



BOGNOR REGIS TOWN COUNCIL

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

Telephone: 01243 867744 Fax: 01243 865744

E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 13th AUGUST 2007

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

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer)
Representatives of A.D.C. Parks and Green Space (Part of the meeting)
Representatives of Hotham Park Heritage Trust (Part of the meeting)
Representatives of International Bognor Birdman (Part of the meeting)
Three Councillors in the Public Gallery (Part of the meeting)

The Meeting opened at 7.35pm.

33. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present to the meeting. There were no apologies.

34. 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.

Cllr. Mrs. Daniells declared a Personal Interest in all matters relating to Hotham Park and the International Bognor Birdman

Cllr. Brooks declared a Prejudicial Interest in Agenda item 7 - Events Sponsorship funding International Bognor Birdman, Agenda item 8 - Future need for presentations by Event Organisers and Agenda items 9 and 18 - Christmas Illuminations

35. The Chairman welcomed Ms. Dart and Ms. Anderson and the meeting was adjourned at 7.37pm.

35.1 *Cllr. Mrs. Daniells declared a Personal Interest in all matters relating to Hotham Park as Vice-Chairman of the Hotham Park Working Party*

35.2 Regeneration Proposals for Hotham Park

Ms. Dart referred to the presentation boards that had been brought along to the meeting which identified the key elements of the project, showed the time line, highlighted other projects and included photographs of the problems. The restoration was an opportunity for things to be put right. It was noted that Ms. Dart and Ms Anderson both work in the Town Hall and are available and happy to discuss any further issues that Councillors may have at any time. Various issues of concern raised by Councillors and members of the public in connection with the proposals for the Park were addressed. These included clearance of undergrowth and the difficulties this will create for the smaller birds and the level of predators such as crows and squirrels increasing due to overfeeding. This was identified as a management issue that needed to be addressed and the importance of educating users of the Park who feed the predators was stressed. In answer to a query Ms. Dart confirmed that A.D.C had no plans to cull any of the predators in the Park and assured those present that despite rumours to the contrary, no culling had ever been carried out by the District Council. Other ways of addressing this issue needed to be identified and she would appreciate any views on how this could best be achieved. Concern that the large fish had not been returned to the pond was raised. It was noted that this was due to the size of the fish, which had grown too big for the shallow pond. The smaller fish had however now been returned. A lengthy debate regarding the importance of events taking place in the Park next summer took place. Ms. Dart confirmed that she was fully aware of the importance of the events but stressed that due consideration also needed to be given to other key users of the Park as well. Once the tender had been awarded and a detailed programme of works had been established this could be considered in more depth. The need for all parties to work together during the restoration was stressed. Other items raised included trees that had been allowed to grow in front of the Bandstand which restricted its use, consideration of the reinstatement of the changing room, improved signage, the need for additional lighting and the installation of automatic gates. Ms. Dart confirmed that areas of the Park would be fenced off in the interests of Health and Safety of the public whilst work was being progressed. Equally, consideration would need to be given to the train operator and proprietor of the café as they still needed to operate. The whole scheme would need to be managed with care. The importance of information being available to the public on what is happening at the Park was stressed.

Reference was made to the correspondence received by the Chairman from the Hotham Park Heritage Trust raising issues of concern regarding climate change, copied to Councillors. This issue was debated at some length and Ms. Dart advised that mechanisms have been built into the scheme to address this problem. A 10 year Management Plan would be established and relative information would be fed back into the Plan. Partners would need to be flexible, cautious and be aware of the changes. Ms. Dart confirmed that she would of course be discussing this issue with the contractor in detail and amendments would be made to the Management Plan as necessary to address this important issue.

The Chairman thanked Ms. Dart and Ms. Anderson on behalf of the Committee for attending the meeting to address these concerns and the meeting was reconvened at 8.13pm.

35.3 *Cllr. Mrs. Daniells declared a Personal Interest in the International Bognor Birdman as the Town Council's representative*

35.4 *Cllr. Brooks declared a Prejudicial Interest in the International Bognor Birdman as a supplier providing services to this event*

35.5 **Birdman Presentation**

The Chairman adjourned the meeting at 8.15pm to allow for a presentation by representatives of the International Bognor Birdman. Members noted the appreciation of the Trust for the additional financial support offered by the Town Council last year. The event was now held over two days in order to accommodate the serious flyers. Three or four new Committee members had joined the team and sponsorship for this year's event was in hand. The large screen would again be installed and a record number of flyers had registered to take part. The Safety Advisory Group meetings had gone well and lessons had been learnt. Thanks were recorded to the Projects Officer and the Town Force team for all their assistance leading up to and during the event. It was noted that in the past the Town Council had sponsored the Kingfisher Class and a request was made that consideration be given to changing this to the Condor Class. This would allow additional sponsorship for the future to be secured if this could be agreed as the potential sponsor had expressed a wish to be associated with the Kingfisher Class. A 32 page brochure was again being produced with full details of the event. Unfortunately the date of the event this year clashes with the Goodwood Revival but as the event is tide dependant, this could not be avoided. The Chairman of the Trust advised that the Chinese would be running their inaugural Birdman event on 15th September and two hours recording via satellite of the Bognor event would hopefully be undertaken from the Pier. Entertainment had been planned for the Bognor event for both days and everything was now in order. Two local schools had been encouraged to enter the competition this year and members of the Trust had been asked to make a presentation at the College in October in the hope of encouraging student's participation for next year's event. If enough support could be achieved consideration may be given to extending the event over three days. The date had been agreed as the 3rd and 4th August for the 2008 event and it was noted that this would be the 30th anniversary of the event being held in Bognor Regis. The Chairman thanked the representatives of the International Bognor Birdman Trust on behalf of the Committee for their informative presentation and the meeting was re-convened at 8.26pm.

36. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd JULY 2007**

The Minutes of the Meeting held on Monday 2nd July 2007, were agreed as an accurate record and were signed by the presiding Chairman.

37. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

38.1 **2nd July - Min. 19.2 Dog Bin in vicinity of Orchard Way Subway**

It was noted a map had now been received to enable a suitable location to be identified. It was AGREED that the Deputy Town Clerk should liaise with the Vice-Chairman regarding this matter and then advise A.D.C. accordingly.

38.2 **2nd July - Min. 21 Consideration of Town Force entry into Illuminated Gala**

It was noted that Town Force had now confirmed their wish to take part in the event again this year.

Cllr. Passingham declared a Prejudicial Interest in this matter as Chairman of the Bognor Regis Seafront Lights who stage this event. As there was no discussion Cllr. Passingham remained in the meeting

38.3 2nd July - Min. 24 Consideration of letter from local resident raising various matters of concern

A copy of the letter from the District Council in response to the resident's concerns was noted as being received, copied to the Committee. Members noted that the Services Director had also written to the resident dealing with the various issues as the matters raised were primarily for Arun to respond to. The Deputy Town Clerk was asked to follow up this correspondence with a letter to the resident thanking her for taking the time to raise these concerns which had hopefully now been addressed by the response from the District Council.

38.4 2nd July - Min. 25 Met Site Security

A Councillor queried whether representation should be made to the Police regarding the CCTV camera that already covered this location prior to paying for additional security at the site. It was noted that Met Site security formed part of the agenda and this matter would therefore be considered later in the meeting.

38.5 21st May - Min. 6.2 Dog Bin in Ivy Crescent

The Committee noted that the bin had now been installed and the resident who had requested it had expressed her gratitude for the Council's assistant in this matter.

39. HOTHAM PARK INCLUDING: FURTHER CONSIDERATION OF VARIOUS ISSUES AND CONSIDERATION OF CORRESPONDENCE TO CHAIRMAN OF COMMITTEE FROM HOTHAM PARK HERITAGE TRUST

These matters had been dealt with earlier in the meeting.

40. TO RATIFY RELEASE OF EVENTS SPONSORSHIP FUNDING FOR THE INTERNATIONAL BOGNOR BIRDMAN 2007 EVENT

40.1 *Cllr. Brooks declared a Prejudicial Interest in the International Bognor Birdman as a supplier providing services to this event and left the meeting during consideration of this item*

40.2 *Cllr. Mrs. Daniells declared a Personal Interest in the International Bognor Birdman as the Town Council's representative*

40.3 The Committee noted that the Income and Expenditure Accounts for the 2006 event had now been received. As a result of the presentation made earlier in the meeting, it was **RESOLVED** to release the funding for the 2007 event.

40.4 The Committee considered the request from the International Bognor Birdman Trust to change their sponsorship support to the Condor Class which it was noted was the class for the serious flyers. Following a brief discussion, it was **AGREED** to support this change which would allow additional sponsorship of the event to be encouraged from other sources.

41. CONSIDERATION OF FUTURE NEED FOR PRESENTATIONS BY EVENT ORGANISERS RECEIVING EVENT SPONSORSHIP FUNDING OF £5,000 AND OVER AS DETAILED IN MIN 49.1 - 16th AUGUST 2004

41.1 *Cllr. Brooks declared a Prejudicial Interest as a supplier providing services to various events in the town*

41.2 The Chairman advised that he had requested that this item be put on the Agenda as he felt that many of the events that fell into this category happened on an annual basis and therefore the Committee was already aware of the makeup of the event. A lengthy debate took place and it was suggested that any new event organiser applying for funding should be asked to make a presentation to ensure that any funding granted was to be used appropriately. Following further discussion, it was **RESOLVED** that a change be implemented to the current policy so that the requirement for presentations was at the discretion of the E&L Committee and would only be requested if this was felt to be necessary. Should an event not take place for whatever reason, it was felt that tighter controls should be put in place to ensure recovery of any funding awarded by the Town Council. The Committee **AGREED** that this matter needed further consideration.

42. CONSIDERATION OF ADDITIONAL APPOINTMENTS TO:

42.1 *Cllr. Brooks declared a Prejudicial Interest as the Town Council's Electrical Contractor and did not take any part in the voting on the appointments to the Christmas Illuminations Sub-Committee*

42.2 **Christmas Illuminations Sub-Committee**

It was **RESOLVED** that Cllrs. Mrs. Daniells and Mrs. Warr be appointed.

42.3 **In Bloom Working Party**

It was **RESOLVED** that Cllr. Burt be appointed.

43. PROVISION OF FLAGPOLE OUTSIDE THE TOWN HALL - UPDATE IF FURTHER INFORMATION IS AVAILABLE - MIN. 22 REFERS

The Deputy Town Clerk reported that the Facilities Manager at A.D.C. had responded to the Committee's request for an additional flagpole outside the Town Hall advising that this matter would need to be referred to the Head of Surveying and Estates before a decision can be taken. This would be brought to his attention upon his return from annual leave. The possibility of flying the Town Council's flag outside the Town Hall had been raised at the recent Town Council meeting and it was agreed to await a response from A.D.C. before considering this further. A Councillor suggested that the possibility of updating the design of the Town's flag should be considered by the Town Marketing Group.

