



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 8th JANUARY 2007

PRESENT: Cllr. F. Oppler (Vice-Chairman), Cllrs: D. Eldridge, J. Hayward, R. Probert and K. Scutt (from Min. 104)

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer)
Mrs. S. Holmes (Events Officer)
Mr. J. Brooks

The Meeting opened at 7.30pm.

In the absence of the Chairman, Cllr. Oppler (Vice-Chairman) took the Chair.

101. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. Mrs. S. Olliver and Mrs. J. Warr.

102. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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.

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th NOVEMBER 2006

The Minutes of the Meeting held on Monday 27th November 2006, were agreed as an accurate record and were signed by the presiding Chairman.

104. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

105.1 27th November - Min. 83.5 Town Cross Cemetery, Missing Gates

The Committee noted the letter from the Cemeteries Manager at A.D.C. advising that investigation into the possibility of installing a lockable bollard at the cemetery entrance in Hawthorn Road, to block the entrance to vehicular traffic was being investigated. Once this has been discussed with all interested parties, the Cemeteries Officer will advise the Town Council of the decision taken.

105.2 27th November - Min. 83.7 Damage to Gloucester Road Wall

The letter from the W.S.C.C. Acting Highway Manager in connection with the above was noted, copied to all Councillors. There is currently a chevron board at the site and a triangular 'bend' warning sign is also erected prior to the bend. These measures would seem to be insufficient to indicate the bend ahead. Unfortunately, the footway is narrow in this location and almost certainly has underground apparatus (BT cables etc.), which prevents the installation of any reflective bollards. W.S.C.C. is therefore looking to provide other methods of advising motorists of the presence of a bend which they believe can be achieved by providing 'ladder' hatch markings on the nearside and centreline Esplanade approach to the bend effectively narrowing the carriageway and hopefully causing motorists to reduce speed and negotiate the bend safely. An order will be placed shortly and subject to weather conditions, it is hoped that the lining might be in place for February. Cllr. Oppler reported that he had spoken with the Acting Highway Manager regarding this matter and he confirmed that there were limited options available.

105.3 27th November - Min. 84.5 Position of Drinking Restriction Zone sign in Bedford Street

It was noted that the Projects Officer had raised this matter with Inspector Merrick who had advised that the signs were originally placed by Arun District Council, as the agency responsible for the Drinking in Public Places Order. Inspector Merrick had suggested that either contact could be made with A.D.C. direct regarding this matter or it could be raised at the next meeting of the Public Place Violent Crime group. The Projects Officer confirmed that he would raise this matter at the next meeting of the group.

105.4 27th November - Min. 85.1 Parking of vehicles on yellow lines near the Cinema

This matter had been raised with Inspector Merrick who had responded that he had attended several public meetings to speak about parking matters and he confirmed that enforcement is carried out around the town with approximately 400 tickets a month being issued. The Committee noted that the traffic wardens are unable to patrol Aldwick Road as it is outside the controlled parking zone and W.S.C.C. only contract and pay for the wardens to work within this area. However PCSO's have been used by the Police for enforcement in Aldwick Road but this is balanced against other priorities. A Councillor commented that many of the cars are parked in this area all day even though there is restricted parking and the bay that is supposed to be for the Tesco delivery lorries to unload is not accessible for this purpose as it is always full of other vehicles.

The situation is further exacerbated in this area and other areas around the town as many of the yellow lines are worn out and not clearly visible making them difficult for motorists to see. This inevitably leads to unauthorised parking. Areas are congested and comment was made that the whole issue of parking around the town needed to be addressed as a matter of urgency. Concern was also raised regarding the condition of the highway in and around Bognor Regis. A Councillor confirmed that there are a number of large cracks in both Nyewood Lane and the Aldwick Road area that needed urgent attention. It was suggested that these issues should be put forward for

discussion by the Joint Western Arun Area Committee and it was agreed that a letter should be sent to the Chairman requesting that these items be put on the agenda for the meeting later this month. Concern was also raised at the number of cars using the London Road precinct during the day when access was prohibited and it was agreed that this should also be included on the agenda for discussion.

A Councillor spoke of his concern at the speeds that mobility scooters can reach and stressed that these vehicles should be governed and limited to the speed that a pedestrian can walk. The Town Mayor advised that he understood that such vehicles should not exceed 4¹/₂ miles per hour and that anyone hiring such a vehicle should be covered by insurance. It was noted that users of the Shopmobility service are covered by insurance when hiring their vehicles and instruction on the vehicles use is also given.

