



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 28th SEPTEMBER 2009

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

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

Prior to the Meeting there was a presentation from Richard McMann & Cllr. Norman Dingemans to update Councillors on regeneration issues.

The Meeting opened at 7.03pm

49. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Passingham.

50. 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.

Cllr. McDougall declared a Prejudicial Interest in Agenda item 7- Reinstatement of Olby's Clock

The Committee noted that there was one Declaration of Interest made at this point in the Meeting.

51. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th AUGUST 2009

The Minutes of the Meeting held on Monday 17th August 2009, were agreed as an accurate record and were signed by the presiding Chairman.

52. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

53.1 Min. 40.3 - 17th August Removal of Floral Planter at North Bersted

Members noted that the planter belonged to Arun District Council and was removed owing to its poor condition. Waterers will be making a new planter for this location during the winter period and this will be replaced and replanted in due course.

53.2 Min. 41 - 17th August Bognor Regis Local History Society & Museum Funding

The letter of appreciation from the Bognor Regis Local History Society thanking the Committee for the Museum funding and for their kind comments was noted.

53.3 Min. 43 - 17th August West Sussex Fire & Rescue Service Action Plan 2010/2011

The email from the West Sussex Fire & Rescue Service acknowledging the comments made by the Committee and expressing their appreciation of the feedback regarding the Action Plan was noted.

54. FURTHER CONSIDERATION OF PURCHASE OF ANEMOMETER AND DIRECTION INDICATOR INCLUDING COST OF ELECTRICAL SUPPLY TO WEATHER STATION OR ALTERNATIVE SOLAR POWER OPTION FOR RECOMMENDATION TO P&R FOR FUNDING FROM THE ROLLING CAPITAL PROGRAMME - MIN. 42 REFERS

As a result of the request by the Committee for the solar option to be investigated as an alternative form of power for this piece of apparatus, the Projects Officer had now obtained this information. Members noted that this would be a more expensive option. Concern was raised about the possibility of a solar panel being more susceptible to vandalism. Comment was also made that solar panels did not have a long life, which would result in additional expense for the Council after a period of time. Following further discussion, it was **RESOLVED to RECOMMEND** to the Policy & Resources Committee that option 2 should be purchased being the R M Young Wind Monitor, a combined anemometer and wind vane at a cost of £2,471.00 to include the CPI Molding and electricity supply as previously detailed. Members noted that funding of this equipment would be met from the Rolling Capital Programme.

55. REINSTATEMENT OF OLBY'S CLOCK UPDATE AND FURTHER CONSIDERATION OF RELATED COSTS - MIN. 44 REFERS

55.1 *Cllr. McDougall declared a Prejudicial Interest in this matter as his Wife is an employee of Staffurth & Bray Solicitors. Cllr. McDougall left the meeting during the discussion on this item.*

55.2 The Deputy Town Clerk updated the Committee with regard to the current position. Two local companies had now supplied quotations for the scaffolding required at a cost of between

£350 and £450. There would also be an additional £55 for W.S.C.C. to issue a Licence to permit the placing of scaffolding on the highway.

- 55.3** A reply had been received from Staffurth & Bray although no commitment had been made as yet in connection with them providing the power to the clock as an expression of their ongoing sponsorship of the matter. A response from the Committee concerning the wording on the clock face was awaited before a decision could be taken by the Partners. The Partners felt that their suggestion that the clock face bears the words “Staffurth & Bray Established 1882” would improve the image of the clock. Bearing in mind that the clock is being attached to their premises and may cause a modicum of ongoing disturbance or inconvenience they feel the suggestion for the wording is reasonable. Some concern regarding the need for planning permission to be sought as the inclusion of the wording could be seen as advertising had been raised by Councillors at the last meeting. Staffurth & Bray had advised that they would be happy to assist with any application for planning permission to implement this at no charge to the Town Council should this be necessary. Having checked with A.D.C. the Deputy Town Clerk advised that an advertisement consent application will not need to be submitted as Local Authorities including town and parish councils have ‘deemed consent’ rights to erect adverts without the need for advertisement consent similar to ‘permitted development rights’ under planning. Members spoke in support of inclusion of the proposed wording on the clock face. Comment was also made that the Committee would be pleased if the Partners at Staffurth & Bray would be willing to support the project with a sponsorship commitment regarding the electricity costs.
- 55.4** A response from A.D.C. regarding the requirement for an application for Building Regs. to be submitted for this project had now been received. Being an unusual case, it could be that the installation might have a very significant structural effect on the stability of the wall it is to be fixed to. Additionally, there is the question of the mechanical fixing of the clock to the wall. In these circumstances A.D.C. have suggested that the Structural Engineer make a Submission under the Building Regulations on the Town Council’s behalf. Once the District Council have had the opportunity to look at the structural designs for the scheme and any implications on the existing structure, they would be in a better position to determine whether the work is controllable or not. The cost for the application would be in the region of £196 inclusive of VAT. Should it be determined that Building Regs. are not required, a refund of this expenditure would be given. The Structural Engineer will proceed with this application on the Town Council’s behalf and also obtain the site location plans, which need to be purchased direct from Ordnance Survey at an additional cost yet to be determined.
- 55.5** The Electrician has now been to Staffurth & Bray to enable him to be able to quote for the required 5amp 240 volt electricity supply to be installed inside the building in the room where the drive unit for the clock is to be situated. If the Town Council is funding the ongoing electricity cost a meter will be required. The cost of the electrical connection to the clock with a meter would be £195 plus VAT as this would involve more work and materials and therefore an additional labour charge. The cost of the connection without a meter would be £85 plus VAT.
- 55.6** Contact had been made with the Clock Company to seek a cost to have the words ‘BOGNOR REGIS’ put in the area at the top of the clock that currently says ‘CLOCK WALK’ as suggested at the previous meeting. It had also been queried whether if the Council agreed the words “Staffurth & Bray Established 1882” should be put on the clock face, what the additional cost for this would be. Members noted that confirmation had now been received