44. CONSIDERATION OF PROVISION OF NEW PUBLIC SEAT - TWINNING GIFT FROM WEIL AM RHEIN

44.1 The Committee noted that funding for a new public seat was being given to the Town Council as a gift from Weil am Rhein. The Town Mayor had been advised of this gift at the recent Twinning reception hosted by the Town Council for the German visitors. The Deputy Town Clerk advised that exact details of the finances were still being determined and additional funding may be required to enable the seat to be installed. The Committee was asked to

identify a suitable location for the new seat and it was suggested that Waterloo Square near the Meteorological Station may be worth investigating as a possibility. This matter would be referred to the next meeting when it was hoped that further information would be available to enable a decision to be taken.

- 44.2** Comment was made that liaison would need to be undertaken with the District Council in connection with the Town Council's seats, bins, Cordelyne palms and lighting currently located on the seafront. This would be necessary as a result of the proposed changes being considered for this area as detailed in the regeneration proposals so that these items may be relocated.

45. METEOROLOGICAL SITE INCLUDING:

45.1 Security - Min. 25 refers and provision of Automated Weather Station - letter from Met Office copied to Councillors Min. 25 refers

The reply from the Met Office was noted, copied to Councillors advising that the Met Office do not currently accept data recorded by 'third party' automatic weather stations. There are various reasons for this, including variation of sensor types, unknown calibration information and other unknowns including maintenance schedules. The site at Bognor Regis is a manual climate station, and it is important to the Met Office that the observations at all such sites continue to be recorded manually. It is hoped that Bognor Regis will be able to continue recording and submitting weather data to the Met Office on a manual basis. However, if the Town Council decides to install an automatic weather station, unfortunately the Met Office would no longer be able to accept the data for climatological purposes.

45.2 Provision of Meteorological information to national newspapers - referred from Town Council meeting 6th August 2007

The Deputy Town Clerk advised that the Met Office had decided to stop the provision of meteorological information to the national newspapers as they had been unable to maintain a sufficient customer base to make this a cost-effective market area in which to remain. It had therefore been decided to withdraw from supplying the newspapers this information in a page-ready format. It was suggested that investigation should be undertaken to establish where the national press get the data that they currently publish and in what format it is required to see if this could be supplied directly. The Deputy Town Mayor offered to see if this information could be established from her daily newspaper and report back. The way forward would then be reconsidered by the Committee when further information was available.

46. REVIEW OF 2007/2008 ENVIRONMENT AND LEISURE EARMARKED RESERVES

A list of the current Earmarked Reserves were circulated to those present - **Appendix '1'**

Members considered each individual reserve and identified areas where funding might no longer be required. In answer to a query about the Environmental Projects Reserve, the Deputy Town Clerk confirmed that expenditure for dog bins and litter bins had been committed by the previous administration. However, in some cases the installation had not yet taken place and invoices were still awaited from the District Council. The Deputy Town Clerk advised that she felt it would be unwise to release this reserve until the situation could be clarified and confirmed that she would try to establish the current position in time for the next meeting. Advice would also be sought by the Deputy Town Clerk from the Town Council's Accountant on the correct procedure for release of these funds to enable them to be used for other projects. This matter would therefore be referred to the next meeting to allow time for

the position to be clarified and for consideration to be given to what new projects the Committee wish to progress with any funding released from the Earmarked Reserves.

47. RESTORATION OF MISSING/NEGLECTED ARCHITECTURAL FEATURES REFERRED FROM P & R COMMITTEE MIN 45.21 REFERS

The Committee discussed the action required to reinstate the following:

- **Missing Cemetery Gates** - this was already being pursued by the Committee.
- **High Street Clock** - investigate requirements to get reinstated. It was noted that permission to re-hang the clock would be needed from the solicitors.
- **Railway Station Clock** - Cllr. Brooks and the Projects Officer to liaise regarding costs for repair.
- **Burger King Clock, Shripney Road** - not working, investigate.
- **Seafront Bandstand** - ceiling removed and not replaced seek reinstatement and some rails to be replaced with ones that are more appropriate and in keeping with the rest - the Vice-Chairman agreed to send more detailed information regarding this matter to the Deputy Town Clerk.
- **Lighting on the rails outside the Railway Station** - investigate ways to get this reinstated.

48. REPORT FROM EVENTS OFFICER

The Report from the Events Officer was noted, circulated previously - **Appendix '2'**

49. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 11th JUNE AND 23rd JULY 2007

- 49.1** The Chairman of the Working Party reported that the South and South East in Bloom and Britain in Bloom judging had now taken place. The South and South East in Bloom award ceremony was to be held in Crawley on 5th September. The Deputy Town Mayor, Chairman of the Working Group, Projects Officer and Mr. Hsitou would represent the Town Council at this event. The Deputy Town Mayor requested that the Projects Officer email her the details of this event. The Britain in Bloom award ceremony would be held in Coventry on 26th September and this would be attended by the Town Mayor, Projects Officer and Mr. Hsitou. The Committee also noted that the Bognor Regis in Bloom Award Presentation evening had been organised for Tuesday 2nd October. Members were also advised that an Extraordinary meeting of the Working Party would be called in the near future to discuss the possibility of entry into the Chelsea or Hampton Court Flower Shows.
- 49.2** The Deputy Town Clerk advised that the Services Director from A.D.C. had complimented the Town Council on the excellent barrier baskets on the seafront railings. The Committee asked that the Projects Officer pass on congratulations to Mr. Hsitou and agreed that all the planting was looking excellent this year.
- 49.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 11th June and 23rd July 2007 - **Appendix '3' and '4'**

50. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16th JULY 2007

50.1 The Deputy Town Clerk advised that as a result of the Sub-Committee's decision to seek amendments to the specifications in the quotes received, further quotations were now being sought.

