to be involved with this - JP was in liaison with volunteer workers and it was possible that the trees being awarded from Cartridge World could be donated to this project.

6. Date of Next Meeting

The next meeting would be held on **Thursday 19th March 2009**, venue to be confirmed.

The Meeting closed at 7.50pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Thursday 19th March 2009

PRESENT: Cllr J Passingham (Chairman), Mrs M Huntingdon, Mrs H Knight and Mr D Meagher (from item 3)

The Meeting opened at 6.25pm

It was noted that the meeting was not quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.

7. Apologies for Absence

Apologies had been received from Cllr G Burt, Miss C Marples, Mrs P Dart, Mrs K Gill and Mr P Mortimer.

8. Approval of the Notes of the Meeting held on Wednesday 25th February 2009

The Notes of the Meeting held on Wednesday 25th February 2009 were approved.

9. South and South East In Bloom Seminar – Information Update

Several members had attended the seminar on 12th March 2009 and the Chairman reported on the information received. There were not many changes other than the new marking criteria and the main focus this year is on community involvement and education. It was suggested that the Working Party discuss the 2009 manual more fully once all members had a copy and a chance to read it. It was felt that inclusion of BognorCAN on the judging route would be beneficial, as a community project aiming to include all ages in the planting and growing of food.

10. To Consider Bognor In Bloom Competition Entry Form and Categories

Further to discussion at the previous meeting, the seminar had not introduced any information that would affect the Bognor Regis In Bloom Entry Form. It was therefore **AGREED** that the category previously entitled 'Best Wildlife Garden or Sustainable Planting' be amended to **'Best Sustainable & Environmentally Friendly Planting'**.

11. Areas in Need of Improvement

- Planting/passage adjacent to Morrisons Store: The new planting in Bedford St was going well. However, unfortunately the new grasses planted had been spoilt, probably due to public climbing onto the portacabin roof, as temporary toilets were in place whilst the old ones are refurbished.
- Regis PH: JP had written to their Head Office but as yet had no response.
- Empty shops: It was reiterated that contact should be made with the landlords of empty and soon to be empty shops. It had proved difficult to trace the contact for Woolworths' premises but HK would continue investigating this and other potential premises.

- BT Telephone Exchange land: Contacting the right department was proving difficult but investigation would continue (HK).
- Area near Johnsons' business/Bedford St: Ownership to be established/contact made (JP)
- Marine Drive West area: Still to be investigated (GB)

12. Correspondence

- A letter had been received from the Secretary of the Aldwick Business Association requesting confirmation that the Aldwick Road flower baskets would be in place again this year and stating that this brightening up of the area was appreciated. It was **AGREED** that the Association be written to confirming the lamp post flower baskets would be in place.
- A resident had written to the BRTC praising Town Force for the London Road precinct planting and the new raised beds on roads and roundabouts. Members were pleased to note the comments and the letter would be added to our display material.
- Email from WSCC regarding the Highway Rangers new works programme – noted.

13. Any Other Matters for Consideration Not Included on the Agenda

- It was suggested that the two remaining lamp post flower baskets on the Butlins roundabout were not being used to best advantage and it would be more beneficial to add one to the Hotham Park roundabout sponsored planting and the other to the corner of Aldwick Road (outside Matthews Hanton) where it would be visible from two directions. It was **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that these two changes be effected.
- A member had recently visited Dartmouth and circulated photographs taken of commemorative and memorial lamp post sponsorship signs used there. It was **AGREED** to **RECOMMEND** that the Environment & Leisure Committee be asked to consider and discuss this form of sponsored planting.
- It was confirmed that previous participants would be contacted regarding the proposed 2009 Bognor In Bloom launch event at Hotham Park.
- A member suggested that an updated 'strapline' be adopted, for example 'Bognor Regis In Bloom ... Be Part Of It', which could be incorporated on entry form and press releases etc. It was **AGREED** to consider this in more detail at a future meeting.
- A member put forward details of a bottle/can deposit recycling scheme used elsewhere and it was felt that this may be a project that the local Greening Campaign could take on board. The Chairman reported details of a recent presentation to the Environment & Leisure Committee by the Greening Campaign, which was being co-ordinated by ADC. It had been agreed that the campaign would be adopted by that Committee but that Bognor Regis In Bloom would launch the scheme. It was therefore **AGREED** to **RECOMMEND** that the details of the bottle deposit scheme be passed to the clerk of the Environment & Leisure Committee for liaison with the Greening Campaign organiser.

- It was noted that St Mary's School might require some help in clearing litter that builds up in the gap between wire fencing and a wall, following a conversation MH had had with the Chairman of Governors there.
- A member mentioned the benefit of having a 'buy local' campaign, a 'best shop window' competition or similar to raise public awareness and benefit the town.

14. Date of Next Meeting

To be advised, but likely to be towards the end of April, prior to launch event.

The Meeting closed at 7.40pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 21st APRIL 2009

1. Meteorological Officer Reports for February and March 2009 - previously copied to Councillors
2. Southern - Stakeholder Brief Issue 5 February 2009, Rolling Stock Supplement March 2009 and Timetable Supplement March 2009
3. Southern - Stakeholder Brief Issue 6 March 2009, Engineering Works Supplement for Easter holiday period March 2009, Timetable Supplement changes for May 2009 and an update from Southern's Managing Director, Chris Burchell
4. A.D.C. - email advising that there is still a small pot of Village Enhancement Scheme Grant funding available - applications to be submitted by 24th April 2009
5. Communities and Local Government Committee - details of inquiry into traditional retail markets. Web forum has been launched to obtain the views of market traders on whether their markets are thriving or in decline. The forum will run until 28th April 2009. Also additional details of the third oral evidence session to be held on 20th April 2009
6. The Acorn Workshop - product information
7. A.D.C. - details of improved Recycling Services from 6th April 2009
8. Letter from Aldwick resident praising Town Force for the planting in various areas around the town
9. SACOMAT - information on dog waste bins and bag dispensers
10. PHS Wastetech Ltd. - details of Commercial Waste and Recycling Collection Service
11. A.D.C. - copy of leaflet detailing events taking place in Mewsbrook Park, Littlehampton in 2009
12. W.S.C.C. - News Release 'Firebreak triumph for 28'
13. Home-start Arun - email seeking help to raise awareness of the 'Home-Start' charity through parish websites or magazines. The charity is also looking to recruit volunteers.
14. Railwatch Issue No. 119, April 2009, Railondon Issue 103, March 2009 and details including associated paperwork for A.G.M. to be held on 9th May in Leeds
15. Railfuture - details of Summer Conference on 4th July 2009 in North Yorkshire and copy of The Railway Development Society's Annual Report and Financial Statements for year ending 31st December 2008
16. W.S.C.C. - email with details of Playbuilder funding programme to assist in the delivery of the National Play Strategy, focused on the creation of more Play Spaces. Bids for these funds are now invited
17. Email from gentleman in connection with article in The Daily Telegraph on 14th April 2009 'Bigger Bognor! Seaside town returns to its roots'
18. Glasdon - Brochure and price list on litter bins range
19. Letter from local resident in connection with condition of Right Price property with dirty windows and piles of rubbish and litter left inside the premises following the closure of this business. Letter also highlights the rubbish left in the empty hall of the Railway Station premises and requests that action be taken for improvements to be made to these areas. Acknowledgement sent and forwarded on to ADC Head of Environmental Amenities and the Regeneration team via the Services Director.