that there would be no extra cost for putting the lettering on the clock. In answer to a query, the Clock Company had also confirmed that there is a price within the original quotation to enable the clock to be lit. Members AGREED that the words 'BOGNOR REGIS' should be inserted at the top of the clock.

- 55.7 The possibility of a brass plaque mounted on a wooden base to be located on the wall below the clock, subject to enough room being available had been discussed at the last meeting. The Deputy Town Clerk advised that Cllr. Passingham had kindly supplied some suggested wording for the plaque and this had been forwarded to Mr. Frampton to seek clarification regarding one of the dates. Amendments had now been proposed by Mr. Frampton to the draft wording, which were detailed to those present and the amended wording was agreed subject to a couple of minor amendments. A cost for the plaque had been obtained prior to the changes and it was noted that this would be around £190. If the Committee required the inclusion of the Town Council's Crest this would cost an additional £25. The Committee AGREED that it would not be necessary to include the Crest. The Deputy Town Clerk advised that permission to mount the plaque on the wall would need to be sought from Staffurth & Bray prior to progressing with this proposal.
- 55.8 Following further discussion, it was **RESOLVED** to **RECOMMEND** to the Policy & Resources Committee that the additional funding required for re-installation of the clock as detailed above and at previous meetings, up to a maximum of £2,100 should be funded from the Rolling Capital Programme.
- 55.9 It was further **RESOLVED** that the Committee would be pleased for the clock face to bear the words "Staffurth & Bray Established 1882".
- 55.10 *Cllr. McDougall returned to the Meeting*

56. **PUBLIC CONVENIENCES - RATIFICATION OF FIRST PAYMENT TO A.D.C. OF 2009/2010 PARTNERSHIP CONTRIBUTION (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

- 56.1 Members noted that there had been a problem with the electrics in the public toilets in Waterloo Square on the weekend of the Sands of Time Event. This was as a result of a leak in the roof of the gentlemen's toilet, which resulted in water getting into one of the light fittings and shorting out the power. Arun may have closed the toilets altogether over the weekend if the problem could not have been investigated until the Monday morning, which would have caused a major problem. Members AGREED that this issue should be raised with the Services Director at A.D.C. to establish if the problem has now been resolved so that this situation will not re-occur.
- 56.2 The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the first payment of the 2009/2010 revenue partnership contribution for the public conveniences.

57. **CONSIDERATION OF REQUEST TO BE MADE TO BUTLINS FOR IMPLEMENTATION OF POLICY TO BE CONSIDERED REGARDING THE USE OF THEIR HOTEL BALCONIES AS DRYING AREAS - CLLR. CUNARD TO REPORT**

The Deputy Town Mayor confirmed that this issue had now been resolved with drying airers being put in each of the hotel rooms following an approach being made to Butlins by Arun District Council.

58. REVIEW OF RISK ASSESSMENT FOR USE BY WEATHER OBSERVERS WHILST AT TOP OF FITZLEET HOUSE FLATS AND TO NOTE CORRESPONDENCE FROM AGENTS OF THE BUILDING

Members noted that as a result of taking on the new Weather Observers, it has been necessary to contact the agents for the building to advise them of the new arrangements. Each Town Council employee who has access via a key to the roof of the Fitzleet House flats has been required to complete a Health and Safety Risk Assessment form provided by the agents detailing their responsibilities with regard to ensuring the access door to the roof remains locked at all times. The Projects Officer has also prepared a Risk Assessment in liaison with Peninsula, the Town Council's Health & Safety Consultants and a copy has been passed to each employee carrying out the weather readings for their information. Copies of the document were circulated to the Committee for consideration. Members noted the content of the Risk Assessment and following some discussion, AGREED that it should be approved.

