



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 19<sup>th</sup> FEBRUARY 2007**

**PRESENT:** Cllr. F. Oppler (Vice-Chairman), Cllrs: D. Eldridge, Mrs. S. Olliver, R. Probert and K. Scutt

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

*The Meeting opened at 7.31pm.*

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

**120. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. J. Hayward (unwell) and Mrs. J. Warr (annual leave).

**121. 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.

**122. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> JANUARY 2007**

The Minutes of the Meeting held on Monday 8<sup>th</sup> January 2007, were agreed as an accurate record and were signed by the presiding Chairman.

**123. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

**124.1 8<sup>th</sup> January - Min. 105.4 Parking of vehicles on yellow lines near the Cinema**

The Deputy Town Clerk reported on a copy of an email from Robin Brown to the Highways Department at W.S.C.C. raising concern in connection with the parking of the Tesco lorries in Aldwick Road and suggesting that urgent contact should be made with Tesco's to rectify this problem.

A Councillor confirmed that the concerns raised by the Committee had been discussed by the Joint Western Arun Area Committee at their last meeting and would be investigated.

**124.2 8<sup>th</sup> January - Min. 105.6 Provision of litter bins in the Queensway**

The Deputy Town Clerk reported that Arun's new Street Scene Officer who had been appointed to cover the west of the District, including Bognor Regis was Mr. P. Penfold.

**124.3 8<sup>th</sup> January - Min. 105.11 New dog bins for Annandale Avenue and Hillsboro Road**

Cllr. Oppler confirmed that he was still investigating the best locations for the new dog bins.

**125. PUBLIC CONVENIENCES**

**125.1 *Cllr. Scutt declared a Personal Interest in this matter as a member of the A.D.C. Public Conveniences Working Party***

**125.2 Update following last Working Party meeting**

The Deputy Town Clerk reported that Mr. Rogers had requested that the Working Party meet following the Clean and Safe Working Party meeting at A.D.C. on 20<sup>th</sup> February. In the meantime improvements were being undertaken at the Bedford Street toilets with new lights being installed in both blocks and the counter top and basins being replaced. Suggested dates for the next Working Party meeting had been sent to all relevant members and confirmation of suitable dates was awaited. A copy of the report prepared by the Services Director for consideration at the A.D.C. Performance Scrutiny Committee on 27<sup>th</sup> February had also been received and circulated.

**125.3 Ratification of second payment to A.D.C. of 2006/2007 Partnership Contribution (Revenue) as agreed in the Service Level Agreement**

The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the second payment of the 2006/2007 revenue partnership contribution for the public conveniences.

**125.4 Consideration of Terms of Reference for Public Conveniences Working Party**

A copy of the draft Terms of Reference for the Public Conveniences Working Party was circulated to those present as detailed below:

- To discuss with the District Council, a long term strategy over the next 5 years, identifying the longer term objectives for toilet provision within the town.
- To investigate alternative arrangements such as the use of toilets within shops and public buildings in return for a financial consideration.
- To consider environmental and sustainability issues including the use of solar panels, recycling water and minimising energy use.

The Committee **RESOLVED** to approve the Terms of Reference. These would now be referred to the next meeting of the Working Party for consideration of any additions.

- 125.5 It was suggested that negotiations should be entered into with Morrisons to see if they would be willing to incorporate new toilet facilities within the plans for enlarging their store. A Councillor commented that previous owners of these premises had been approached in the past regarding provision of toilet facilities but this had not been successful. Cllr. Probert agreed to raise this at the next meeting of the Working Party. A Councillor referred to the excellent new facilities that had been installed behind Marks and Spencer in Chichester.

126. **CONSIDERATION OF WEST SUSSEX FIRE AND RESCUE SERVICE INTEGRATED RISK MANAGEMENT YEAR IV PROPOSAL DOCUMENT FOR 2007/2008. ANY RESPONSE TO BE SUBMITTED BY 23<sup>rd</sup> MARCH 2007 - COPIED TO COUNCILLORS**

The Committee noted receipt of the document, which had been copied to all Councillors and following some discussion, it was **RESOLVED** to fully support the proposals.

127. **CONSIDERATION OF REQUEST FOR PROVISION OF NEW LITTER BIN IN THE VICINITY OF THE BRIDGE BETWEEN IVY LANE AND HIGHCROFT AVENUE**

The Committee noted the request for the installation of a litter bin in the vicinity of the bridge between Ivy Lane and Highcroft Avenue. Members spoke in support of the request and **RESOLVED** to proceed with the purchase of a litter bin at a cost of £368 including fitting to be located in the area identified. This expenditure would be funded from the Environmental Projects budget. In answer to a query, the Deputy Town Clerk confirmed that owing to the level of funding previously committed from this budget any overspend would be funded from the Earmarked Reserve.