105.6 27th November - Min. 90 Provision of litter bins in the Queensway

The Deputy Town Clerk reported that she had been asked to seek an update from the District Council following their investigation into whether their contractors are meeting the required standard of cleaning in this area. Correspondence had now been received advising that Arun's Cleansing Inspector has confirmed that The Queensway is being cleaned on a daily basis and that no complaints have been received about the cleanliness of this area. It has been also been confirmed that The Queensway is being cleaned to Grade A standard and Arun has recently appointed a new Street Scene Officer who will be covering the Bognor Regis area. It was noted that part of his duties will be monitoring all the Zone 1 areas. A Councillor suggested that it may be useful to find out the name of Arun's new Street Scene Officer and the Deputy Town Clerk agreed that she would endeavour to obtain this information.

105.7 27th November - Min. 92.4 Synthetic Ice Rink at Royal Norfolk Hotel

A Councillor commented on how successful the ice rink had been that had been installed in the grounds of the Royal Norfolk Hotel during December and suggested that a letter of congratulations should be sent. This was AGREED.

105.8 23rd October - Min. 62.1 New dog and litter bin in Marshall Avenue

The Committee noted that A.D.C. had advised that their dog bins are now a larger capacity (100L) so any ordered since May 2006 will be charged at £283 including fitting. The bins for Marshall Avenue will however be charged at the old price, even though they will be the more expensive bin. It is hoped that the new dog and litter bins for Marshall Avenue will be fitted in the next few weeks.

105.9 23rd October - Min. 69 Improved Beach Access

The letter from the Bognor Regis District Chamber of Commerce expressing their appreciation that the possibility of providing improved access to the beach for wheelchair users, those less mobile and parent/carers with pushchairs and prams was going to be investigated by the Projects Officer was noted.

105.10 4th September - Min. 43.3 Walk through between The Link and Thompson Travel Agents

The Committee noted an update had been received from A.D.C. regarding the above. Work is going on and the area has been cleared. Any waste found in this location from businesses has been taken back to the business concerned to discuss. A.D.C. is not fully geared up to start issuing trade waste Fixed Penalty Notice's under the Clean Neighbourhood Environment Act

2005 until possibly April 2007. The IT System they have is nearly finished and able to take business information to help them progress this. Traders have been asked to move their bins out to behind WH Smiths loading area, which has further improved the site. It was noted that a landowner for part of the walkway still needed to be contacted by A.D.C. to discuss this issue.

105.11 4th September - Min. 45.4 New dog bins for Annandale Avenue and Hillsboro Road

It was noted that A.D.C. have confirmed that the bins for the above locations have now been ordered and will be charged at the new price of £283.00 each including fitting. A map of these areas has been passed to Cllr. Oppler for investigation into the best location for the bins. A.D.C. has expressed concern that the areas being looked at are surrounded by houses, which could create a problem with residents of the area. Consultation with W.S.C.C. highways will also need to be undertaken once two locations have been identified before approval for installation can be given.

106. ADJOURNMENT FOR PRESENTATION BY MR. J. BROOKS ON VARIOUS PROPOSALS FOR BOGNOR REGIS REFERRED FROM POLICY AND RESOURCES COMMITTEE - PR MIN. 67.4 REFERS

It was **RESOLVED** to adjourn the Meeting at 7.50pm to allow Mr. Brooks to make a presentation to the Committee on his various proposals for Bognor Regis.

Proposals put forward by Mr. Brooks included:

- Use of the name Bognor or Bognor Regis
- Establishing a Town colour scheme
- Seeking agreement of the content of any literature issued by ADC, WSCC or other body concerning the promotion of the town or its events
- Encourage all council operatives and contractors to wear clear name badges and how am I driving signs on all Council vehicles
- Establishing a benchmark for judging promotional success
- Improve the media image with promotion banner 'Bognor Regis Investment Hotspot' and 'Sunniest Bognor Regis' for prime site at main events i.e. International Bognor Birdman also to be included on letterheads and envelopes - promotion of what we have is important
- Regeneration recognition with a gold badge for businesses who have invested in their premises
- Letters of appreciation from the Town Mayor to businesses, organisations and individuals whose efforts reflect well on our town. Better presentation/service should be encouraged
- Railway Station lighting plan - look to develop this project and take forward - WSCC promised white lighting which is important for the town centre - need to press for what is promised
- Look at pedestrianisation of Little High Street
- Improvements could be made to the Queensway
- Shripney Road gateway to the town - the clock at Burger King has not worked for many years, which gives a bad impression. Mr. Brooks advised that he would be happy to investigate this if the Town Council were to make the initial approach
- Beach access - project needs to be taken forward
- Provision of poster sites

Mr. Brooks commented that A.D.C. were steering the regeneration of Bognor Regis. The Town Marketing Group needed to be encouraged to look at various issues and work towards the

regeneration of the town. Mr. Brooks added that he would welcome the opportunity of discussing some of these proposals in more detail at a future meeting of the Town Marketing Group.

