



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 19<sup>TH</sup> JANUARY 2015**

**PRESENT:** Cllrs. A. Cunard, (Chairman) J. Brooks and P. Dillon

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. L. Gill (Committee Clerk)  
3 Members of the public in the Public Gallery

*The Meeting opened at 6.34 p.m.*

### **77. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies for absence had been received from Cllrs. Mrs. E. Anderson, T. Gardiner and Mrs. J. Warr.

### **78. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no declarations of interest made at this point in the Meeting.*

### **79. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> NOVEMBER 2014**

The Minutes of the Meeting held on the 17<sup>th</sup> November 2014 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

### **80. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A representative of Civic asked to be allowed to speak at Agenda item 14 regarding flooding. This was **AGREED**.

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

**17<sup>th</sup> November - Min. 63: Unkempt state of the footbridge over the railway line at Longford Road.** The Head of Street Scene and Leisure Services reported that contact had been made with Network Rail who have responded that they are unable to commit time or money to keep the area clear and suggested the Council provide litter bins. Following discussion it was **AGREED** that the Head of Street Scene and Leisure Services write to Arun District Council to enquire whether they could install new bins there. It was further **AGREED** that Network Rail should be contacted to enquire whether they would contribute to the cost of Town Force undertaking a quarterly clean up of the site on their behalf.

**17<sup>th</sup> November - Min. 69: Bus Shelter.** The Head of Street Scene and Leisure Services had written to the resident who requested the bus shelter to inform her that it was not possible to site one there. Members **AGREED** that she include this site when writing to Arun about the railway bridge and enquire whether they would put a bin close to the bus stop to alleviate the litter thrown in this person's garden.

**22<sup>nd</sup> September - Min. 51: Public Realm Works.** Following the previous meeting the Head of Street Scene and Leisure Services had written to the Coastal Communities Fund and had received a response. It confirmed they will look into the issue but will not communicate further with the Town Council on this matter.

**22<sup>nd</sup> September - Min. 52: Public Conveniences Service Level Agreement.** Communication with Arun regarding the Town Council's concern over the standards of the public toilets in the town had been received. There had been some additional funding and Arun were investigating ways to improve the facilities. There was concern that with the closure of a major fast food outlet in town which had toilets available demand for public toilets would be higher. Members **AGREED** that Arun be invited to meet with the Town Council to advise them of their plans.

**17<sup>th</sup> November - Min. 70: Gloucester Road Launching Ramp.** During discussion at the previous meeting concerns were raised about Jet Ski users using the new launch ramp at the Yacht Club to launch. Confirmation had been received from Arun District Council that this would not be allowed and signs will go up to that effect.

**82. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING CONSIDERATION OF 2014/2015 BUDGET**

The Head of Street Scene and Leisure Services reminded Members they have £500 to use on projects to benefit their Wards which has to be spent or earmarked for specific projects by the end of the financial year. Pevensey Ward Councillors had previously agreed their allocation will go towards the purchase of a defibrillator at the Regis Centre. A Marine Ward Councillor proposed giving the Marine Ward allocation to the Aldwick Business Association to go towards banners and brackets on the lampposts in Aldwick Road. The Committee **RESOLVED** to **AGREE** this proposal subject to written confirmation from his fellow ward Councillors.

A Hotham Ward Councillor is believed to have a proposal and this will be brought to the next meeting.

The Head of Street Scene and Leisure Services informed Members that a request for support had been received from the organisers of the local International Women's

Day. She suggested that if any Ward allocation money was left over it could be used to support this event. Orchard Ward Members will be asked if this is something they would like to support with their allocation. Subject to all Orchard Ward Members agreeing to support the project the Committee **RESOLVED** to **AGREE** the proposal.

**83. TO RATIFY SECOND PAYMENT OF £20,000 TO ARUN DISTRICT COUNCIL FOR THE 2014/2015 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

The Committee **RESOLVED** to **RATIFY** the payment of £20,000 to Arun District Council, being the second payment of the 2014/2015 revenue partnership contribution for the public conveniences.

A Member asked that Arun be reminded that they had agreed the Town Council could place advertising frames inside the buildings and would like to take this offer up.

**84. TO NOTE BUDGETS FOR 2015/2016 AGREED AT THE TOWN COUNCIL MEETING OF 12TH JANUARY INCLUDING ALLOCATIONS FOR: CHRISTMAS ILLUMINATIONS; IN BLOOM WORKING PARTY AND THE ALLOTMENTS SUB-COMMITTEE**

The budgets agreed at the Town Council meeting of 12<sup>th</sup> January were **NOTED**.