128. **RATIFICATION OF PAYMENT OF 2007 MEMBERSHIP - NATIONAL PIERS SOCIETY LTD**

The Committee **RESOLVED** to ratify the payment of £20.00 to the National Piers Society for the 2007 subscription.

129. **CONSIDERATION OF STAGING A 2007 TOWN SHOW IN PARTNERSHIP WITH BOGNOR CAN - PROJECTS OFFICER TO REPORT**

The Projects Officer reported that he had been approached by Carol Fullick of Bognor CAN regarding the possibility of staging a Town Show. The Town Council could work in partnership with Bognor CAN and the Bognor Regis Horticultural Society, subject to their agreement, with the view to staging an event in September. An application for funding could be submitted to Awards for All, however this would have to be submitted through the Horticultural Society. The Town Council and Bognor CAN have already submitted applications for other events this year. Members spoke in support of pursuing this proposal and agreed in principle that discussions with the Horticultural Society and Bognor CAN should take place to see if this idea could be taken forward, providing it did not result in an excessive cost being incurred by the Council.

130. **ST. GEORGE'S DAY - CONSIDERATION OF STAGING EVENT TO CELEBRATE ENGLAND'S NATIONAL DAY - MONDAY 23<sup>rd</sup> APRIL 2007 LETTER FROM UK CELEBRATIONS AND COMMEMORATIONS LTD. - COPIED TO COUNCILLORS**

The Events Officer reported on the correspondence received encouraging groups, organisations, schools, local authorities etc. to organise St. George's Day events to celebrate England's national day whilst raising money for charity. It was generally felt that many people like to celebrate St. George's Day in their own way and members queried whether there would be enough time to organise an event for this year in view of the Events Officer's current workload. Following further discussion, it was **RESOLVED** not to pursue this.

**131. CONSIDERATION OF INCREASE TO HOTHAM PARK BANDSTAND ENTERTAINMENT BUDGET TO COVER SHORTFALL**

*Mrs. S. Holmes declared a Personal Interest in the item as the Treasurer of the Hotham Park Heritage Trust Committee.*

The Deputy Town Clerk advised the Committee the reasons behind the request for additional funding and spoke of the oversight that had occurred when the Committee had considered the allocation of Events Sponsorship at the previous meeting.

As a result of this oversight, insufficient funds had been allocated to the Hotham Park Bandstand Entertainment 2007/2008 budget to cover the programme of entertainment being planned for this season. The Events Officer had confirmed that funding in the region of £1,200 was required for the eight performances being planned which indicated that there would be a shortfall of £200. An additional £200 was also being requested to assist with the Hotham Park Heritage Trust Christmas Carol Concert. Having spoken with the Town Council's Accountant, the Committee noted that he envisaged no problem being able to fund this shortfall. Following a brief discussion, it was **RESOLVED** unanimously to authorise this overspend of the Hotham Park Bandstand Entertainment 2007/2008 budget to the value of £400 to fund the expenditure as detailed.

**132. METEOROLOGICAL SITE SECURITY - REPORT FROM PROJECTS OFFICER (IF FURTHER INFORMATION AVAILABLE) - MIN. 114.1 REFERS**

The Projects Officer reported that he was awaiting further information from Inspector Merrick regarding installing a police CCTV camera in this area. The possibility of installing a security camera which could be connected to a telephone link and images could be accessed and downloaded via a telephone line was also being investigated. Further information would be brought to the Committee for consideration when this was available.

**133. CONSIDERATION OF PROVISION OF AUTOMATED WEATHER STATION - MIN. 114.2 REFERS**

- 133.1** The Projects Officer reported in detail on the benefits of installing an automated weather station to run in tandem with the work of the Meteorological Officer and stressed the importance of the Council considering the longer term position. The estimated cost would be in the region of £6,500 with an additional £795.00 being required for an annual maintenance contract. Concern at the possibility of the new weather station being vandalised was raised and it was queried whether a fine netting could be installed on the top of the railings as a preventative measure. A Councillor commented that any form of covering could interfere with the weather readings and suggested that this should be avoided. In answer to a query about the sunshine readings, the Projects Officer advised that this would be incorporated

within the new equipment. Members spoke in support of investing in an automated weather station to run alongside the work of the Meteorological Officer. Following further discussion, it was **RESOLVED** to **RECOMMEND** that this be referred to the Policy and Resources Committee for further consideration.