The Chairman commented that Mr. Brooks had put forward some good ideas and he thanked him on behalf of the Committee for his informative presentation. The Chairman suggested that it would be sensible to wait until the new administration was in place in May 2007 before considering whether to progress any of the proposals detailed. This was AGREED by the Committee and the Meeting was reconvened at 8.10pm

107. TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM THE 2007-2008 EVENTS SPONSORSHIP BUDGET, CULTURAL FUND AND ENVIRONMENTAL PROJECTS BUDGET

Cllr. Oppler advised that he would not be declaring a Personal or Prejudicial Interest in relation to the Bognor Regis Seafront Lights Group as he has written confirmation from the Standards Board that he has no Interest in relation to this Group.

107.1 Events Sponsorship Budget

It was noted that the funding available from the 2007-2008 Events Sponsorship budget totalled £8,750. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee for consideration.

It would be necessary for the Council to confirm that any sponsorship awards not authorised under other legislation would need authorising by a S.137 resolution.

The Chairman suggested that the Committee may wish to look at the Cultural Fund applications prior to making any decisions on the Events Sponsorship budget as the level of funding available was considerably lower than the amount requested and it may be that the Committee would wish to consider a virement between budget heads. It had generally been the policy of this Committee to support the work of the Regis School of Music and Arun Sounds in the past and this year an application had been received from the End of the Pier International Film Festival which was also worthy of consideration. The Committee considered the summary of applications received for the Cultural Fund.

The Committee noted that the ROX Music and Arts Organisation had requested a grant of £5,000 from the Events Sponsorship budget. Comment was made that this organisation was likely to receive a sizeable portion of the Music Festival's budget towards their event subject to the organisers of ROX convincing the Safety Advisory Group that they can meet all the SAG requirements. With the level of funding being requested from the Events Sponsorship and Cultural budgets totalling around £24,500 and the level of funding that is available, being a joint fund of £14,750 it was felt that no funding should be awarded to the ROX organisation from the Event Sponsorship budget on this occasion. Any budget remaining in the Events Sponsorship budget once the allocations had been decided would be vired over to the Cultural Fund to cover the budget shortfall. This was **RESOLVED**.

Following further discussion on the applications received, the Committee **RESOLVED** that the allocations as listed below should be awarded from the 2007-2008 Events Sponsorship Budget.

Bognor Regis Seafront Lights - Here Comes Summer 2007	£2,000.00
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Bognor Regis Seafront Lights - Illuminations Gala	£2,500.00
Hotham Park Heritage Trust Events - Country Fair	£2,500.00
Rox Music and Arts Organisation	No funding

Mrs. Holmes declared a Personal Interest in the Hotham Park Heritage Trust as a member of the Committee.

It was noted that the balance of the budget being £1,750.00 would be vired over to the Cultural Fund.

107.2 Cultural Fund

The Committee noted the budget for allocation from the 2007-2008 Cultural Fund totalled £6,000 plus £1,750 from the Events Sponsorship budget totalling £7,750. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee.

The Committee **RESOLVED** that the allocations as listed below should be awarded from the 2007-2008 Cultural Fund.

The Arun Sounds	£250.00
The Regis School of Music	£2,000.00
Regis School of Music Summer Festival 2007	£2,500.00
Sunday Afternoon Recitals	£1,400.00
End of the Pier International Film Festival	£1,600.00

107.3 Environmental Projects Budget

The Committee noted the budget for allocation from the 2007-2008 Environmental Projects Budget totalled £2,000. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee.

The Deputy Town Clerk reminded Councillors that this budget was also for the provision of new dog and litter bins and new seats as well as any other environmental projects that the Committee wished to undertake around the town.

It was **RESOLVED** that the allocation as listed below should be awarded from the 2007-2008 Environmental Projects Budget.

Hotham Park Heritage Trust	£500.00
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Mrs. Holmes declared a Personal Interest in the Hotham Park Heritage Trust as a member of the Committee.

107.4 It was noted that all awards given by the Town Council are subject to receipt of signed, certified accounts in accordance with Council procedure.

107.5 The Committee noted that Bognor Regis Seafront Lights, Hotham Park Heritage Trust for the Bandstand Entertainment, the Trustees of International Bognor Birdman, organisers of the Pevensey Festival and organisers of the Rox workshops would all be advised in due course of the funding that had been awarded from the 2007-2008 Environment and Leisure Committee Budget. This would not be available for release until after 1st April 2007.

The Deputy Town Clerk pointed out that funding for the International Bognor Birdman would be subject to the Safety Advisory Groups approval of the event taking place. The funding for the Pevensey Project would also be subject to confirmation from the organisers that the event was going to proceed. Both these organisations, as they have requested and been awarded a grant of £5,000 and over for their events will be asked to make a presentation to the Committee on how they wish to use the funds prior to its release to comply with the resolution that the E&L Committee agreed back in August 2004 (Min. 49.1 refers).