**85. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 16TH DECEMBER 2014**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports from the Minutes of the extraordinary meeting held on 16<sup>th</sup> December 2014 including the resolution that the increase in rents for 2014/15 should stand.

**86. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 13TH JANUARY 2015**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 13<sup>th</sup> January 2015 (appended to the Minutes as Appendix 1.)

**86.1** Members **AGREED** the **RECOMMENDATION** not to enter the South & South East in Bloom Competition in 2015 but to concentrate on increasing the co-opted membership.

**86.2** Members **RESOLVED** to **APPROVE** £100 + VAT be earmarked from the remaining 2014/15 Competition Expenses Budget to provide banners for London Road and £338 + VAT be allocated from the 2015/16 Environmental Project Budget for the BT Site seeds.

**86.3** Members also **RESOLVED** to **APPROVE** that £500 be earmarked from the 2014/15 Environmental Projects budget as a contribution towards a water butt for the sunken garden.

**87. CONSIDERATION OF THE RENEWAL OF ANNUAL SUBSCRIPTION**

**87.1** National Piers Society - £30 per annum  
Members **RESOLVED** to renew this subscription.

**88. UPDATE ON BUSINESS SURVEY, TOWN CENTRE STUDY AND ACTION PLAN, INCLUDING PUBLIC REALM WORKS, BOGNOR REGIS TRADERS ASSOCIATION AND LATEST SHOP AUDIT FIGURES - MIN. 68 REFERS**

**Public Realm.** The Head of Street Scene and Leisure Services read from her report. With reference to the Public Realm work it is planned that the outstanding snagging issues in London Road will be dealt with in mid February. The cleaning and sealing are still to be done, as this needs a spell of dry weather. There are some issues with dips appearing in the paving on the east side of the precinct. This is to be investigated but it may be that it is due to heavy vehicles passing over this area of paving, which does not have the same core as the central area of the road and is not designed to take heavy vehicles. This does need investigation, as when events are run in London Road, it is the east side of the precinct that is designated as the emergency vehicle route. This would mean that should there be an emergency, then a fire engine, for example, would travel on this part of the precinct.

It is understood that the process for the new Traffic Regulation Order for London Road should begin in early January, when the consultation will be advertised by the County Council.

A final decision is still to be made on the appointment of a contractor for the Station Square work but this should be done in the next week or two.

**Traders Association.** The first Traders Association meeting of 2015 will be held on Tuesday 27<sup>th</sup> January and will look at tackling shoplifting and anti-social behaviour. The Town Council has received a number of complaints about the anti-social behaviour of the rough sleepers outside of the old WH Smith building and this is something that the traders are concerned about. Members were aware that the rough sleepers had moved to other areas in the town. The Head of Street Scene and Leisure Services asked that Members inform her of any sites they were aware of. The report was **NOTED**.

A Member drew the Committee's attention to a group or individual who has been collecting money outside the Poundland store. It is understood that this is not a registered charity and when challenged the stall is quickly moved away. The local Police are aware of this. A Councillor suggested that a list of legitimate collectors be made available or, indeed, a ban on any form of collection or canvassing in the town centre might be popular.

**89. CONSIDERATION OF THE REQUEST FROM ACTION IN RURAL SUSSEX TO SUPPORT E-PETITION TO THE GOVERNMENT**

The Council had received a request from AIRS to sign their petition to the Government to continue funding for community action in rural England. "The support that DEFRA gives to our network is one important way in which DEFRA supports rural people and communities in addition to its priorities for farming, landscape, flooding and environmental concerns. To stop doing so is symptomatic of a reluctance to understand rural social issues, especially for the most vulnerable in rural communities." Following discussion Members **AGREED** to support this petition.

**90. UPDATE ON ISSUES RELATING TO FLOODING**

The Head of Street Scene and Leisure Services read from her report (Appended to Minutes as Appendix 2).

At this point the Chairman allowed a member of the public to speak. He referred to the proposal from CIVIC that "*There must be an immediate temporary pause in all*

*significant development until the flooding problems have been solved to the satisfaction of the insurance industry” and requested that the Council support this statement. There was discussion on this issue and the Head of Street Scene and Leisure Services reminded Members that the matter of development had been dealt with by the Planning and Licensing Committee. The Environment and Leisure Committee dealt with flooding issues only and therefore it was not appropriate to comment on this statement.*

Following the discussions Members felt they were unable to make a decision and it was therefore **RESOLVED** that this should be referred back to Council. The Head of Street Scene and Leisure Services advised that she would seek advice on this matter, as it had already been dealt with by another Committee.