- 133.2** The letter from the Met Office advising of their decision to withdraw from supplying the newspapers with daily meteorological data in a page-ready format with effect from 31<sup>st</sup> March 2007 was noted, copied to the Committee. Members noted that the Bognor Regis site currently produces observations at 09.00 for the Met Office Climate Network and at 17.00 for submission to the newspapers. From 1<sup>st</sup> April there will therefore be no further requirement for the 17.00 observations. The Met Office has stressed however that the weather station at Bognor Regis continues to be a very useful source of climatological data, and is of increasing importance in the Met Office's ongoing monitoring and studies of climate change. The continued provision of the 09.00 climate observations would be extremely valuable in helping them to continue with this work, which is best achieved with long-term records from high quality weather stations such as Bognor. Following some discussion, the Committee agreed that the provision of the 09.00 climate observations should continue.

**134. REPORT FROM EVENTS OFFICER INCLUDING CONSIDERATION OF REQUEST FROM REVEREND WALLIS FOR CONTRIBUTION TOWARDS ATTENDANCE BY CLOWNS INTERNATIONAL AT HOLY CROSS CHURCH, BERSTED AND ST. MARY'S CHURCH, CLIMPING**

- 134.1** The Report from the Events Officer was noted, which had been circulated previously - **Appendix '1'**.
- 134.2** The Events Officer reported on the request from Reverend Wallis for some financial assistance towards the performance by Clowns International at Holy Cross Church, Bersted and St. Mary's Church, Climping. Support towards publicising the event was also being sought. Members raised concern and spoke of the level of funding already committed by the Town Council towards the Clowns event. Following further discussion, it was **RESOLVED** unanimously not to fund this additional expenditure.
- 134.3** The Events Officer showed the Committee a draft 3 fold leaflet that had been produced by Unique Promotions listing the events happening in Bognor Regis. It was proposed to produce 10,000 copies of the leaflet which would include the Town Crest to be distributed to various outlets around the town. The Events Officer advised that the cost to the Council would be £200 to be funded from the Marketing Budget. The Committee spoke positively about the production of the leaflet and it was **RESOLVED** to support this proposal.

*Cllr. Oppler abstained from voting on this proposal and asked that this be noted.*

- 134.4** The Committee noted that the Events Officer had been approached by Morrisons offering the option to take advertising space on the back of their till receipts. A credit card sized advert would cost £850 for a three month period or alternatively £1600 for a larger size. Following a short discussion, it was **RESOLVED** unanimously not to pursue this.
- 134.5** The Events Officer advised that she had been approached by Mr. Tom Lowenstein who had written a musical drama based on the life of William Blake. Mr. Lowenstein was seeking the Town Council's backing to assist him in his efforts to achieve funding for this project and he was

also looking for venues in and around the area to stage his work. In answer to a query the Events Officer confirmed that she would pass on the details of Felpham Parish Council to Mr. Lowenstein. Following consideration of this request, the Committee agreed in principle to endorse this project.

- 134.6** The Events Officer reported that she had been contacted by a company called The Melting Pot Market who wished to bring their market into the town. The market would be made up of various stalls with a range of countries represented. Entertainment reflecting the nature of the stalls would also be part of the package. The Committee noted that a suitable location to stage such a market may create a problem as these are usually held in London Road where there is limited space. An allowance has to be made for emergency vehicles and pedestrians and the road is not wide enough to accommodate entertainment as well as stalls. The Events Officer commented that she was unsure if there was currently enough space in the events programme to accommodate another market as two French markets are already staged during the season and she suggested that it may be more beneficial to bring in a continental market nearer Christmas. Members supported the idea of a market with a difference but could see the difficulties of finding a suitable location and time when this could be fitted into the events programme. It was therefore agreed that the Events Officer should carry out further investigations and report back to the next meeting.

**135. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 1<sup>st</sup> FEBRUARY 2007**

The Committee noted that photographs had been taken of the footpaths around the town and the Projects Officer commented about the level of rubbish that needed to be removed which would be pursued with A.D.C. Cleansing Services.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 1<sup>st</sup> February 2007 - **Appendix '2'**

**136. MUSIC FESTIVAL SUB-COMMITTEE**

**136.1 Consideration of the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 9<sup>th</sup> January 2007**

It was noted that ROX is working closely with the Safety Advisory Group who need to be in full agreement with all aspects of this element of the event to enable this to proceed.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 9<sup>th</sup> January 2007.