- 107.6** The Deputy Town Clerk requested that the Committee consider whether there should be a presentation of the cheques to the various organisations this year. This was AGREED. This would be arranged to take place prior to the meeting scheduled for 2nd April 2007. The organisers of the Pevensey Festival would be invited to make their presentation to the Committee on 2nd April when it is hoped they will be in a position to confirm the event will be taking place so their funding may be released. The funding for the Birdman event however is not usually required until later in the year, just prior to the event taking place. It was noted that this presentation will therefore be deferred until later in the season.

108. CONSIDERATION OF ALLOCATION OF TOWN FORCE HOURS FOR 2007 EVENTS

The list that had been prepared by the Events Officer was detailed and the Committee **RESOLVED** to approve the allocation of Town Force hours as attached - **Appendix '1'**

109. PUBLIC CONVENIENCES WORKING PARTY - CONSIDERATION OF THE RECOMMENDATIONS IN THE NOTES OF THE MEETING HELD ON 6th DECEMBER 2006

In answer to a query, the Deputy Town Clerk confirmed that she was awaiting details of suitable dates for the next Working Party meeting from A.D.C. which it had been suggested by the Group should be held before the end of January.

The Committee **RESOLVED** to accept the Recommendations in the Notes of the meeting held on 6th December 2006 - **Appendix '2'**

110. TO RECONSIDER RESPONSE TO CHANGE OF THE OPERATION OF THE BOGNOR REGIS MARKET FROM THURSDAY TO SUNDAY FOR A TRIAL PERIOD OF ONE YEAR COMMENCING IN MAY 2007 IN VIEW OF ADDITIONAL INFORMATION RECEIVED FROM A.D.C. - MIN. 87 REFERS. NOTE: IN ORDER FOR THE COMMITTEE TO RECONSIDER THIS ITEM SO 14.1 WILL NEED TO BE SUSPENDED.

The email from the Concessions Officer at A.D.C. giving further information on the proposal to change the Market operation from Thursday to a Sunday that had been considered by the Committee at the last meeting was noted. Members unanimously AGREED that despite this new information, they did not wish to reconsider this matter and change their original response of **OBJECTION** to this proposal. The Deputy Town Clerk to advise the Concessions Officer accordingly.

111. FURTHER CONSIDERATION OF REQUEST FROM POCAG FOR THE INSTALLATION OF DOG AND LITTER BINS ON THE CORNER OF GRAVITS LANE/IVYDALE ROAD AND AT THE JUNCTION OF GRAVITS LANE/WESTLOATS LANE - MIN. 70 AND MIN. 83.6 REFER

The Deputy Town Clerk reported that a meeting had been held with the Chairman of POCAG to establish the exact locations being suggested for the new bins. Members noted that the corner of Gravits Lane and Ivydale Road by the wall and wooden fence that encloses the Substation had been identified for a new litter and dog bin. It was felt that this was the most suitable location, which would not have any direct effect on the residential properties in this area. This was AGREED. It was further noted that the corner of Gravits Lane and Westloats Lane had been suggested for the installation of a new litter bin. Alternatively this could be moved to the opposite side of the road on the corner of Westloats and the entrance to the Bognor Regis Community College. Councillors felt that the litter bin for this area would be better placed at the entrance to the Community College if approval from W.S.C.C. could be obtained. This was AGREED. Following further discussion, it was **RESOLVED** to proceed with the purchase of two litter bins at a cost of £368 each including fitting and a dog bin at a cost of £283 including fitting as requested, to be located in the areas identified. This expenditure would be funded from the Environmental Projects budget. Owing to the level of expenditure previously committed to the purchase of bins from this budget, funds would be transferred from the Earmarked Reserve to cover any overspend if required.

112. MAYOR'S GOOD CITIZEN AWARD - CONSIDERATION OF HOW THE RECIPIENT FOR 2007 WILL BE CHOSEN

The Committee noted that they needed to decide how the recipient or recipients of the Mayor's Good Citizen Award would be chosen for 2007 and subsequent years. It needed to be established whether the Town Mayor would be asked to put forward a nomination on an annual basis or whether the public might be asked to participate. Members considered this issue and following some discussion, it was **RESOLVED** that the nomination should be made annually by the Town Mayor. The recommendation would then be submitted to the Environment and Leisure Committee for consideration.

The Mayor confirmed that he wished to nominate Sasha and Nina Levtoev to receive the Mayor's Good Citizen Award for 2007 in recognition of services rendered to the town. The Committee **RESOLVED** unanimously to support this nomination and it was noted that the award would be presented at the forthcoming Civic Reception.

113. CORRESPONDENCE FROM RESIDENT OF WORTHING SEEKING RECOGNITION FROM THE COUNCIL OF ANNUAL SUSSEX DAY ON 16th JUNE - COPIED TO COUNCILLORS

The correspondence in connection with the above was noted as being received, copied to Councillors. The Events Officer reported that she had received this request and needed guidance from the Committee as to whether they wished to support it. It was noted that West Sussex County Council and Arun District Council had both agreed to recognise the 16th June as Sussex Day.

