



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

MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 13th JULY 2009

PRESENT: Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: Mrs. S. Daniells, K. Scutt and Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Two Councillors in the Public Gallery (Part of the meeting)

The Meeting opened at 7.02pm

21. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. E. Anderson, S. McDougall and J. Passingham.

22. 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.

23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st JUNE 2009

The Minutes of the Meeting held on Monday 1st June 2009, were agreed as an accurate record and were signed by the presiding Chairman.

24. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Committee **RESOLVED** to adjourn the Meeting at 7.04pm to enable Cllr. Brooks to ask a question.

Cllr. Brooks referred to the regeneration plans for Bognor Regis currently on hold and queried whether the Committee would support the idea of a competition to relook at the regeneration of the seafront sites. The Deputy Town Clerk reminded Councillors that regeneration was an agenda item at full Council and not within the Terms of Reference of this Committee. It was **AGREED** however to place this item on the next agenda. The Chairman suggested that Cllr. Brooks be invited to attend the next meeting to present his proposal in more detail to the Committee.

The Meeting was reconvened at 7.08pm.

(NOTE: Having liaised with the Town Clerk regarding this matter, she has confirmed that as the subject of regeneration is not within the Terms of Reference of this Committee, this proposal must be referred to full Council for consideration under the agenda item for regeneration.)

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

25.1 Min. 6.1 - 1st June Provision of Bus shelter in Collyer Avenue

Members noted that following further contact with the Clerk of JWAAC, it had been established that the only other funding available through them is the Community Initiative Funding. However, having checked the criteria it appears that this funding is not available to Town/Parish or District Councils, only community groups and organisations.

25.2 Min. 12 - 1st June Hotham Park House - improvements to the external decoration

The reply from the Head Lessee in connection with the external decoration of Hotham Park House was noted as being received, copied to the Committee. It was **AGREED** that a suitable response should be sent acknowledging receipt of the reply. A copy of the letter would also be forwarded to the District Council's Parks Department so that they may respond to the queries in connection with the clock tower, relocation of the refreshment kiosk and public toilets and the necessity for the level of signage referred to in the correspondence.

25.3 Min. 17.2 - 1st June Works by Southern Water in Nyewood Lane

The reply from Southern Water in connection with the repairs carried out recently to the public sewer in Nyewood Lane was noted. Southern Water accepted that the works may have been affecting the bathing water quality in the area. They confirmed that it had been established that a private foul drain was connected to the public surface water sewer and had been for a great number of years, thus discharging raw effluent into the sea. This issue has now been addressed and it is hoped that the bathing water will improve accordingly.

25.4 Min. 19.2 - 1st June Grant Aid for Hotham Park Heritage Trust

Members noted the reply from the Services Director at A.D.C. confirming that the Cabinet Member for the Environment, has accepted the officer recommendation to cease direct grant funding and instead, to spread the funding more widely to help and encourage all similar groups across the whole of the Arun District. This decision has been Called-In and a meeting of the Performance Scrutiny Committee will be held on Friday 17th July to consider this further.

26. CONSIDERATION OF APPOINTMENT TO THE FOLLOWING SUB-COMMITTEES/WORKING PARTIES AS A RESULT OF VACANCIES

26.1 Christmas Illuminations Sub-Committee

It was noted that as a result of Cllr. Burt standing down from the Christmas Illuminations Sub-Committee, a vacancy had now arisen and a further appointment was therefore required. Following some discussion, it was AGREED that a request for an additional member for the Sub-Committee would be raised at the next Town Council meeting.

26.2 Bognor Regis in Bloom Working Party

It was noted that as a result of Cllrs. Burt and Passingham standing down from the Bognor Regis in Bloom Working Party, two vacancies had now arisen. It was AGREED that the need for two additional members to join the Working Party would also be highlighted at the next Town Council meeting.

27. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE FOLLOWING SUB-COMMITTEES/WORKING PARTIES AND UPDATE IF REQUIRED

27.1 Christmas Illuminations Sub-Committee, Allotments Sub-Committee, Bognor Regis in Bloom Working Party and Public Conveniences Working Party

Copies of the current Terms of Reference for the above Sub-Committees and Working Parties were noted as being previously copied to the Committee. Having considered this information, Councillors **RESOLVED** that the current Terms of Reference relating to these Sub-Committees and Working Parties did not require any amendments and should therefore remain unchanged.

28. REINSTATEMENT OF OLBY'S CLOCK INCLUDING

28.1 Further consideration following clarification received regarding ADC grant - referred back to Committee from Town Council meeting 22nd June 2009

The Deputy Town Clerk confirmed that having spoken with the contractor who had been chosen to undertake the works to the clock, it had been established that despite the length of time that had passed since this project had been started, there would be no increase in the cost of the original quotation that had been supplied. Prior to placing the order, clarification had also been sought from A.D.C. regarding the level of grant funding that would be available. This was necessary as the original application for the Village Enhancement Grant had been submitted based on the first quotation that had been received, which was considerably higher than the one that had now been chosen. Confirmation had now been received to advise that the criteria states that any funding awarded must not be used for anything other than the approved purpose and where the total cost of the project is less than originally forecast, the Joint Western Arun Area Committee's contribution will reduce proportionally. As only $\frac{1}{3}$ rd of the total cost of the project can be awarded, then if the project comes in at £11,000 then the grant would be £3,666. The balance of the project would then be funded from the Rolling Capital Programme. Members noted that the cost for the electricity supply and scaffolding had not been established yet and would be part of the overall cost of the project so an exact figure of the grant to be awarded could not be calculated yet. Following further discussion, it was AGREED that a decision could not be reached until the full cost of the project is known. It was therefore **RESOLVED** to defer this matter until the costs for the electricity supply and scaffolding had been obtained.

- 28.2 Further consideration of recommendation to seek contribution towards running costs and consideration of provision of plaque or Town Council crest affixed to the clock - referred from P&R Committee meeting 8th June 2009 Min. 13 refers**
It was AGREED to defer this item to allow time for the Deputy Town Clerk to obtain costs to undertake this element of the project.
- 29. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 11th JUNE 2009**
- 29.1** The request from the Chestnuts Day Centre for assistance in enhancing their grounds was noted as being referred to this Committee for consideration. A Councillor commented that unfortunately the Working Party did not have any additional funds to be able to cover the expense of individual projects such as these and concern that this would set a precedent was stressed. In view of this, it was AGREED that a letter be sent advising that unfortunately the Council were unable to assist with this project.
- 29.2** It was **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 11th June 2009 - **Appendix '1'**
- 30. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 8th JULY 2009 (IF AVAILABLE)**
- 30.1** Discussion took place regarding the appointment of the new Chairman and Vice-Chairman of the Sub-Committee.
- 30.2** Comment was made that more support for the Christmas illuminations was needed from businesses within the town and it was queried whether the Chamber of Commerce would approach their members to seek support. Reference was made to the decline in membership of the Chamber of Commerce as a result of the formation of business networking groups.
- 30.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 8th July 2009.
- 31. *Cllr. Mrs. Warr gave her apologies and left the meeting at 7.32pm***
- 32. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 23rd JUNE 2009 (IF AVAILABLE)**
- 32.1** The resolution to refer the question of 'action for youth' to this Committee was noted and it was AGREED that this should be placed on the agenda for the next meeting.
- 32.2** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the Extraordinary meeting held on 23rd June 2009.
- 33. REPORTS**

33.1 Financial Reports

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

33.2 Any Other Reports

A Councillor reported that she had been approached by the owner of the Stock Shop, which is located adjacent to Morrisons, about the planter in front of the Bedford Street toilets querying what is going to happen to it. It was noted that the owner of the Stock Shop is adamant that he does not want to see the planter removed from this area and has indicated that he would be happy to maintain/look after it. Following some discussion, it was AGREED that the Deputy Town Clerk should pass this information onto to Head of Surveying and Estates at A.D.C. and seek an update on the current position with regards to this planter.