**136.2 To note change in Committee structure**

It was noted that following approval of the recommendation from the Policy and Resources Committee at the last Town Council meeting, the Music Festival Sub-Committee had now become a full Committee and would no longer be reporting to E&L.

**137. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 31<sup>st</sup> JANUARY 2007**

- 137.1** The meeting scheduled to be held on 31<sup>st</sup> January 2007 had not been quorate and those present had therefore made recommendations to the Environment and Leisure Committee.
- 137.2** The Deputy Town Clerk advised that the Sales Manager from The Festive Lighting Company would be invited to the next Christmas Illuminations Sub-Committee meeting to discuss the level of failure that had occurred in the new displays.
- 137.3** The Committee **RESOLVED** to accept the Recommendations and Reports from the Notes of the meeting that was not quorate held on 31<sup>st</sup> January 2007.

**138. REPORTS**

**138.1 Financial Reports**

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

**138.2 Any Other Reports - Parking of vehicles on Bognor Regis Promenade**

Cllr. Scutt referred to a copy of the report in connection with the above that he had received from the Services Director at A.D.C. which had been prepared for the A.D.C. Clean and Safe Working Party meeting scheduled to be held on 20<sup>th</sup> February 2007. The report recommended that permitted parking bays be marked out immediately to the east of the pier for use by the fishermen, other vehicles illegally parked should be discouraged by use of warning window stickers informing of the risk of prosecution and in the case of recurring illegal parking, evidence to be taken of Byelaw contravention with a view to institution of proceedings. An issue of safety re hauling the boats up the beach by the fishermen via use of the tractor and a rope had also been highlighted as a point of concern. The Services Director was also recommending a Site Visit to the area by members of the Working Party. Members noted the report and following some discussion, stressed the need for enforcement in this area.

**139. CORRESPONDENCE**

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

*The Meeting closed at 8.41pm.*

**NOTES AND RECOMMENDATIONS**

**BOGNOR REGIS TOWN COUNCIL**  
**SOUTH EAST IN BLOOM WORKING PARTY**  
**(COASTAL RESORT A)**  
**Thursday 1<sup>st</sup> February 2007**

**PRESENT:** Cllr. J. Hayward, Cllr. D. Eldridge, Cllr. K. Scutt (from item 10), P. Beckerson, E. Benackova, V. Kendon, R. Bennett.

*The Meeting opened at 2.02pm.*

**1. Apologies for Absence**

Apologies of absence were noted as being received from M. Huntingdon and P.Mortimer.

**2. Approval of the Notes of the Meeting held on 9<sup>th</sup> November 2006**

The Notes were agreed as a correct record.

**3. Progress on environmental and conservation projects (biodiversity theme)**

The Projects Officer presented the draft flyer for the Westloats Lane Community Garden project. Bognor CAN will deliver to houses within the area. This advertises the competition to design the garden, judging will take place at the Youth and Community Centre on Saturday 10<sup>th</sup> March.

**4. SRB Planting Projects (Progress)**

It was noted that the Home Zone trees in the planters had been moved to the Westloats Recreation ground. Appropriate areas for the replanting were agreed with Arun's Parks and Greenspaces department.

The first two planters at the junction of Orchard Way and Durban Road are complete.

The New Shower posts have been installed on the seafront in the agreed positions with ADC and should be connected within a week.

All three planters have been finished in Felpham Way.

We are still waiting for Southern Water to complete installation of new sewers in Longford Road in order to build the second planter. The Projects Officer will chase up Southern Water and look at the plans submitted to the Planning & Licensing Committee in January.

The Projects officer also reported on the damage to the barrier baskets that have now been welded onto the railings. He also reported that these might be left empty for the winter period to prevent the weather damaging the plants.

**5. Tree planting in Westloats Lane**

It was noted that about 5 mid-grown trees would be planted in liaison the Youth and Community Centre. Also press would be invited along.

**6. Britain in Bloom Seminar Stevenage 28<sup>th</sup> February**

The Projects Officer reported on the details of the seminar. It was agreed to send a representative either M. Huntingdon or V. Kendon if available.

**7. South East in Bloom Seminar at Southern Water's Bewl Water 9<sup>th</sup> March**



The Projects Officer reported on the seminar, details of which are the same as the one he had attended few months ago. It was therefore found unnecessary to send a representative.