50.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the Extraordinary meeting held on 16th July 2007.

51. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2007 (IF AVAILABLE)

51.1 *Cllr. Brooks declared a Prejudicial Interest as the Town Council's Electrical Contractor and did not take any part in the voting on this item*

51.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 8th August 2007.

52. PUBLIC CONVENIENCES WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 3rd JULY 2007

52.1 A Councillor updated the Committee on progress with the 'Loo 4 U' scheme to date and advised that he was pressing the District Council to support entry into the National Toilets Award for unmanned public conveniences.

52.2 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the Working Party meeting held on 3rd July 2007 - **Appendix '5'**

53. REPORTS

53.1 Financial Reports

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

53.2 Any Other Reports

There was nothing to report.

54. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '6'**

The Meeting closed at 9.50pm.

Earmarked Reserves as at 13th August 2007

Millennium Fund		564.00
Allotments		2,566.00
Gravits Lane Maintenance		
E&L Projects		12,641.28
Balance of Pier Survey	£75.00	
Dog bin	£170.00	
Environmental Projects surplus 03 & 04	£1,936.00	
Seafront Showers 04/05, 05/06 & 06/07	£1,204.00	
Litter Bin for Longford Road Footbridge area	£210.00	
Environmental Projects surplus 05/06 & 06/07 for bins	£1,727.00	
Arun Marine Ranger Project	£500.00	
Balance 05/06 Xmas Lights budget + banner income	£4,819.28	
Incl. banner income 06/07		
War Memorial	£2,000.00	
South East in Bloom		5,132.06
Mons Avenue Planters	£1,000.00	
Bal Horticultural Supplies 05/06 incl. expenditure for (Plants for new planter column/bollards £240.00)	£611.06	
05/06 projected equip. expenditure not yet spent for (New planter column/bollards£2,820.00)	£2,820.00	
Bal of Community Garden budget (Westloats)	£701.00	
Events Sponsorship		1,300.00
05/06 Clowns Event surplus		

BOGNOR REGIS TOWN COUNCIL

Events Officer's report to the E & L Committee on 13th August 2007

CLOWNS PARADE

Nothing to report on this until after the Events Working Party

PROMS IN THE PARK

Proms was again very popular with estimated attendance of 1,000, although this figure is down on the attendance last year. This could be partly due to the weather, which although it was dry on the night, had been very changeable and was still quite cool during the evening. Added to this, the annual Fun on the Prom event at Felpham took place on the same evening, which probably reduced the numbers further.

The budget for this event is £300 and the cost amounted to £955.06. Collections boxes raised £424.34, leaving a shortfall of £230.72 (this may increase slightly, as I am still waiting for one small bill). This issue will be raised at the Events Working Party meeting in September.

SUMMER ENTERTAINMENT PROGRAMME IN HOTHAM PARK

The Summer Programme is due to end on 26th August. To date one of the concerts has had to be abandoned because of bad weather.

The feedback received from staff at the Visitor Information Centre, which has been giving out leaflets about the event, has been that people are very keen on the concerts and pleased to have entertainment on the bandstands. However, this does not seem to have translated into large numbers attending, with audience figures about 100 / 120 per week.

The cost of the 10 week programme, in terms of payments to the performers and changes to banners, is £1365. This is £165 over my budget. However, Hotham Park Heritage Trust have donated £150 so the budget shortfall is £15. The costs do not include staff time.

INTERNATIONAL BOGNOR BIRDMAN

Meetings between the International Bognor Birdman Trust and the Safety Advisory Group continue. A Statement of Intent is being prepared.

VETERANS DAY EVENT

This will be reviewed at the Events Working Party meeting.

FRENCH MARKET

I am in the process of sending the appropriate Street Trading Consent forms to the organisers of the French Market, which will take place on 29th & 30th September. As usual, this will be held in the London Road Precinct.

TOWN SHOW

We understand from Bognor CAN (Community Action Network) that they have been allocated some funding via Arun DC towards the Town Show. We are still waiting to hear about the

Awards for All bid, but we have been allocated a number and hopefully should go to panel in August.

Preparations are in hand for the show, due to be held on 15th September, and the appropriate documentation has been agreed with the Horticultural Society, who will be providing the judges for the event.

The In Bloom judges seemed to be quite impressed with the idea of the Town Show, particularly as it is a partnership between the Town Council, a Community group and the Horticultural Society.

ICE RINK – POSSIBLE CONTINENTAL MARKET

I am still awaiting details from the Royal Norfolk Hotel on this and will report further, with possible costings, at the meeting.

END OF THE PIER FILM FESTIVAL

Due to the workload of the Music Festival I have not had time to organise a meeting with the End of the Pier Film Festival organisers. However, now that the Music Festival has finished, I will arrange a meeting with Cllrs Burt and Cunard, as agreed at previous E & L meeting.

SJH 06 08 07

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
(COASTAL RESORT A)
Monday 11th June 2007

PRESENT: Cllr. J. Passingham (Chairman), Cllr. K. Scutt, Cllr. Mrs. E. Anderson, Cllr. Mrs. J. Walker, P. Beckerson, E. Benackova and M. Huntingdon.

The Meeting opened at 6.25pm.

1. Chairman's Announcements and Apologies for Absence

The Chairman welcomed those present. Apologies of absence were received from Mr. D. Meagher.

2. To elect Vice-Chairman

The Working Party discussed the matter and agreed not to elect a Vice-Chairman.