59. CONSIDERATION OF APPROACH BEING MADE TO THE OWNER OF THE PIER TO REQUEST A MEETING WITH INTERESTED PARTIES REGARDING THE PIER'S FUTURE - CLLR. CUNARD TO REPORT

The Deputy Town Mayor advised that Cllr. Cunard was unable to be present at the meeting to report on this matter. However, he was keen to see an approach being made to the owner of the Pier to request a round the table meeting with interested parties to discuss the Pier's future. Members spoke in support of progressing this proposal and it was **RESOLVED** that the Deputy Town Clerk should write to Mr. Ayres with a copy being sent to Mr. McMann at the District Council.

60. A.D.C. - CONSIDERATION OF REQUEST BY OPERATOR OF CONCESSION LOCATED IN THE BULL NOSE ON THE PROMENADE FOR PERMISSION TO PAINT THE TOWN COUNCIL'S BEACON (AT NO COST TO THE COUNCIL) AS PART OF HIS PROPOSALS TO TIDY UP THIS AREA. A.D.C. HAS ALSO BEEN APPROACHED FOR PERMISSION TO INSTALL A NEW UNIT, REPAINT THE WALLED AREA WHITE, AND INSTALL EXTRA SEATING AND A REMOVABLE WINDBREAK AS THE CONCESSION WILL BE OPEN FOR THE WINTER PERIOD

The Deputy Town Clerk detailed the information that had been received from the District Council's Concessions Officer. Permission was being sought from the Town Council for the operator of the Food World concession located at the bull nose area on the Esplanade to be allowed to paint the beacon at no cost to the Council. This would be painted the colour and with the type of paint agreed by the Town Council. Members were pleased to note the concessionaire's plans for this area. Following further discussion, it was **RESOLVED** to thank the operator of the Food World concession for his kind offer and confirm that the Committee had no objection to the beacon being painted providing the colour and type of paint is agreed with the Council prior to commencement of the work and there is no cost to the Town Council.

61. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 17th AUGUST 2009

It was **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 17th August 2009 - **Appendix '1'**

62. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 25th AUGUST AND 21st SEPTEMBER 2009 (IF AVAILABLE)

62.1 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 25th August 2009.

62.2 The Deputy Town Clerk reported that unfortunately due to the pressure of work, the Minutes of the meeting held on 21st September 2009 were not yet available and would therefore be referred to the next meeting of this Committee for approval.

62.3 The Chairman of the Sub-Committee reported on the positive meeting that had been held on 21st September when Councillors had considered the new displays for Christmas 2010. The new Electrical Contractor appeared to be very forward thinking and she felt sure that he would do the very best for the town.

63. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 18th AUGUST 2009 AND THE NOTES OF THE ACTION FOR YOUTH MEETING HELD ON 7th SEPTEMBER 2009

63.1 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 18th August 2009.

63.2 Members discussed at length the need for the Hampshire Avenue Recreation Ground to be accessible for public use. Members referred to the email response that had been received from Inspire Leisure that had been circulated to Councillors by the Projects Officer as a result of this matter being raised at the recent BRTC/ADC Liaison Meeting. It was suggested that the Allotments Sub-Committee consider writing to the Cabinet Member who sits on the Board of Inspire Leisure or to Cllr. Dingemans to pursue this matter.

63.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the 'Action for Youth' meeting held on 18th August 2009

64. REPORTS

64.1 Financial Reports

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

64.2 Any Other Reports

Reference was made to the condition of the Crown Bingo sign in London Road and it was suggested that a suitably worded letter should be sent from the Town Mayor seeking the owner's assistance in restoring this to its correct position.

65. CORRESPONDENCE

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

The Meeting closed at 7.50pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **BOGNOR REGIS IN BLOOM WORKING PARTY** **Monday 17th August 2009**

PRESENT: Cllr Mrs E Anderson, Cllr P Dillon, Cllr Mrs J Warr, Mr D Meagher, Mrs M Huntingdon, Mrs H Knight.

The Meeting opened at 2.30pm

1. Consideration of Appointment of Chairman

Members **AGREED** not to appoint a Chairman.

2. Apologies for Absence

Apologies had been received from Mrs P Dart.

3. Approval of the Notes of the Meeting held on Thursday 11th June 2009

The Notes of the Meeting held on Thursday 11th June 2009 were approved. Under item 11, a member asked that Bognor CAN be thanked for their work in entering a float featuring Bognor In Bloom in to the Carnival Parade. HK confirmed that Bognor CAN had been thanked and that photographs taken of the float by BRTC staff had been forwarded to them.