*Note:*

*The issue of suspending all significant housing development was dealt with by the Planning and Licensing Committee on 2<sup>nd</sup> September 2014 and 15<sup>th</sup> October 2014. As no new information on this issue has been received Standing Order 14.1 applies. The matter will not, therefore, be referred to Council.*

**91. REPORT ON MEETING TO DISCUSS THE CYCLE ROUTE BETWEEN BOGNOR REGIS AND LITTLEHAMPTON ATTENDED BY THE HEAD OF STREET SCENE AND LEISURE SERVICES**

The Head of Street Scene and Leisure Services had been invited to attend this very informal meeting, arranged by the Chairman of West Sussex Cycle Forum, to discuss the issue of a cycle route between Bognor Regis and Littlehampton. The Committee **NOTED** the report.

**92. REPORT ON REPAIRS TO OLBY'S CLOCK - EMAIL PREVIOUSLY CIRCULATED TO MEMBERS REFERS**

The clock company who installed and maintain the clock reported that the masterclock had failed and would need to be replaced. This unit was out of the manufactures guarantee of 2 years and could not be repaired.

The company had fitted one of their own masterclocks, in order to restore this to working order, which has a 5 year guarantee.

The cost including the call out charge was £595.00 + VAT. Having identified a budget for these costs, instructions were given for the repairs to be undertaken. The Committee **RATIFIED** the cost of replacing the masterclock at £595.00 + VAT.

In respect to the failed lighting, the clock company advised the Council to get a local electrician to undertake this work and this will be done.

**93. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD**

Members were reminded that the Mayor will be nominating names for the Good Citizens award shortly. Any suggestions for possible nominations should be addressed to the Mayor. The report was **NOTED**.

**94. REPORTS:**

**94.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED**

The Committee **NOTED** the Financial Reports which had been previously circulated.

**94.2 ANY OTHER REPORTS**

There were no further reports.

**95. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence list, previously circulated and appended to file copy of the Minutes, including the following additional correspondence received:

1. Vita Play - active community fitness equipment
2. 2 editions of the online newspaper "Bognor Regis Daily Post"
3. Glasdon - email of winter products
4. St Wilfred's Hospice "Cares" January 2015 - copies available
5. St John Ambulance workplace Health and safety training
6. WSCC 1 application for busking licence

The Head of Street Scene and Leisure Services drew Members attention to correspondence from the previously circulated list including:

- WSCC - Care Support and You - Public consultation on changes in adult social care.
- ADC - email from the Senior Regeneration/LSP Manager regarding the Beach on the Beach Project - previously copied to Councillors
- ADC - email re Hampshire Avenue Recreation Ground survey and copy of survey results
- WSCC - Carewise and West Sussex Connect to Support, new website leaflets

***The Meeting closed at 7.52 p.m.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE  
COMMITTEE MEETING**

**19th January 2015**

1. WSCC - 17 applications for busking licence
2. Communities and Local Government Committee - Select Committee Announcement Oral evidence session Tuesday 25<sup>th</sup> November 2014 - Litter and fly-tipping
3. WSCC email re publication of Annual Health Report for 2014
4. Piers - the Journal of the National Piers Society Issue 113 Autumn 2014
5. Woodhouse - Shaping Space - November 2014
6. Railwatch No 142, December 2014 - Copied to Councillors
7. Earth Anchors - email offer on Benches for December 2014
8. Arun Wellbeing poster publicising their Activity Classes for 2015
9. Machan Engineering - email re New Street and Park Furniture
10. ADC Christmas refuse collection days
11. Envirocology - free Verbal Pre Storm Tree Assessment Offer
12. Met Office Newsletter 2014
13. St John Ambulance - First aid and safety training
14. ADC - Changes to Summerley Post Office
15. Smith of Derby - email Merry Christmas
16. Machan Engineering - New Street and Park Furniture
17. David Ogilvie Engineering Limited - email re street and park furniture with a lifetime guarantee
18. Park Life - Street Furniture
19. Playcubed - email re playground equipment
20. Southern Railway - stakeholder brief online and Christmas message
21. Communities and Local Government Committee - Select Committee Announcement - Oral evidence session Tuesday 6 January 2015 - Litter and fly-tipping
22. Application form for a person wishing to hold a pre-planned activity on the Highway - Fairgame Leisure - circulated to Councillors
23. WSCC - Care Support and You - Public consultation on changes in adult social care
24. ADC - email from the Senior Regeneration/LSP Manager regarding the Beach on the Beach Project - Copied to Councillors
25. Shaping Space - Solving city challenges with silver architecture and intelligent systems
26. ADC email re Hampshire Avenue Recreation Ground survey and copy of survey results
27. WSCC - Carewise and West Sussex Connect to Support, new website leaflets
28. Environment Agency - Risk of Flooding dataset available in Parish online
29. Recovery - Damage Management Magazine Volume 15 - Issue 3 Autumn 2014