3. To consider the dates of the meetings and start times: 23 July, 10 September, 24 October and 26 November

Query was raised whether the WSCC and ADC officers would be able to attend evening meetings. The Projects Officer responded that liaison could be done through emails and officers meetings. Replacement for Veronica Kendon has not been found yet but it was hoped that an ADC representative would be present on the day of the judging.

The Working Party **AGREED** the above dates and the start times at 6.30pm.

4. Approval of the Notes of the Meeting held on 24th May 2007

The Notes were agreed as a correct record.

5. Timeline & Programme for 2007

The updated timeline was circulated to those present (Appendix 1) and some discussion followed. In response to a question about any press opportunities, the Projects Officer advised that there would be press coverage of the Guides Planting presentation as well as the opening of the Weather Station railings.

6. Progress on environmental and conservation projects (biodiversity theme)

The winning design for Westloats Lane Community Garden was presented. The site had been cleared and some planting could now be carried out. Suggestion was made to arrange some people working on the garden on the day of the judging. The Projects Officer will take this up. There was also discussion about the Bluebell Wood which would benefit from more wild vegetation.

7. SRB Planting Projects (Progress)

The Working Party engaged in a detailed debate about the outstanding issues over the land ownership at Durban Road and outside the Richmond Arms. It was noted that the damaged planter in Aldwick Road would also need to be re-built.

8. South & South East in Bloom portfolio

The Projects Officer handed out and commented on a diagram of Judging and Portfolio Ideas (Appendix 2). The Working Party participated in a full debate and there was a consensus of opinion that the judges should be taken into Hotham Park and the Home Zone as these have much

improved. It was suggested that the judges could go through the Park on the train while learning about the Restoration Project. It was pointed out that 6 tiered planters and 7 baskets with water reservoirs had been ordered for the Railway Station. The Projects Officer had met with a representative responsible for the station and agreed the positions. All should hopefully be in place for the judging. The Projects Officer advised that he was trying to get hold of Arun District Council's Waste Education & Promotion Officer, Elizabeth Irvine, as recycling is high on the agenda again this year. With regard to the shingle planting, it was reported that Dee Christensen is no longer involved. The 12 stainless steel information panels have been manufactured and delivered to the lock up. The texts so far approved are for the Weather Station and the English Channel panels.

9. Approval of expenditure for the lunch with South & South East in Bloom & Britain in Bloom judges

The Working Party agreed that the costs were excessive last year and **RESOLVED** to approve the expenditure of £100 for each judging. There was also some discussion about the number of invitees.

10. Approval of expenditure for hire of people carrier for South & South East in Bloom & Britain in Bloom judging

The Projects Officer reported on the previous arrangements and it was **RESOLVED** to provisionally approve the expenditure of £100 for each judging.

11. Approval of South & South East in Bloom judging route

A map of last years route was handed out to those present and detailed discussion followed. It was **AGREED** to change the route as follows: Town Hall – Gloucester Road – Hotham Park – Squareabout – No. 8 Chichester Road – Tesco Roundabout & Highfield Road – Ivy Lane – South Bersted School – Westloats Lane – Home Zone – Kenilworth Road – Pevensey Road – The Steyne – the High Street – St Mary's RC School – The Esplanade and the Royal Hotel.

It was reported that the window in Print-In had been arranged and Erika agreed to liaise with Margaret on this.

The 2005 & 2006 marking sheets were circulated and the Members commented on the judges' remarks. Points were lost on the Conservation and Recycling section last year as no figures were available.

12. Appointment of representatives to accompany the judges

Following some discussion on the subject, the Chairman agreed to accompany the judges along with a representative from ADC.

13. Britain in Bloom

It was reported that the judging date has not been announced yet.

14. Guides Competition

The ceremony had been organised for 4pm on Wednesday. Some refreshments will be provided and all winners will get a T-shirt promoting the Bognor in Bloom competition. The press will be present.

15. Grants for Community Groups to plants trees & Small Environmental Projects

The Projects Officer reported on the funding opportunities and pointed out that this could be looked into for next year in time for the budget cycle.

16. Footpaths

MH handed out photos of the footpath running past Ivy Lane and commented on the ongoing issue of its cleanliness. The matter had already been mentioned to R. Bennett but nothing has been done about the litter or overgrown vegetation. Suggestion was made to involve the County Cllr. F. Oppler. The Projects Officer will organize and email MH the number of the footpath.

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

The Working Party **AGREED** to appoint Cllr. Mrs. E. Anderson, Cllr. K. Scutt and Cllr. Mrs. J. Walker to judge the Bognor Regis in Bloom competition on Thursday 21st June.

Overgrown grass by the Rock Gardens was reported and the Projects Officer explained that Mo is aware and planned grass cutting for Wednesday.

A piece of unadopted land full of rubbish had been identified by the railway bridge. Verdant will not clear the area. Comment was made about the website and the Projects Officer agreed to update the In Bloom section.

18. Date of next meeting

In the Council Chamber on 23rd July 2007 at 6.30pm.

The Meeting closed at 8.25pm.

