



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 31st MARCH 2008

PRESENT: Cllr. R. Gillibrand (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, D. Eldridge,
Mrs. J. Gillibrand and J. Passingham

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

The Meeting opened at 7.00pm

123. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed Mr. John Spence from Southern Water and Mr. John Parsonage and Mr. Dave Lowthion from the Environment Agency and thanked them on behalf of the Committee for attending the meeting. There were no apologies.

124. 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.

124.1 Cllr. Brooks declared a Prejudicial Interest in item 12 - Christmas Illuminations

125. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th FEBRUARY 2008

It was AGREED to amend Minute 114.4 to read 'A Councillor drew attention to lampposts in Chapel Street that were being replaced and as the town has lampposts being a variety of

colours stressed the need for the Council to start pressing W.S.C.C. for some uniformity in colour’.

It was further AGREED to delete the wording ‘an additional one off payment should be made to the Meteorological Officer to the value of’ under Minute 119 and this should be replaced with ‘his salary should be increased by’.

The Minutes of the Meeting held on Monday 11th February 2008 as amended, were then agreed as an accurate record and were signed by the presiding Chairman.

(NOTE: The amended wording of Minute 119 is not factual and must therefore revert to the original wording as the Meteorological Officer is not a salaried employee of Bognor Regis Town Council. This is for audit purposes.)

126. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

127. SEAWATER QUALITY AND LOSS OF BLUE FLAG STATUS IN BOGNOR REGIS - OPPORTUNITY TO DISCUSS CONCERNS WITH THE ENVIRONMENT MANAGEMENT TEAM LEADER AND MARINE TEAM LEADER FROM THE ENVIRONMENT AGENCY AND THE HEAD OF WASTEWATER AND ENVIRONMENTAL STRATEGY FROM SOUTHERN WATER SERVICES

The Chairman gave a brief outline of why representatives from the Environment Agency and Southern Water had been invited to attend the meeting. Members raised various points of concern including whether the level of development in the area would ultimately affect the cleanliness of the sea water. Members were assured that Local Development Frameworks and Census data were constantly reviewed to cater for new developments and allow prediction of development growth. The mains system installed to take waste to Ford would have been sized accordingly to look to the future growth in the population. Reference was made to the particularly wet summer that was experienced last year. It was noted that the heavy rainfall washes pollution from the roads and pavements into the sea and a level of bacteria is also present in the highway drains. Both can ultimately affect the quality of the water. However, it was hoped that Bognor’s sea water would meet Blue Flag quality again this year and that last year was just a blip. Other resorts had also suffered the same situation. Reference was made to the common practice of sewage connections being wrongly made between properties and the surface water system which goes out to sea instead of to the separate foul sewers for treatment. A new DNA technique is being used to help identify this problem. A CCTV survey of foul water drains is also expected to be carried out to determine how much human sewage is getting into the wrong pipes. Approval for the survey and other works found to be required has to be given by Ofwat and it is expected that work would begin soon after the next five-year investment period commencing in 2010. Members were advised that large scale works would not be carried out until this time however smaller scale investigations can be taken on board in the meantime. Comment was made that as this area had been identified as a government priority, subject to approval, the water company will be expected to deliver this improvement programme at the start of the investment period rather than at the end. Following further questions and answers, the Chairman thanked Mr. Spence, Mr. Parsonage and Mr. Lowthion for attending and they left the meeting at 7.50pm.

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

128.1 11th February - Min. 112 - Proposed Trial Concessions for Bognor Regis Promenade

The Deputy Town Clerk reported on the update from the A.D.C. Concessions Officer advising that 25 information packs had been sent out however, at the time of writing, very little response had been received. It was noted that the usual process will need to be adhered to - fixed units will need planning permission and removable units will need a Trading Licence as well as planning. A concession legal agreement will also be required probably in the form of a Licence on all concessions. A copy of one of the expressions of interest sent to A.D.C. with details of the applicant's proposals for the promenade sites was also noted as being received.