# NOTES AND RECOMMENDATIONS

## Bognor Regis Town Council Bognor Regis in Bloom Working Party Tuesday 13<sup>th</sup> January 2015

**PRESENT:** Cllrs. P. Dillon and D. Meagher, Mrs. M. Huntingdon, Ms. P. Keane, Mr. G. Burt (Chairman) and Mrs. S. Green (Committee Clerk)

*The meeting opened at 4.00pm*

**It was noted that the meeting was non-quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.**

### **1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs. Mrs. E. Anderson, Mrs. S. Daniells, Ms. K. Davis, Mrs. J. Warr and Ms. H. Wilson.

It was noted that regrettably Cllr. Mrs. E. Anderson would be stepping down from the Working Party.

### **2. APPROVAL OF NOTES OF THE MEETING HELD ON THE 16<sup>th</sup> SEPTEMBER 2014 AND THE NON-QUORATE MEETING HELD ON THE 25<sup>th</sup> NOVEMBER 2014 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS**

As the meeting was not quorate the Notes would be formally approved at the next meeting but in the meantime they were recommended to the Environment and Leisure Committee.

**2.1** A member asked if there was any update on the installation of the remaining “Be Part of It” signs. PD said he had been intending to see if some could be put up on the Theatre noticeboards and the Aldwick Road brick planters but had not had time to make enquiries.

### **3. SOUTH & SOUTH EAST IN BLOOM (SSEIB) INCLUDING:**

- **2014 results - report on response from SSEIB regarding score**
- **Next year’s entry**

**2014 results – report on response from SSEIB regarding score:** The response from the SSEIB Chairman, Peter Holman, regarding our query over scoring was that in his opinion there was a lack of evidence to support our entry. This prompted a discussion regarding the conflicting information from SSEIB as to how this evidence is presented. One suggestion was to invite Peter to visit and attend one of the Working Party (WP) meetings. It was highlighted that there are only two active co-opted members in the WP which limits the opportunity to actually show achievements to the judges during their tour. The of the WP is that with the lack of volunteers and any new projects to present this year, our entry may not maintain the Silver Gilt and would be very unlikely to achieve Gold. It was suggested that perhaps rather than enter this year’s competition efforts would be better concentrated on increasing the co-opted/volunteer membership and ways to do this were discussed. DM said he had a contact at the University which he would investigate and it was also proposed that allotment holders and BRIB entrants also be approached to join.

**Next year’s entry:** Having considered all the discussions, opinions and suggestions it was proposed not to enter this year’s SSEIB competition but to concentrate on increasing the Working Party Membership and raising awareness.

Members **RECOMMENDED** to the Environment & Leisure Committee not to enter this year’s South & South East In Bloom Competition but to concentrate on increasing the co-opted membership.



#### **4. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:**

- **Guides Competition 2015 – feedback from meeting with Guides District Commissioner**
- **BT Site**

**Guides Competition 2015:** at the BRIB awards evening, the District Commissioner of the Guides said they were keen to be more involved with BRIB this year. The Committee Clerk (CC) met with the District Commissioner along with HW from Arun District Council to consider a project for 2015. The suggestion from the last meeting that they design an advert for a banner display was welcomed and they would also be interested in sowing the new seeds at the BT site. The CC had liaised with the Head of Street Scene & Leisure and the Town Centre Manager and a lamp post in the precinct would be made available to the WP. The cost for 1 post (2 banners 4 sides) would be £100 + VAT. The WP **AGREED** to earmark this cost from the remaining Competition Expenses Budget. They further **AGREED** that the theme for the display would be “What Bognor Regis In Bloom means to you” with a panel each for the Rainbows, Brownies, Guides and Rangers. Full details of the competition would be forwarded to the District Commissioner by the CC.