In Bloom Campaign Planning March 2007 – August 2007

<u>Month</u>	<u>Action</u>	<u>Responsibility</u>
January 2007	<ul style="list-style-type: none"> ▪ Letters to Schools and Organisations interested in being part of competition ▪ Selection and completion of entry forms for SE in Bloom 2005 ▪ Contact Girlguiding group re planting competition ▪ Organise Girlguiding planting competition – set close date for entries ▪ ▪ ▪ 	<u>PB</u> <u>Actioned</u> <u>Erika</u> <u>Forms and</u> <u>guidelines sent</u>
February 2007	<ul style="list-style-type: none"> ▪ Spring digital photos of planting, gardens, parks, seafront ▪ Britain in Bloom Questionnaire completion ▪ ▪ Britain in Bloom Seminar 28th February Stevenage ▪ Set close date and judging dates for BR in Bloom ▪ Creation of new Bognor Regis in Bloom entry form ▪ Collate circulation list for BR in Bloom entry forms including last years entries 	<u>Erika taken</u> <u>14/3/07</u> <u>Sent out</u>
March 2007	<ul style="list-style-type: none"> ▪ Start collating SE & Britain in Bloom portfolio ▪ Update to Kevin Smith – Observer ▪ Deadline for submission of map to BinB for unannounced judging (30th March) ▪ ▪ ▪ 	<u>Map and List</u> <u>sent</u>
April 2007	<ul style="list-style-type: none"> ▪ Select judges for Bognor Regis in Bloom and Girlguide planting competitions ▪ Photo shoot for Observer 16th April 11.30am ▪ Launch Event of In Bloom Competition 17th April ▪ SE & Britain in Bloom Portfolio – ongoing ▪ Unannounced judging from 21st April – 13th May ▪ Judge entries to Girlguide planting competition ▪ Update to Kevin Smith – Observer ▪ ▪ ▪ ▪ 	<u>WP Meeting</u> <u>24/5</u> <u>Done</u> <u>Held</u> <u>Completed</u> <u>24/5</u> <u>09/6</u>
May 2007	<ul style="list-style-type: none"> ▪ Complete SE in Bloom portfolio ▪ Organise planting day for Girlguides including press coverage ▪ Confirmation of SE in Bloom Judging Day 	<u>10th July 10am</u>

Month	Action	Responsibility
	<ul style="list-style-type: none"> ▪ Decide on representatives of In Bloom accompany judges ▪ Decide on route for judges ▪ Update to Kevin Smith – Observer ▪ ▪ ▪ ▪ 	
June 2007	<ul style="list-style-type: none"> ▪ Organise press coverage of BR, SE and Britain in Bloom judging days ▪ Schools Judging June 11th – 22nd ▪ SE in Bloom Portfolio 15th June deadline ▪ Bognor in Bloom closing date 18th June ▪ Judging of Bognor Regis in Bloom entries – arrange photos with entrants ▪ <u>Start Work on Westloats Comm. Garden</u> ▪ <u>Campaign on street cleansing</u> ▪ 	<p><u>In Progress</u></p> <p><u>Judging W/C</u></p>
July 2007	<ul style="list-style-type: none"> ▪ Confirm press arrangements for SE in Bloom ▪ Organise pre judging day tidy / check ▪ SE in Bloom Judging day + Neighbourhoods (2nd – 13th July) ▪ Britain in Bloom Portfolio deadline (9th July) ▪ UK Finalists images due 28th July ▪ ▪ ▪ ▪ UK Finalist Judging 31st July 3pm 	<p><u>Confirmed</u></p> <p><u>Complete</u></p> <p><u>Sent</u></p>
August 2007	<ul style="list-style-type: none"> ▪ Summer digital photos of displays, gardens, parks, seafront, town for 2008 portfolio ▪ Set BR in Bloom awards date – usually after SE in Bloom awards date. ▪ Decide on and order awards / certificates ▪ ▪ ▪ ▪ ▪ 	
September 2005	<ul style="list-style-type: none"> ▪ SE in Bloom Awards 5th September The Hawth, Crawley ▪ BR in Bloom Awards ▪ Britain in Bloom Awards 26th September Coventry ▪ 	

Month	Action	Responsibility
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NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **SOUTH EAST IN BLOOM WORKING PARTY** **(COASTAL RESORT A)** **Monday 23rd July 2007**

PRESENT: Cllr. J. Passingham (Chairman), Cllr. K. Scutt (from item no. 3), Cllr. Mrs. E. Anderson, Cllr. Mrs. J. Walker, P. Beckerson, E. Benackova, M. Huntingdon and D. Meagher (from item no.7).
1 Councillor in the Public Gallery.

The Meeting opened at 6.31pm.

1. Chairman's Announcements and Apologies for Absence

The Chairman welcomed those present. There were no apologies of absence received.

2. Approval of the Notes of the Meeting held on 11th June 2007

The Notes were agreed as a correct record.

3. Timeline & Programme for 2007

There have been no great changes to the timeline. The Working Party noted the schedule for Britain in Bloom judging on 31st July.

Cllr. K. Scutt offered his apologies and joined the meeting at 6.33pm.

4. Progress on environmental and conservation projects (biodiversity theme)

It was noted that the Westloats Lane Community Garden had been strimmed and the Projects Officer was in liaison with Carol Fullick on further progress.

5. SRB Planting Projects (Progress)

The issues over the land ownership at Durban Road and outside the Richmond Arms are still outstanding. It was reported that fencing has been put up by the Richmond Arms to prevent people parking on the newly seeded grass. It was hoped to build the planters before autumn. Member spoke positively on the interpretive sign at the Weather Station.

6. South & South East in Bloom

The judging has now taken place and the judges were pleased with the Home Zone and the Dry Garden. The results will be announced on 5th September.

7. South & South East in Bloom Award Presentations on 5th September in Crawley

The Projects Officer reported that up to 4 tickets could be arranged. The Working Party **AGREED** that the Mayor (or Deputy Mayor), Cllr. J. Passingham, the Projects Officer and Mo Hsitou would represent BRTC at the Award Presentations.

D. Maegher offered his apologies and joined the meeting at 6.45pm.

8. Britain in Bloom

Concern was expressed about the Britain in Bloom banner that had been removed. The Projects Officer clarified that this was due to the lack of space however the banner would go back up before the judging. The Working Party noted that there would be a teacher present at the South Bersted School to meet the judges.