128.2 11th February - Min. 115.1 - Installation of Dog Bin in vicinity of Downland Veterinary Surgery

Members were pleased to note that the bin had now been installed on the triangle of grass in front of Carlingford Court.

128.3 11th February - Min. 111 Public Conveniences

A Councillor confirmed that he was requesting the subject of advertising and its potential for revenue in locations such as public conveniences be considered by the appropriate committee at Arun District Council. He had also been made aware of an inquiry being held by The Communities and Local Government Committee into the provision of public toilets. This would include looking at innovative schemes to encourage shops, cafes, pubs and other businesses to provide toilets to more than paying customers.

128.4 11th February - Min. 114.4 Colour for lampposts

The Committee noted that following discussion on this matter by the Planning and Licensing Committee details of the preferred colour had been sent to W.S.C.C. However, a Councillor stressed the importance of members being happy with the choice and requested that they verify this point when W.S.C.C. commences painting of the lampposts.

128.5 11th February - Min. 116 The Pier

In view of the recent problems with damage to the Pier resulting in a large section being removed, a Councillor requested that this item be placed on the next agenda so an approach could be made to the National Piers Society to seek sources of funding for restoration works.

It was **AGREED** that Cllr. Burt could speak on this item.

It was noted that following consultation with the Town Clerk an item had been included on the Policy and Resources Committee agenda under regeneration in connection with restoration of the Pier being looked at by the ADC Regeneration Team. To ensure a co-ordinated approach it was suggested by Cllr. Burt that it would be more appropriate that this matter be taken forward by one Committee. The Deputy Town Clerk confirmed this would be the best course of action and it was **AGREED** that this matter would therefore be progressed by the Policy and Resources Committee at their meeting next week.

128.6 2nd July - Min. 19.3 Parking on Railway Station Forecourt

Members were pleased to note that the appropriate planning applications had now been submitted to the District Council for the installation of additional cast iron bollards to match the existing

ones located on the Railway Station forecourt. This would hopefully alleviate the problem of unauthorised parking within this area.

129. TO AGREE PAYMENTS FROM THE ENVIRONMENTAL PROJECTS BUDGET 2008-2009 - CONSIDERATION OF FURTHER INFORMATION FROM HOTHAM PARK HERITAGE TRUST (IF AVAILABLE) - MIN. 110.4 REFERS

The reply from Hotham Park Heritage Trust giving further information to support their grant application was noted as being received. Concern regarding where any shortfall for the information packs would be funded from was stressed as it seemed clear from the information supplied that sufficient additional funding was not currently in place. Members spoke at length about the merits of DVD's and information booklets and agreed that in view of the major changes happening within the Park, the information could become obsolete very quickly. The Committee felt that it may be more suitable for the Heritage Trust to invest in a website that could be updated on a regular basis as progress is made within the Park. Following further debate, it was **RESOLVED** unanimously not to award a grant for the information packs on this occasion for the reasons as outlined above.

130. PROVISION OF ADDITIONAL DOG AND LITTER BINS - MINS. 115.2, 115.3 AND 115.4 REFER INCLUDING REPLY FROM A.D.C. - COPIED TO COMMITTEE

130.1 Dog Bins Annandale Ave/Hillsboro Road - The Vice-Chairman advised that information regarding the resident who had raised this issue some time ago was proving difficult to obtain. He therefore planned to visit the area to try to identify suitable locations for dog bins to be installed and report back.

Litter bin in the Queensway - Town Force had investigated and it had been established despite three bins being installed by the District Council, the area would benefit from a further bin located near the Kebab Shop to help alleviate the problems of rubbish being deposited in the planters. It was **AGREED** that a letter should be sent to the owner of the Kebab Shop to seek his support in part funding a litter bin with the Town Council.

Litter bin Gravits Lane end of alleyway leading to Co-op in Hawthorn Road - The Town Force Supervisor had investigated and advised that the alleyway was currently blocked off whilst building works were taking place in this area. It was **AGREED** to leave this on hold for the time being until the works were completed and it could be established if this might still be required.