The possibility of a church service being held at St. Wilfrid's to mark the event was suggested. The Mayor agreed to discuss this with the Church to see if this was a possibility. It was suggested that Churches Together should also be encouraged to be involved.

114. METEOROLOGICAL SITE SECURITY - REPORT FROM PROJECTS OFFICER (IF FURTHER INFORMATION AVAILABLE) - MIN. 88.1 REFERS

114.1 The Projects Officer advised that a pole that would be suitable for housing a CCTV camera had been obtained from Arun District Council however a specification for a suitable camera was yet to be received.

114.2 The Projects Officer reported that details of an automated weather station had now been obtained which would cost in the region of £6300. It was noted that the information could be read over the Vodaphone network without having to leave the building, which would help to minimise labour intensity. Comment was made that although the Council has the services of a Meteorological Officer at present they should be looking at the longer term and possibly consider providing a dual facility for a period of time. Concern that the Meteorological Officer has to take readings on the top of Fitzleet tower in all weathers was expressed and it was felt that provision of an automated system should be considered at the earliest opportunity. The Committee AGREED that this matter should be put on the agenda for the next meeting.

115. REPORT FROM EVENTS OFFICER INCLUDING REPORT ON MEETING WITH THE CLOWNS AT BUTLINS

115.1 The report from the Events Officer was noted, which had been circulated previously.

115.2 The Events Officer reported that the meeting with Butlins and the Clowns had been held on 5th January and after a great deal of negotiation it had been agreed that three or four of the Clowns would come out into London Road on the Saturday morning for a couple of hours to entertain the public. The Clowns would be supported by a couple of people giving out flyers/leaflets with details of the weekend events. Butlins were keen to work with the Town Council and had been fully supportive of this idea and instrumental in getting this agreed with the Clowns. A further meeting with Butlins had been organised for later this week to enable the Events Officer to discuss the children's colouring competition that would be run again this year and the production of the advertising flyers.

115.3 It was noted that the date for the Sands of Time Festival would need to be changed as the dates originally considered (23rd and 24th June) clash with the Festival of Speed weekend. It is now proposed to hold the event on 9th and 10th June. Letters were now being sent out to the car cavalcaders.

115.4 The Committee noted that the Safety Advisory Group meeting with representatives of the Birdman Trust would be held on Wednesday.

115.5 The Events Officer advised that she had been approached by a marketing consultant currently working with the Royal Norfolk Hotel with regard to an idea for a new magazine for distribution to the residents of Bognor Regis. A similar publication for the Chichester area is already produced in partnership with Chichester District Council. The magazine would draw together the larger businesses and event providers in the town, who would fund and contribute

to the publication. Editorial and advertising space would be offered at a cost of £1,500 for a page and a half. The anticipated print run would be in the region of 31,000 copies to be delivered to all homes in the PO21 and PO22 areas by Royal Mail. The Projects Officer referred to the requirements of Quality Council status and suggested that this may be a way of meeting this need. Distribution of newsletters had always been an issue in the past owing to the difficulty in accessing blocks of flats. Companies had been contracted in the past but the newsletters were not always delivered. If the Council would commit to editorial/advertising in two publications a year the distribution would be taken care of and the Quality Council requirements met. The Committee **AGREED** to **RECOMMEND** that this matter should be referred to Council for consideration.

- 115.6** The Events Officer reported that she had been approached by the University of Chichester in connection with the possibility of placing one of their tourism students at the Town Council for one day a week until April 2007. The student would be working on their own project looking at alternative events for Bognor Regis i.e. water sports and contacting businesses to establish their interest. Information gathered would then be shared with the Council.

116. MUSIC FESTIVAL SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 18th DECEMBER 2006

- 116.1** The Events Officer updated the Committee. The next meeting would be held tomorrow and a draft budget was being prepared for the Sub-Committee's consideration. The next meeting of the Safety Advisory Group would be held on 23rd January. The ROX organisation needed to submit detailed plans to this meeting on how they will manage the crowd amongst other detailed information that is required. It was noted that the decision as to whether the ROX element of the event would go ahead would be down to the Police and ADC Licensing. The Events Officer confirmed that there are strong issues to be addressed, which is why Chief Inspector Bracher had decided to attend the next SAG meeting.

Cllr. Oppler referred to a letter he had received from the Chairman of Committee, which he detailed.

Concern that the ROX element of the Festival should not be allowed to dominate the whole event was raised. The Events Officer stressed the need for a balance and confirmed that this was an issue, which did affect the other organisations who were involved.