As a result of the judges itinerary, there would only be tea & scones provided at the Town Hall or the Royal Hotel. The Projects Officer will inform the Working Party of the venue in due course.

9. Britain in Bloom Award Presentations on 26th September in Coventry

The Working Party **AGREED** that the Mayor (or Deputy Mayor), the Projects Officer and Mo Hsitou would represent BRTC at the Awards. Members were informed of the childrens garden in Stepping Stones Day Nursery.

10. To set a date for Bognor Regis in Bloom Award Presentations

The Projects Officer advised that the ceremony is usually held after the South & South East in Bloom Awards so that the judges' certificates could be given out to the winners of Bognor Regis in Bloom. After some discussion the Working Party **AGREED** to organise the Presentations for Tuesday 2nd October at 7pm.

11. Footpaths

Members were updated on the state of the footpaths. Lots of rubbish had been cleared away but the vegetation was overgrown. The Projects Officer reported positively on the work of Graffiti Operative and highlighted the good progress in graffiti clearance along the footpaths.

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

In answer to a comment about the website, The Projects Officer agreed to update the In Bloom section.

Members commented on the colour coordination of plants and agreed to discuss the colour scheme at the next meeting.

The Working Party also agreed that it would be a great idea to adjust a plot at the allotments to wheel chair users.

The Projects Officer reported on the invitation to the Chelsea Flower Show and detailed discussion followed. There was a consensus of opinion that a special meeting should be arranged for mid August to discuss this further. The Projects Officer to check the availability of the Council Chamber and inform Members of the date.

13. Date of next meeting

It has now been confirmed that the Council Chamber is available on **20th August**. The meeting will commence at **6.30pm**.

The Meeting closed at 7.21pm.

BOGNOR REGIS TOWN COUNCIL & ARUN DISTRICT COUNCIL
PUBLIC CONVENIENCES WORKING PARTY
THURSDAY 3rd JULY 2007
HELD AT THE TOWN HALL, BOGNOR REGIS

NOTES OF THE MEETING

PRESENT: Arun District Council Mr. Colin Rogers

Bognor Regis Town Council Cllr. Jim Brooks
Cllr. Greg Burt
Cllr. Paul Wells
Glenna Frost (Deputy Town Clerk)

The meeting opened at 5.30pm

1. TO APPOINT CHAIRMAN OF THE MEETING IF REQUIRED

It was unanimously **AGREED** that there should not be a Chairman for the meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. A. Cunard.

3. APPROVE THE NOTES OF THE WORKING PARTY MEETING HELD ON
29th MARCH 2007

The Working Party APPROVED the Notes of the meeting held on 29th March 2007 as a true and accurate record of the proceedings.

4. UPDATE ON PROGRESS ON THE ‘LOO 4 U’ SCHEME - COLIN ROGERS
TO REPORT

Cllr. Brooks and Mr. Rogers had met to discuss ways of taking the scheme forward. A draft letter had been prepared to send to proprietors (copy circulated to those present). Cllr. Brooks had kindly offered to distribute these. This was **AGREED**.

A draft of the proposed window sticker to be given to participating businesses was available and there was some discussion as to its colour - blue or green. It was **AGREED** that the Town Council's as well as the District Council's logo should be incorporated and suitable wording inviting the public to use the facilities within the premises would also be included.

Mr. Rogers advised that unless the Town Council were willing to fund the 'Loo 4 U' scheme it would have to be voluntary participation on behalf of the businesses. The A.D.C. Cabinet had agreed at their meeting in March that the savings from the closure of the Bersted 'superloo' should be used to upgrade the toilets across the district rather than to fund and promote this scheme. However, these budget savings together with savings made from another closure would free up funding to enable improvements to be made to one facility a year. A Councillor expressed his disappointment that no funding as an inducement would be forthcoming.

It was stressed that the importance of a proper trial and good publicity to launch the scheme were essential to make this a success. The need to get across that the scheme was a supplementary provision as opposed to a means of long term closure was stressed as it was noted that there had been negative feedback. Mr. Rogers was asked

whether a Service Level Agreement with the provider would be required to ensure that the facilities were maintained to a certain standard. It was noted that without a financial payment to the businesses, any agreement would be difficult to enforce. However, if problems did occur in the case of catering establishments, these would be referred to the Council's Environmental Health department. Increased footfall was the principle selling point and membership in the scheme could not be enforced. Mr. Brooks advised that he would target businesses on suitability at first and hoped to encourage three or four premises within the central area of town to participate to start with. The possibility of a joint Press Release was discussed and it was AGREED that once agreement to join the scheme had been confirmed by some of the local businesses, a joint Press Release would be issued. In answer to a query regarding insurance, Mr. Rogers advised that as this would be run on a voluntary basis this would be the responsibility of the participating businesses and any claim made by a member of the public should be covered under their own Public Liability insurance.

Mr. Rogers advised that the theatre had expressed an interest in being involved and had approached him in connection with possible closure of the toilet facilities adjacent to The Regis Public House and any savings made being used towards improvements to the facilities within the theatre. This could include the installation of turnstiles which would then allow a charge to be made for their use. Mr Rogers advised that although any closure of this facility would not make significant savings in the overall budget, he would be happy to discuss this further within the Working Party at a future meeting and had not ruled it out.

Cllr. Wells advised that he would be opposed to closure of any facility until the outcome of the regeneration scheme is known.