Dog and litter bin Marshall Avenue - Following further investigation two locations had been identified on the footpath in the Marshall Avenue area. Details would now be forwarded to A.D.C. to establish whether these were suitable in view of the level of residential properties in this location. Subject to agreement being received, the Committee **RESOLVED** to proceed with the purchase of these bins.

130.2 The Chairman highlighted the need for a dog bin to be installed in the alleyway that runs between Sandymount Avenue and Chichester Road. Members spoke in support of this proposal and it was **RESOLVED** to fund a bin in this area at a cost of £286.95 inclusive of fitting charge. The Deputy Town Clerk would obtain a map and liaise with the Chairman so that a suitable location for the bin can be identified.

130.3 In answer to a query regarding whether the District Council had been able to supply a map with the bins already plotted and identify problems areas around the town, the Deputy Town Clerk referred the Councillor to the reply from A.D.C. copied to Councillors, advising of the

comprehensive review of dog and litter bins they would be undertaking. The review will take place over an 18 month period and will include GIS mapping and database logging of the condition and location of all dog and litter bins. Liaison with Town and Parish Councils will be undertaken and the review will look at the overall needs in the District versus the resources, costs and budgets available. Following this process, a longer term and sustainable plan will then be prepared to direct and guide the future provision and maintenance of these bins. This was noted.

131. CONSIDERATION OF PROVISION OF ADDITIONAL FLAGPOLE OUTSIDE BOGNOR REGIS TOWN HALL - REFERRED FROM LAST MEETING MIN. 117 REFERS

Following a brief discussion, it was **RESOLVED** unanimously to proceed with the purchase of an additional flagpole to match the one installed by A.D.C. outside Bognor Regis Town Hall at a cost of £752.00. This will be used to fly flags for occasions such as In Bloom, twinning and Civic events. This expenditure would be funded from the Environmental Projects budget.

132. METEOROLOGICAL SITE - PROVISION OF METEOROLOGICAL INFORMATION TO NATIONAL NEWSPAPERS UPDATE - MIN. 118 REFERS - RESPONSE FROM METEOGROUP UK LTD. (IF AVAILABLE)

The Deputy Town Clerk reported that following further liaison with Meteogroup it might be possible to supply the weather observations in a digital format. An example of the information required would now be requested to see if this can be progressed further. Members were pleased to note that this was looking positive.

133. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 28th FEBRUARY AND 27th MARCH 2008 (IF AVAILABLE)

The Chairman of the In Bloom Working Party advised that the Notes of the meeting held on 27th March 2008 were not yet available.

It was noted that the launch event would be held on 17th April at the Regis Centre commencing at 6.30pm. All Councillors would be encouraged to attend. The emphasis would be on raising public awareness and information gathering with items to give away including free energy saving light bulbs.

Members were delighted to hear that the Working Party Chairman had managed to secure funding from O₂ through their monthly competition 'It's Your Community Awards'. An award of £640.00 had been made and this would be used to purchase a banner to hang in the town promoting In Bloom. The balance would fund some sustainable planting for the square planters located by the bus lane at the Orchard Way roundabout.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 28th February 2008 **Appendix '1'**

The Deputy Town Clerk sought clarification from the Chairman of the Working Party on the proposals to move the hanging baskets currently located between Butlins and Hotham Park to

Aldwick Road shopping area and movement of some of the three tiered planters from the Railway Station that had been discussed by the Working Party at their meeting last week.

134. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 13th FEBRUARY AND 26th MARCH 2008 (IF AVAILABLE)

Cllr. Brooks declared a Prejudicial Interest as the Town Council's Electrical Contractor and left the meeting during consideration of this agenda item

Cllr. Passingham and Cllr. Burt (in public gallery) both declared a Prejudicial Interest in Min. 80 as members of Bognor Regis Seafront Lights and left the meeting during consideration of this agenda item

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 13th February and 26th March 2008.