Members debated the issue of marketing of the Festival in some detail and stressed the need for all elements of the Festival to be marketed under the Town Council's umbrella. Some concern was raised at the Press Release issued by the ROX organisation that had appeared in the Observer last week. The Police and Arun had also expressed concern about the article, as the marketing plan that had been identified as an issue at the last SAG meeting had not been agreed and put in place prior to the Press Release being issued. The Events Officer felt that this was a difficult issue, as ROX needed to publicise the fact that they are involved and will be running a part of the event, in order to obtain the sponsorship and funding that they need. The concern of the Police and Arun however is that any publicity under the ROX banner is going to bring in large crowds which will be difficult to manage.

In answer to a query, the Events Officer confirmed that discussions were taking place with the Theatre to host a Big Band event as part of the Festival.

116.2 The Deputy Town Clerk reported that the Terms of Reference for the Music Festival Sub-Committee needed to be included in the Council's Standing Orders document. Having taken some advice it appeared that some additions to the current Terms of Reference were required. This matter would therefore need to be addressed as soon as possible.

116.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 18th December 2006.

117. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 6th DECEMBER 2006

117.1 The Deputy Town Clerk reported that there was some concern at the level of failure that had occurred in the new displays. It was noted that this matter would be discussed at the next meeting of the Christmas Illuminations Sub-Committee on 31st January 2007.

117.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 6th December 2006.

118. REPORTS

118.1 Financial Reports

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

118.2 Any Other Reports

There was nothing to report.

119. CORRESPONDENCE

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

The Meeting closed at 9.28pm.

Town Force hours - Events 2007

EVENT	Organisers	2007 Town Force hours	Date
Clowns Convention	Butlins/BRTC	28h	March 8-11
Here Comes Summer	Seafront Lights	20h	April
Bognor Prom 10 K Road Race	Rotary Club	25h	May 20
Sands of Time Seaside Festival	BRTC	130h	June 23-24
Proms in the Park	BRTC	24h	Saturday July 7
Music Festival	BRTC/Rox etc (week long event)	150h	July 21-29
Summer Entertainment (bandstand) Pevensey Ward Event	BRTC/Hotham Park Her Trust Pevensey group	72h 25h	Jun / Jul / Aug August
Hotham Park Country Fair	Hotham Park Heritage Trust Events	96h	August 11-12
Illuminations Gala	Seafront Lights	20h	Sun August 26
International Bognor Birdman	Int. Bognor Birdman Trust	100h	Sept 1-2
French Market	BRTC/Bruno Girardieu	20h	Sept 29-30
Christmas Illum't'ns Switch-on	BRTC	40h	November
Remembrance Day Ceremony	BRTC	20h	November 11
Hotham Park Carol Concert	Hotham Park Heritage Trust Events	25h	December
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TOTAL		795	

**BOGNOR REGIS TOWN COUNCIL & ARUN DISTRICT COUNCIL
PUBLIC CONVENIENCES WORKING PARTY
WEDNESDAY 6th DECEMBER 2006**

NOTES OF THE MEETING

PRESENT: Arun District Council - Mr. Colin Rogers
Bognor Regis Town Council - Cllr. Roger Nash
Cllr. Simon McDougall
Cllr. Ron Probert
Mr. Jim Brooks
Mrs. Glenna Frost

The Meeting opened at 6.00pm.

Mr. Rogers spoke of the consultation undertaken last year by the District Council with the view to reduce the public conveniences across the district. London Road was considered for possible closure as part of that consultation. Concern was expressed across the district that it was not a popular move to close toilets. It was therefore decided to put the proposals on hold for reasons such as tourism, local amenity and population growth. This has resulted in individual discussion taking place with the various parishes and the situation in most cases remaining unchanged.

A firm decision has been made to close the Bersted Superloo as this is expensive at £15,000 a year and is not sustainable.

Agreement has also been reached with Littlehampton Town Council, who run their own public conveniences with a financial contribution from the District Council that the Manor House facility will close. This has been decided as there is another facility in close proximity (St. Martins). This will close in April 2007 and will result in a £10,000 saving being achieved. The St. Martins facility will be upgraded in time and the savings made used to upgrade the other public conveniences in Littlehampton.

In return for a commitment from Arun to keep all the public toilets open in Aldwick for a period of ten years, Aldwick Parish Council has offered the District Council a one-off capital lump sum payment to allow for upgrading of their toilets at West Meads and Avisford Park. A new Service Level Agreement has just been signed which includes an inflationary increase annually of their partnership contribution.

Mr. Rogers referred to the level of partnership funding contributed by the towns and parishes across the district which varies considerably.

Various Issues

The Hotham Park toilet is being upgraded as part of the Heritage Lottery funding.