**8. Footpath survey**

Photos of the footpaths taken on 31<sup>st</sup> January were circulated. There is not an issue with vegetation at this time of the year however focus need to be put on the rubbish clearance and graffiti removal. The pictures will be forwarded into Dan Cox of ADC Cleansing Services. Town Force would deal with the graffiti. It was noted that WSCC do not start cutting the vegetation until May however R. Bennett will see if this could be changed.

**9. Shingle Planting**

The Projects Officer had approached Dee Christensen and was informed that approx. seven plants survived from the original planting.

**10. Schools Competition**

The Working Party noted that the Town Force had undertaken work in South Bersted School planting trees and creating a vegetable garden. Further St. Mary’s School have been contacted and sent a form to enter the competition. The Projects Officer will also approach Butlins.

*Cllr. K. Scutt joined the meeting at 2.20pm and it became quorate.*

Following items were ratified: item no. 3, 5, 6 & 7 and the notes of the previous meeting were approved.

**11. Dates of 2007 meetings**

Agreed dates (Thursdays):		
15 March	14 June	25 October
12 April	26 July	29 November
3 May	13 September	
The meetings will be held at 2pm in the Council Chamber.		

**10. Any other matters for consideration not included on the agenda**

Packs for the Guides competition have been send out. Deadline for the entries is 30<sup>th</sup> April 2007 with judging taking place 3<sup>rd</sup> May 2007.

Also the Bognor in Bloom entry forms have been sent to previous entrants and so far 6 entries received. Deadline for the entry forms was set to 18<sup>th</sup> June with judging taking place after 20<sup>th</sup> June 2007. The BRTC newsletter will be distributed shortly including the entry form. The timeline will be ready for the next meeting.

**11. Date of next meeting**

In the Council Chamber on 15<sup>th</sup> March 2007 at 2pm.

*The Meeting closed at 2.35pm.*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 19<sup>th</sup> FEBRUARY 2007**

1. Meteorological Officer Report for January 2007 - previously copied to Councillors
2. Letter of appreciation from Alexander and Nina Levtov conveying their deepest gratitude to the Mayor and members of the Environment and Leisure Committee for choosing them to receive the Mayor's Good Citizen award
3. West Sussex PCT - Fit for the Future e-Bulletin - Issue 3
4. Bognor CAN - email advising of funding available from the Local Network Fund for projects or activities for children and young people. Locally managed, voluntary, community or self-help groups can all apply. A workshop about the Local Network Fund and how to apply is being held on 12<sup>th</sup> March
5. SLCC - email advising that BTCV is looking for Community Champions to help motivate community groups to take action and details of how to become involved
6. CVS - details of Commission for Racial Equality workshop at Lewes Town Hall
7. Wicksteed Leisure - details of their Mystical World product range
8. SMP Playgrounds - details of the new NEXUS Freeride
9. NHS South East Coast - Patient Advice and Liaison Service Newsletter, Winter 06/07
10. Local Authority Publishing - details of Official Guides they produce at no cost to Council
11. Playground Services - product information
12. Railwatch, Issue No. 110, January 2007 copy for each Councillor previously circulated and copy of Railondon Newsletter, Issue 94, January 2007
13. Bishop Sports and Leisure - 2007 Golf and Mini Golf catalogue
14. Email from the Secretary of Bognor Regis Seafront Lights thanking the Committee for the invitation to the next E&L meeting on 2<sup>nd</sup> April to receive their grants and confirming his attendance
15. Hotham Park Heritage Trust Events Committee - letter of appreciation from the Chairman of the Events Committee for the grant for Hotham Park Country Fair and confirmation of her attendance on 2<sup>nd</sup> April. An invitation is also extended to the Town Mayor and all Councillors to attend the event on 11<sup>th</sup> and 12<sup>th</sup> August 2007
16. Hotham Park Heritage Trust Events Committee - letter in connection with the Bandstand Entertainment for 2007
17. The Arun Sounds - letter of appreciation from the Secretary for the grant and confirmation that their Chairman will be attending the presentation to receive the grant on 2<sup>nd</sup> April
18. Sussex Police - email copy of Arun District Commanders Update
19. W.S.C.C. - details of next West Sussex Sustainability Forum meeting on Thursday 15<sup>th</sup> March 2007 in Burgess Hill. Topics for discussion include Sustainable Travel and Energy Efficiency.
20. SMP Playgrounds - details of stock clearance