Cllrs. Brooks and Passingham returned to the meeting - Cllr. Burt left the meeting at this time

135. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 19th FEBRUARY 2008

Members were pleased to note that the Bognor Regis Community College had recently taken on two plots at the allotments.

The Vice-Chairman advised that the In Bloom Working Party were seeking a couple of plots near to an entrance and therefore suitable for wheelchair access to create raised beds and would look to implement this when two suitable plots became vacant.

In answer to a query the Deputy Town Clerk advised that there was again a lengthy waiting list of people wishing to take on an allotment. A Councillor suggested that there must be many people with back gardens that would be only to willing to let someone cultivate them and suggested that maybe the Town Council could facilitate this. It was stressed that the legal aspect of this would need to be looked into thoroughly prior to taking this forward. Following further discussion, the Committee **AGREED** that this should be referred to the next meeting of the Allotments Sub-Committee for consideration.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 19th February 2008.

136. REPORTS

136.1 Financial Reports

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

136.2 Any Other Reports

Cllr. Brooks updated the Committee on the outlook for the International Bognor Birdman event following the removal of a large section off the end of the Pier and confirmed that the Trust were currently considering all the options.

137. CORRESPONDENCE

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

The Meeting closed at 8.55pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
Thursday 28th February 2008

PRESENT: Cllrs J Passingham (Chairman), Mrs E Anderson, G Burt and K Scutt; P Beckerson, Mrs K Gill, Mrs H Knight, Ms C Marples.

The Meeting opened at 6.15pm.

1. Apologies for Absence

Apologies had been received from Mr R Bennett, Ms P Dart and Cllr Mrs J Walker

2. Approval of the Notes of the Meeting held on 6th November 2007

The Notes from the Meeting held on 6th November 2007 were approved.

3. South and South East In Bloom Entry – Update

- **Sponsored Planting:** It was felt imperative to obtain more sponsorship for the seafront/Queensway/London Rd planting and ideas to attract sponsorship were discussed. Box planters would lend themselves better to having a modest plaque attached and all such acknowledgements should be uniform. A figure of £160 per box was felt to be an appropriate amount. It was AGREED that the Chairman would devise a suitable letter to be distributed to businesses and distribution methods were discussed, including inclusion in BRTC Newsletter and individual delivery. It was requested that correspondence going out from members should go through the Working Party to ensure a corporate approach.
- **Allotments/Community Planting:** The possibility of having a raised plot available at the Gravits Lane allotment site for a potential allotment holder with a disability had been investigated. The Town Clerk advised that regrettably a suitable plot was not yet available. Several allotment plots are currently rented by community groups and educational establishments. It was important to ensure that some of these tenants would be available to speak to the SSEiB judges, and form part of the route, in the case of the school either at the allotment site or at the college site. It was noted that two specific planters maintained by a local business were in need of attention and PB agreed to liaise with the business regarding future maintenance of these. The Summer Planting Competition previously run for the Girlguiding groups in Bognor Regis would be continued but the flowerbed planting site would now be on The Mounds along The Esplanade.
- **SSEiB Launch Venue:** It was felt that the theatre would provide a more community led feel to the launch event. The Chairman will liaise with the theatre regarding availability for the launch event and will also prepare a press release.
- **Signage for SSEiB Launch:** A large 'Bognor Regis In Bloom' sign could be a good investment and provide publicity/photo opportunities for the launch event, whilst encouraging public participation. It was **RESOLVED** that the Town Clerk would approach the Chairman of BRTC Promotion & Publicity Committee to seek funding of £500 for a sign.

- Improvement of Unsightly Areas: A specific poorly maintained area had come to attention and PB had been approached by WSCC regarding tidying this up. It was AGREED that PB would liaise with Richard Bennett regarding this area.