4. S&SEIB Award Presentations on Wednesday 2nd September 2009: To Approve Attendance and Related Expenditure

It was **AGREED** that the Cllr Eileen Anderson (Town Mayor), Philippa Dart, Margaret Huntingdon, Cllr Jeanette Warr and Mo Hsitou would attend the Awards Presentation. HK would circulate details of the event. The Mayor and Philippa Dart would receive any certificates presented on stage. It was **RESOLVED** to **APPROVE** the cost of attendance and related expenditure.

5. Bognor In Bloom Competition

Members/Cllrs who had assisted with judging the various categories were thanked. It was **AGREED** to award the top three scoring entrants Certificates for Gold, Silver or Bronze in each category. As there had been several entries into the Civic Award category this time, it was **AGREED** to award the Civic Award also as a Gold, Silver or Bronze certificate on this occasion, with the trophy and prestige for the overall winner/gold, but to review the entry criteria and promotion regarding this award for future years.

6. Bognor In Bloom Award Presentation Evening: To Approve Arrangements and Related Expenditure

Following discussion, it was **AGREED** that one of Monday 7th, Tuesday 8th or Wednesday 9th September 2009 be booked in the Council Chamber for the Awards Evening. It was **RESOLVED** that reasonable expenditure could be spent on light refreshments, such as savoury snacks, juice and some wine, for approximately 50 people. HK to commence arrangements for invitations, trophies etc. and to oversee the Awards Evening.

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

- It was noted that the Town Force Horticulturalist would be retiring from the Town Council shortly and the suggestion was made of presenting him with a token of appreciation from the Working Party for the tremendous input he has made to the In Bloom campaign over the years. It was felt this could then be presented to Mr Hsitou at the Awards Evening, which would take place during his last working week. Those present **AGREED** that they would like to present a small gift bought with voluntary contributions from WP members, and with a commemorative card denoting 'With grateful thanks from Bognor In Bloom Working Party'. JW and MH kindly agreed to arrange a suitable gift and would collect donations from members.
- Some discussion took place regarding projects for the forthcoming year, such as a Seed Day, and these would be discussed at future meetings.
- Past discussions regarding wider membership were recalled and it was noted that an appeal would be made during the Awards Evening, with membership to be discussed at a future meeting.

8. **Date of Next Meeting**

Thursday 22nd October 2009, 2.30pm Council Chamber

The Meeting closed at 3.50pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 28th SEPTEMBER 2009

1. Report from Meteorological Officer for July 2009 - previously copied to Councillors and August 2009 - copied to Councillors
2. Letter from local resident with suggested nomination for recipient of Mayors Good Citizen Award - copied to Town Mayor
3. W.S.C.C. - Agenda for JWAAC meeting held on 9th September 2009 at the Arena Sports Centre, Westloats Lane, Bognor Regis
4. Three email requests for weather information
5. Southern Stakeholder Brief Issue 10, August 2009
6. Environment Agency - details of Sussex Flood Safety Week Exhibitions being held from 17th to 26th September 2009 at various locations - copied to Councillors
7. A.D.C. - Sea Water Quality results from 3rd August to 2nd September 2009 inclusive – previously copied to Councillors
8. National Piers Society - Piers Magazine Issue No. 92, Summer 2009
9. Glasdon - product information
10. W.S.C.C. - Small Change Big Difference booklet - Making West Sussex greener, cleaner and safer
11. CVS-Arunwide - Arun & Chichester Voice, October 2009 - copy for each Councillor previously distributed
12. Request from resident of Highland Avenue for the installation of a litter bin. Contact had been made with A.D.C. for an update on progress with their Asset Management Review. It was noted that a report would be prepared by an A.D.C. Officer towards the end of the year for the District Council to give a steer on the way forward. Listings are still not complete with about 50 bins still to log. Any requests from residents should be noted at this time and A.D.C. will be seeking this information from Town and Parish Councils shortly so that this can be added into their report. This was noted.
13. A.D.C. - Sea Water Quality results from 2nd September to 7th September 2009 inclusive
14. Copy of a letter sent to A.D.C. received by Cllr. Mrs. Gillibrand (as the previous Town Mayor) from a visitor to the Royal Norfolk Hotel during the weekend of The Rox event - it was AGREED an acknowledgement letter should be sent
15. Letter requesting the Council save the sandy beach - copied to Committee. It was noted that no address had been supplied therefore no acknowledgement could be sent
16. W.S.C.C. - email from Tress and Woodlands Officer advising that as a result of the 'Small Change, Big Difference' booklet sent out to all households recently W.S.C.C. have received a number of enquiries about the tree warden scheme
17. A.D.C. - copies of Our Kind of Place A guide to Arun booklet - copy for each Councillor