**BT Site:** The CC confirmed that the cost for this year’s seed is £338 + VAT. GB wants to investigate an alternative the seed mix to the one proposed and this may be cheaper. The WP **AGREED** to earmark this cost from the 2015/16 Environmental Project Budget. It was further agreed that the Guides should sow the seeds this year and the CC will liaise with HW to get this organised. A Member also asked if it could be arranged for ISS to remove the actual turf this year to avoid the grass growing back through the display.

Members **RECOMMENDED** to the Environment & Leisure Committee that £100 + VAT be earmarked from the remaining 2014/15 Competition Expenses Budget for the banners and £338 + VAT allocated from the 2015/16 Environmental Project Budget for the BT Site seeds.

#### **5. TO NOTE BALANCES OF 2014/15 FUNDING INCLUDING FUTURE SPENDING EARMARKED EXPENDITURE**

The CC reported that there were sufficient funds remaining in the 2014/15 Environmental Projects Budget to earmark £500 as a contribution towards a water butt for the sunken garden as agreed in the Notes of 25<sup>th</sup> November 2014.

2013/14 Fundraising Budget £37.99 remaining.

2014/15 Fundraising Budget £106.00 remaining.

There is a sum of £245 remaining in 2014/15 Competition Expenses of which £100 will be earmarked for the Guides banner competition.

The budget for 2015 will remain at £750 for Competition Expenses and £1,000 for Environmental Projects.

Members **RECOMMENDED** to the Environment & Leisure Committee to earmark £500 from the 2014/15 Environmental Projects budget as a contribution towards the water butt.

#### **6. CORRESPONDENCE**

Beach Clean organised by Surfers Against Sewage SAS, Sunday 18<sup>th</sup> January 12pm – 3 pm

Royal Horticultural Society Winter Issue Newsletter

RHS Flower Show Tatton Park 2015 and RHS National Flower Bed Competition

#### **7. DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> March 2015 at 4.00pm and will be held at The Town Hall

*The meeting closed at 5.00pm*

**BOGNOR REGIS TOWN COUNCIL****AGENDA ITEM 14****Committee: Environment & Leisure****FOR INFORMATION****Date: 19th January 2015****Report by: Head of Street Scene & Leisure Services****Subject: Update of issues relating to flooding**

In December we received an email from West Sussex County Council regarding work that they are undertaking with Defra. As part of this work, the County Council were conducting a survey of residents, groups and Parish and Town Councils and we were invited to complete the survey. However, a subsequent email advised that they were experiencing problems and asked that we wait to complete the survey when a new version was issued in the New Year. This has not yet been received.

We have also received from West Sussex County Council information about the Lidsey Catchment Surface Water Management Plan. In January 2013, Atkins were appointed to produce a study which would form the basis of the Surface Water Management Plan. This covers Barnham, Eastergate, Elmer, Felpham, Middleton-on-Sea, Walberton, Woodgate and Yapton.

A copy of the Executive Summary of the Atkins Report (27 pages) and the Full Report (187 pages) is available from my office if Members wish to see them.

An email has also been received from Southern Water relating to the Surface Water Management Plan. The content of the email is as follows:

*The Lidsey catchment covers Barnham, Eastergate, Elmer, Felpham, Middleton-on-Sea, Walberton, Woodgate and Yapton.*

*We are investing over £500,000 in the area to prevent groundwater and surface water run-off getting into our sewers. This infiltration can overwhelm our network with huge amounts of water it is not designed to deal with - something which can affect the wastewater service we provide to customers and lead to flooding.*

*To date, we have carried out extensive surveys of our sewers using CCTV cameras and flow monitors to help identify where water is forcing or finding its way into the pipes. This has enabled us to develop and implement a programme to repair and seal our sewers, focused on places where infiltration is having the most impact, making our network more resilient.*

*We have also developed a dedicated Infiltration Reduction Plan (IRP) for the Lidsey catchment – one of the first of its type in the UK. This sets out the strategy to manage groundwater infiltration of the sewers and the actions being taken by ourselves to reduce the amount of infiltration, assisted by other bodies and organisations. We are currently finalising a draft of the IRP for circulation to you and other local stakeholders in the near future.*

*I hope the above demonstrates our ongoing commitment to provide the best possible service to the 14,500 households and businesses in the Lidsey catchment.*

*Please do not hesitate to contact me if you have any queries or would like further information.*

I have contacted the County Council, Southern Water and the Environment Agency and advised them that the Town Council is keen to work with them on local flooding issues.