34. CORRESPONDENCE

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

35. 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/staffing).

The Deputy Town Clerk reported that two new Weather Observers had now been appointed to replace the two that had recently resigned. Training for the afternoon readings had been undertaken and it was planned to commence training for the morning sessions within the next few weeks to allow for holiday/sickness cover for the Meteorological Officer.

The Meeting closed at 7.50pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Thursday 11th June 2009

PRESENT: Cllr Mrs J Warr, Mr D Meagher (part time), Mrs P Dart (part time), Mrs M Huntingdon, Mrs H Knight, Mr P Beckerson

The Meeting opened at 6.15pm

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.

1. Consideration of Appointment of Chairman

It was noted that two Councillors had resigned from the Working Party and following some discussion regarding membership it was **AGREED** to defer this item to a future meeting.

2. Apologies for Absence

Apologies had been received from Miss C Marples, Mr P Mortimer, Cllr E Anderson, Cllr P Dillon and Mrs K Gill.

3. Approval of Co-opted Membership

It was noted that co-opted membership had been approved unchanged at the Environment & Leisure Committee meeting of 1st June 2009. Those co-opted members present confirmed their willingness to remain on the Bognor Regis In Bloom Working Party.

4. Approval of the Notes of the Meeting held on Thursday 7th May 2009

The Notes of the Meeting held on Thursday 7th May 2009 were approved.

5. To Note Entry of Hotham Park nto Best Public Park Awards

It was confirmed that it had been possible to enter the park for the Park/Large Public Garden category and it was noted that a cost of £25 would be invoiced to the Town Council for this, which members **AGREED** to **RECOMMEND** for approval by the Environment & Leisure Committee. S&SEIB had confirmed that one of the Bognor In Bloom judges would remain to judge the park at 2.30pm on Monday 13th July 2009.

6. Portfolio

It was noted that the compilation of the portfolio had not yet begun and needed to commence as a matter of urgency in order to submit this by the deadline of 19th June 2009. Due to the recent change in membership and limited time available, those present **AGREED** that BRTC officers would carry out this work – HK to action in liaison with ADC officers.

7. Consideration of Judging Route, to include: Members' observations of 2008 route and Allotment/Community Planting sites: Involvement of local schools and youth groups

It was felt that the previous tour was still the preferred route to follow. HK, PB and PhD had met to discuss any potential issues and arrangements that may be required and those present were appraised of this discussion. Reports were made of various areas linked to the route that would

need attention, including the BRTC Allotments/Sandringham Way, hedges in Victoria Drive, Norfolk Square, Methodist Church area, Regis Centre patio areas. Officers would endeavour to initiate action on as many areas as possible. Due to time constraints and limited availability of members, it was **AGREED** that BRTC and ADC officers would meet further to finalise the route and make final arrangements, keeping members appropriately informed. It was **AGREED** that MH would assist PhD in escorting the judges on the tour and that PhD would primarily lead the presentation, introducing the judges to one or two key people to talk to, such as a representative of ISS Waterers, a representative of the Clean & Safe team, etc. It was confirmed that MH would meet with officers at a date to be arranged to fully brief her on the route/details of the day. Members were advised that there was a possibility of the judges meeting young people from a local Youth Wing who were currently tending allotment plots, and this was being investigated. Other possible opportunities were meeting one of the Butlins gardeners on site and meeting pupils from either St Mary's or South Bersted Schools. St Mary's Catholic School has recently finished adding a wildlife pond to its outdoor classroom/garden area.

8. To Consider Arrangements for BR In Bloom Judging Day and To Approve Associated Costs, including venue, car hire and lunch/refreshments

Details of the judging day were confirmed, with the two judges arriving at Hotham Park Lodge at 10.00am. It was **AGREED** that officers would organise the arrangements for press, presentation display, people meeting the judges en route, lunch and car hire.