The Regis Centre toilet - should see a new facility being provided as part of the redevelopment of this area

A.D.C. wrote to Morrison's last year seeking a contribution towards the Bedford Street toilets - this approach was not successful

Longer term - Disability Discrimination Act compliance of the two subterranean facilities East Prom and Waterloo Square needs investigation

Purpose of the Group

In answer to a query as to the purpose of the Group, Mr. Rogers commented on the relationship difficulties that had arisen in the past between the Town Council and A.D.C. over funding issues. In the longer term it is hoped that the two councils can work in consensus together to look at the D.D.A. issues of East Prom and Waterloo Square which realistically were never going to be compliant. The Regis Centre and East Prom toilets are in close proximity and the necessity for both facilities could also be looked at.

Cllr. Nash commented on the history of the problems with the toilets and his frustration at the lack of progress being made as the issues had not gone away. The public conveniences were not up to scratch which was a continuing problem. The two councils should work together and investigate the options of providing pay to use facilities and look at other improvements that can be made. He spoke of the drug and social behaviour rift, the fact that there were two facilities within the town that will not be D.D.A. compliant and he felt that the new facility to replace the Regis Centre toilet as part of the redevelopment of the site would not happen for two to three years. Cllr. Nash commented on the public use of toilets in cafes, restaurants, pubs and shops and how successful this had been in Brighton.

Mr. Brooks advised that he had tried to find out how the scheme was working in Brighton and commented that the councils should be looking to implement a similar scheme here in Bognor Regis. This could be done on a trial basis initially, offering an incentive scheme to the businesses willing to take part. Not all of the businesses in the town would be suitable but with some investigation the most suitable locations could be identified. The need for a concentration of facilities in the town centre was stressed.

Cllr. McDougall referred to the two facilities that were not going to be D.D.A. compliant and how this would reflect on the town achieving Blue Flag status in the future. He commented that Section 106 funding could be looked at for the Regis Centre site and that toilets on the seafront were an important part of tourism. Cllr. McDougall expressed his concern for the future of the London Road facility and referred to the possibility of capital funding being available. He agreed that the public use of toilets in shops etc. was a good idea providing there was enough support from the businesses. Cllr. McDougall queried the District Council's position with regard to the London Road facility and whether this was still under threat of closure.

Mr. Rogers confirmed that there was no immediate threat to any of the toilets in Arun. The only closures would be those that had been mentioned earlier. The issue had been kicked into the long grass and would not be revisited. He spoke of the public use of toilets in shops etc. and advised that you have to be willing to publicise the availability of toilets in public buildings such as Libraries, Town Halls etc. This scheme was also being developed in Richmond.

Comment was made that if the District Council were making a saving of £15,000 by closing the Superloo at Bersted, could this money be used to fund investigations into the implementation of the public use of toilets in shops, pubs etc. like the schemes in Brighton and Richmond. It was felt that this was a good idea and one way that both councils could improve the facilities for the public. It was AGREED by all members of the Working Party that Mr. Rogers be asked to investigate this as a possibility.

Cllr. Nash commented that he was pleased that Cllr. McDougall had raised the possibility of capital funding being available. BRTC and ADC needed to look at capital refurbishment as a way forward i.e. investing to save. Once again he stressed the need to revisit the issue of paid toilets

particularly the Waterloo Square and Bedford Street sites as the funding raised would give an opportunity to upgrade the facilities. Whatever improvements are made they need to be sustainable. Mr. Rogers referred to the new public conveniences that have been installed at Midhurst. These are state of the art, economical, vandal proof and all round good value for money.

Mr. Brooks referred to the poor quality of the toilets. With regeneration and more people coming into the town it was important to raise the standards. He commented on the level of usage at the Bedford Street facility and pointed out that as the busiest toilet it is the first to be closed in the evening. Mr. Brooks requested whether it would be possible for Verdant to close this facility last as it is in the town centre and the shops remain open until 5.30pm. He also referred to the fact that this toilet is closed for half an hour at lunchtime between 12.00 and 12.30pm again one of the busiest times in the day. Reference was also made by Mr. Brooks to the lack of proper signage and the fact that there were no mirrors, no sanitizers, no litter bins and no facility for baby changing at this site. The paint is drab, there is no advertising which would be a way of raising revenue and there is a problem with the urinals which create a splash back and cause flooding on the floors. The whole area could be improved considerably and this needed to be investigated as soon as possible to see what can be done to improve these facilities in the short term. Mr. Brooks suggested that the Council could look at the possibility of a toilet on two levels at Bedford Street.

Cllr. Nash commented that in the short term Bedford Street was a prime candidate for pay to use facilities. If people were paying 20p they would want them to remain in a good condition and would treat them better. He hoped that the Town Council would look at improvements to this site and felt that in 12 to 18 months the process could have moved forward and the town may have a state of the art facility at this location. He also hoped that the Council would be looking at the public use of toilets in shops, pubs and public buildings etc.

The possibility of the Waterloo Square toilets site being sold and used for another purpose was raised. This would enable another block of public conveniences to be built at an alternative location that would be available to everyone and D.D.A. compliant.