Cllr. Brooks declared a Prejudicial Interest in the Hotham Arts Centre and advised Members of the plans to upgrade the toilets

Members **AGREED** to move forward with the 'Loo 4 U' scheme and see how things progressed.

5. CONSIDERATION OF THE DRAFT 5 YEAR STRATEGY FOR PUBLIC CONVENIENCE PROVISION - COPIED TO COUNCILLORS - COLIN ROGERS TO REPORT

Mr. Rogers detailed the Strategy and the general principles (**Appendix 1 – attached**).

Comment was made that BRTC had a new Council with new priorities. The Waterloo Square toilets were a key facility for that end of the seafront as a coach drop off point and there would be concern to see it closed. Members were aware that it did not conform to the Disability Discrimination Act and it was suggested that redevelopment of the site should be considered. An alternative solution would need to be sought as there would not be support for the closure of this facility.

The possibility of rebuilding this facility using only two thirds of the footprint was suggested with the other third being used as a retail premises. As it was unacceptable to remove the facility altogether this could be a way of releasing the asset to generate funding.

Mr. Rogers was asked if A.D.C. would consider selling the Waterloo Square facility to the Town Council at a peppercorn cost. Mr. Rogers advised that Local Authorities Best Consideration is more flexible now and this could be investigated.

Members confirmed that they did not want to lose toilets at Waterloo Square, however they had not got a problem with the closure of the underground toilets at East Prom. It was suggested that maybe these could be replaced with a new facility at Gloucester Road.

It was queried whether the Foreshore Station might join the 'Loo 4 U' scheme, which would help to cover any shortfall with the proposed closure of East Prom.

A Councillor suggested that the Bedford Street facility should be given priority over the Hotham Park conveniences when these facilities are significantly upgraded as the toilets in the Park were in a better condition. The Bedford Street conveniences were well used and there is a problem with odour. Members spoke for and against this and comment was made that the Hotham Park facility had not had any refurbishment work carried out for years. It was agreed the practicalities should be considered and the work should be carried out during the winter before the holiday season.

Comment was made that it had been discussed at a previous meeting that the Bedford Street toilets should be last to close in the evening, but this did not appear to be happening. Mr Rogers agreed to investigate this.

As a result of the discussions, it was **AGREED** the following changes should be made to the Draft Strategy:

- **Paragraph 2** - The Waterloo Square facility must be retained - alternative footprint to be considered to conform to DDA.
- **Paragraph 3** - Add c) new facility at Gloucester Road.
- **Paragraph 4** - Hotham Park facility should be the first public convenience to be significantly upgraded/refurbished with Bedford Street following soon after.

It was suggested that the closure of the public conveniences should be extended beyond 8.00pm during the summer period. It was AGREED that Mr. Rogers should investigate the additional cost involved with Verdant and report back. Comment was made that some councils use self-locking timers as a way of overcoming this problem.

It was suggested that the Working Party should also consider the provision of a free to use single cubicle that was available to the public 24/7. Cllr. Burt agreed to pass details of such facilities on to Mr. Rogers for further investigation.

6. **CONSIDERATION OF SUPPORT FOR ENTRY INTO THE NATIONAL TOILETS AWARD FOR UNMANNED PUBLIC CONVENIENCES - CLLR. BROOKS TO REPORT**

Cllr. Brooks said he was trying to encourage A.D.C. to take this forward. This award could lend itself to one of the improved facilities.

7. **DATE OF NEXT MEETING**

The Working Party **AGREED** the date of the next meeting should be scheduled for sometime in September. This would allow Cllr. Brooks and Mr. Rogers time to liaise and take forward the 'Loo 4 U' scheme.

The meeting closed at 6.35pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 13th AUGUST 2007

1. Meteorological Officer Report for June 2007 - previously copied to Councillors and July 2007 attached
2. A.D.C. - copy of Seawater Quality poster up to and including samples taken on 23rd July 2007 - copied to Councillors
3. Leaflet from Spirit FM and Check-a-Trade with details of Local Hero Awards
4. Bognor Regis Local History Society - letter of appreciation for Grant funding and noting the Committee's suggestions about their window display
5. A.D.C. - email with review of first quarter of WRAP funded project to increase recycling in Littlehampton and Bognor Regis Town Centres
6. Southern - Stakeholder Brief Issue 41, July 2007
7. W.S.C.C. - Leaflet with details of Marine Madness event at Pagham Harbour, Local Nature Reserve on Sunday 12th August 2007
8. W.S.C.C. - details of 3 in 1 discount card for West Sussex youngsters aged between 5 and 19 - information put on Town Council notice boards
9. Southern Water - notification that the wastewater flood protection scheme works being carried out on behalf of Southern Water at Upper Bognor Road have now been completed
10. Communities and Local Government Committee - Press Notice advising that the Fifth Report on Refuse Collection would be published on Monday 16th July 2007
11. Communities and Local Government Committee - Press Notice 'Government's waste charge plans half-hearted and likely to fail'
12. Communities and Local Government Committee - Press Notice advising that the Sixth Report on Equality would be published on Thursday 2nd August 2007
13. Communities and Local Government Committee - Press Notice 'Report Publication on Equality'
14. Action in rural Sussex - directory of support services for all socially excluded groups and details of Social Inclusion Grant
15. Playworld Systems - product information
16. Wicksteed - product information
17. SMP (Playgrounds) Ltd - product information
18. W.S.C.C. - Press Release Foot and Mouth - 'West Sussex countryside open but please show respect for farmers'
19. Met Office National Severe Weather Warning Service Early Warning - notification of severe gales and heavy rain on 14th to 15th August 2007
20. Wicksteed Playscapes - product information
21. Proludic Ltd. - product information