It was felt that a similar vehicle to last year would be required and those present **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the cost of hiring a suitable vehicle for the day be approved up to a maximum cost of £100, though it was likely to be less than this. It was felt that a small group should be available to meet the judges on the day and have lunch afterwards, comprising Working Party members, District Chairman, Town Mayor and one or two invited people key to the proceedings. It was suggested that as one of the sponsored planting partners is a local delicatessen, it would be a good idea to purchase the refreshments from them. It was therefore **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that lunch be purchased from Simply Delicious at a total cost of £100 for 15 people. The venue of The Lodge and coffee/tea/biscuits would be provided by Arun District council.

9. Areas in Need of Improvement

Areas relative to the route had been covered in earlier items and there were no new points raised.

10. To Consider Arrangements for Judging of BR In Bloom Competition and to Appoint Judges

It was noted that judging of Bognor In Bloom needed to take place as soon as possible and due to limited time, it was **AGREED** that HK would make necessary arrangements by contacting members when final details had been co-ordinated. JW, DM, and MH indicated their willingness to judge one/two categories each and the Mayor would also be asked, as well as one or two other councillors.

11. Carnival Entry by Bogor Regis in Bloom Working Party – To note decision from BRTC Environment & Leisure Committee and any updated information

It was noted that approval had been given for some Town Force time to organise a float, however, the Town Force team were heavily committed in working on the carnival event itself and no vehicles were available. A vehicle had kindly been offered but unfortunately proved unsuitable. However, members were pleased to note that Bognor CAN had kindly volunteered to enter a large lorry float as a combined Bognor In Bloom entry, which would be decorated with flowers, vegetables, insects etc.

12. To Consider Request for Planting from Chestnuts Day Centre

An enquiry had been referred to the Working Party for assistance in enhancing the front entrance of the Chestnuts Day Centre. The request was for any help available, either practical or in donation, such as plants, planters, Town Force time etc. Other sources were also being approached. The Chestnuts Day Centre wondered whether planting similar to that provided at the Library might be available. It had been pointed out that this was not new but had been moved from elsewhere in the town. Although members were sympathetic to the idea, it was felt that this was a matter more relevant to the Environment & Leisure Committee since it may involve financial or staff commitments. It was therefore **AGREED** to **RECOMMEND** that the Environment & Leisure Committee be asked to consider this request further.

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

MH enquired about the possibility of having a volunteer weeding group for the area. Some discussion followed regarding the pros and cons of co-ordinating such a group and it was **AGREED** to look at this again in the future. In the meantime, some initial investigation would be made with regard to insurance cover and other administrative issues.

14. Date of Next Meeting

To be advised.

The Meeting closed at 7.50pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 13th JULY 2009

1. West Sussex Fire & Rescue Service - email with details of consultation commencing on 27th July 2009 on its long term priorities and proposals for action in 2010/2011. Once the document becomes available this will be referred to the next meeting for consideration
2. A.D.C. - Sea Water Quality results from 18th May to 23 June 2009 inclusive - copied to Councillors
3. Southern - Stakeholder Brief, Issue 8, May/June 2009
4. W.S.C.C. - email with guidelines for selecting Tree Wardens
5. Greening Campaign - emails advising that the Community Coordinator would be leaving and details of her successor, details of insurance opportunity, details of annual leave, information on employment opportunity and details of new Climate predictions report
6. Glasdon - product information, brochures and leaflets
7. Landscape Design Trust - email with details of Green Places magazine
8. Farming and Wildlife Advisory Group - literature explaining what they do and seeking financial contributions to support their work
9. M.E.H. Tree Specialist - details of services offered
10. Copy of Damage Management Magazine Recovery Volume 10, Issue 2, Summer 2009
11. A.D.C. - Sea Water Quality results from 23rd June to 29th June 2009 inclusive
12. Signs of the Times - product information
13. Greening Campaign - email with further details re insurance opportunity and email from new Community Coordinator
14. Railwatch Magazine, Issue No. 120, July 2009 copy for each Councillor previously circulated and copy of Railondon Newsletter Issue No. 104, July 2009