Those present agreed that it was important to come up with a strategy on how they wished to move forward. Once the strategy was in place the Working Party could look at the issue of funding in greater depth. Mr. Rogers suggested that a five year strategy should be put in place.

Mr. Brooks suggested that the Working Party needed to look at a map of the businesses in the town to establish those most suitable for inclusion in the public use of toilets scheme. This scheme needed to be promoted in person with someone visiting the shops etc. to discuss the idea. Mr. Brooks confirmed that he would be happy to undertake this task if the Working Party were happy with this. Mr. Rogers advised that he would not have a problem with this as long as these were only informal discussions at this stage and not a direct approach. Any formal approach made to the businesses needed to be approved first by both A.D.C and B.R.T.C. once agreement to progress the scheme had been reached. Mr. Rogers stressed that a mandate was needed from the Councillors from Arun before this could be taken forward. Mr. Brooks suggested that usage figures for the current public conveniences would also need to be analysed.

Cllr. Nash commented on the importance of agreeing a strategy by early next year which should include the short term issues that can be achieved immediately and the medium to longer term issues.

Cllr. Probert reported that the Environment and Leisure Committee had requested that suggestions that had been put forward regarding environmental improvements that could be implemented in the public conveniences should be raised at this meeting. These included the installation of solar panels in the larger blocks, recycling of the water from the wash hand basins for flushing the toilets and the electric lights being turned off when the facilities are closed to conserve the energy currently being wasted. Mr. Rogers confirmed that the use of grey water was already in use in some facilities around the district and he agreed to take these suggestions back to the District Council's Clean and Safe Working Party. In answer to a query by Cllr. Probert regarding whether inspections are undertaken to see if the cleaning of the toilets is being done to a satisfactory standard, Mr. Rogers confirmed that they currently have three inspectors who look at all issues and two inspections are carried out per week under the Service Level Agreement.

Mr. Rogers agreed to investigate various issues that had been highlighted during the meeting, these included

- Public use of toilets in businesses similar to the schemes in Brighton and Richmond
- Use of the savings being made by the closure of the Bersted Superloo for research into the above
- Problems occurring in the Bedford Street public conveniences with the urinals as an urgent item and other short term improvements that could be made
- Closure times of the Bedford Street toilets - remaining open till last
- The new facilities at Midhurst
- Environmental improvements that had been suggested

Mr. Brooks requested that Mr. Rogers try to obtain a map of the businesses in the town and usage figures for the public conveniences if available for the next meeting.

Mr. Rogers agreed that he would put forward the recommendations of the Working Party to Arun's Clean and Safe Working Party for consideration and requested a copy of the notes of the meeting be forwarded to him as soon as these were available. The notes would also be referred to the next meeting of the Town Council's Environment and Leisure Committee.

The Working Party agreed to meet again before the end of January 2007 - date to be advised.

The Meeting closed at 7.10pm

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 8th JANUARY 2007

1. Meteorological Officer Report for November 2006 - previously copied to Councillors
2. Memorandum from the Events Officer in connection with the article in the Bognor Regis Observer on 7th December 2006 regarding ROX
3. International Bognor Birdman - further correspondence from the Chairman raising issues in relation to the event and copy of reply from the Town Clerk
4. Sussex Air Ambulance Appeal - letter in connection with the Ireland Air Ambulance Service - copy forwarded to A.D.C. for information
5. Email in connection with an omission from the War Memorial of a WW2 casualty - forwarded to A.D.C.
6. Southern Stakeholder Brief, Issue 33, November 2006
7. West Sussex Sustainable Business Partnership Newsletter, Issue No. 9, Autumn/Winter 2006
8. J Thomas (Southern) Ltd. details of Sports Field Drainage
9. Action in rural Sussex Newsletter, Issue No. 5, December 2006
10. Glasdon - details of notice boards, Local Councils News-Sheet Winter 2006/07 Edition and other product information
11. Meteorological Officer Report for December 2006 - copied to Councillors
12. Hotham Park Heritage Trust - letter of thanks for help and support from the Town Council and the Town Force team towards the Hotham Park Carol Concert. The event had been well attended with an estimated attendance of around 600 people who all appeared to enjoy themselves and joined in the signing with gusto.
13. A.D.C. - Energy Efficiency Newsletter Issue No. 3, Winter 2006 including details of Winter Advice Surgery to be held at the Town Hall on Wednesday 17th January 2007
14. CVS Arunwide - Arun and Chichester Voice Newsletter, January 2007
15. Bishop Sports and Leisure - 2007 catalogue
16. Email complaint from visitor to the town in connection with the disabled facilities in Bognor Regis being locked and barred in the evenings, which does not allow access with a Radar key. Acknowledged and forwarded to A.D.C. for response.