4. Bognor Regis In Bloom – Update

- BRiB Competition Categories: The Chairman tabled a list of proposed categories, which incorporated three additional categories and increased the limit of the small/large front garden categories. It was AGREED that JP would redesign the entry leaflet and that it would include information to entrants that no more than two categories should be entered and that permission should be obtained before nominating someone else.
- Prize Sponsorship: Sponsors were needed for category prizes and JP was in the process of approaching various organisations regarding this.
- Banner for High St: It was felt a banner would be advantageous and JP had been in contact with O₂ regarding their monthly competition 'It's Your Community Awards' for community project funding. BRiB has been finalised for this month and JP should hear shortly whether we would receive funding to purchase a banner. The banner would need to be double-sided, full colour and sun-blocked and JP had obtained two quotes of £380 and £280 + VAT.
- Launch Event: It was suggested that 'goody bags' be provided for the launch event. JP had contacted Portsmouth Water and obtained toilet flush water saving devices. It was hoped to obtain recycled bags and GB would investigate contacts. A large, well known retailer was hoped to be represented at the launch event to speak about their recycling/environmental projects. The Bognor Regis In Bloom entry leaflets needed to be available at the event. ADC would arrange for their Recycling Officer to attend. It was **RESOLVED** that the logo tabled by the Chairman for Bognor In Bloom would be adopted for use on all official correspondence and that all such correspondence would be printed on recycled paper whenever practicable, incorporating a statement to that effect. It was suggested the event evening take place on either the 16th or 17th April (Wed/Thurs) and that light refreshments only be provided (no alcohol). The emphasis of the evening would be on raising awareness and public obtaining information, rather than just presentations.

5. Proposed Meeting Dates for 2008

Deferred.

6. Any other matters for consideration not included on the agenda

- It was noted that SSEiB judges would need to be notified of the results of the BRiB judging results.
- Members were aware of the WSCC Highway Rangers pilot project being expanded. BRTC staff would liaise with Highways regarding the proposed programme to request that Bognor Regis is visited just prior to the SSEiB Judging. Judging date will not be known until quite close to the judging period (between 30th June and 11th July 2008).

7. Date of next meeting

Thursday 27th March 2008, 6.15pm.

The Meeting closed at 7.40pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE MEETING
31st MARCH 2008

1. Meteorological Officer Report for February 2008 - previously copied to Councillors
2. Copy of letter to Post Office Ltd. from Aldwick resident regarding proposed post office closures
3. Acknowledgements from MP, Postwatch, Post Office Ltd. and A.D.C. for receipt of Town Council's response to proposed post office closure consultation. Also received copies of responses sent by A.D.C. and Arun LSP
4. Sussex Police - email with details of Arun District Alcohol Misuse Enforcement Campaign
5. Southern Stakeholder Brief, Issue 48, February 2008
6. Celador Productions - email with details of new series about multi-generational households. Channel 4 are looking for large groups of friends and/or families who are hoping to buy a large property together in order to pool resources and create a better standard of living
7. Glasdon - product information
8. Railwatch, Issue No. 115, April 2008 - copy for each Councillor. Also received details of the Railway Development Society Ltd. AGM and associated paperwork and copy of Railondon, Issue No. 99, March 2008
9. Oxford Fencing Supplies - product information
10. Communities and Local Government Committee - Press Release 'Community Cohesion and Migration Parliamentary Committee visit to Barking and Dagenham' and details of Oral Evidence Session on Tuesday 1st April 2008
11. Communities and Local Government Committee - details of inquiry to be held into the Provision of Public Toilets and call for evidence
12. Southern Stakeholder Brief, Issue 49, March 2008 and copy of Stakeholder Advisory Board Annual Report 2007
13. Smith of Derby - notification that the annual maintenance service of the Millennium Clock was carried out on 18th March 2008
14. Postwatch - letter advising of Postwatch South East's position on Post Office Ltd's proposals
15. Sussex Police - Newsletter from Bognor Regis Neighbourhood Specialist Team, Volume 1, Issue 2