



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 17th MAY 2010

PRESENT: Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: E. Anderson, J. Brooks and G. Burt

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)

The Meeting opened at 7.05pm

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

It was noted that Cllr. Mrs. J. Gillibrand had been elected Chairman and Cllr. E. Anderson elected Vice-Chairman of this Committee at the Annual Council Meeting on 10th May 2010.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. J. Passingham and Mrs. J. Warr.

3. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Members and Officers should declare an interest by stating: -

- a) the item they have an interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Committee 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.

4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th MARCH 2010**

The Minutes of the Meeting held on Monday 15th March 2010, were agreed as an accurate record and were signed by the presiding Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

- 6.1 15th March - Min. 122 Dog fouling and possible use of signage at the entrance to alleyways**
Members noted the photograph of the sign that is used in Europe that had been forwarded to the Deputy Town Clerk by Cllr. Passingham. He had suggested that these could be positioned at the end of problem alleyways and could be funded from the relevant Ward Allocation budgets. Comment was made that the problem of dog fouling seems to be on the increase and it was felt that stencils on the footway as had previously been suggested might be a better way forward. The Deputy Town Clerk was asked to investigate this further with WSCC Highways and report back.

- 6.2 13th July - Min. 25.3 Works by Southern Water in Nyewood Lane**
Members noted that concern at the loss of the Blue Flag this year had been raised with the Deputy Town Clerk by Cllr. Scutt. He had referred to the works carried out by Southern Water to the public sewer in Nyewood Lane in the middle of last year. Southern Water had accepted at the time that the private foul drain that was connected to the public surface water sewer may have been affecting the bathing water in the area. It was felt that this was probably the reason for the loss of the Flag and hopefully now the issue has been addressed the chances of regaining the Blue Flag will increase for next year.

7. APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES

- 7.1 Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification**

Note: It is usual practice for all members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee, as these meetings are held quarterly prior to Planning meetings. It is therefore appropriate for the same Councillors to serve on both Committees.

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

Membership: Cllrs: P. Dillon, D. Eldridge, S. Fyfe, R. Gillibrand, S. Kerrigan, K. Scutt and Mrs. J. Warr.

Appointment of the Chairman and Vice-Chairman of this Sub-Committee will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

Mr. M. Bicknell, Mrs. V. Johnson and Miss S. Trodd (allotment tenant representatives).

- 7.2 Christmas Illuminations Sub-Committee including consideration of recommendations to Council of co-options for ratification**

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

Membership: Cllrs: J. Brooks, Mrs. S. Daniells, P. Dillon, D. Eldridge and Mrs. J. Warr.

Appointment of the Chairman and Vice-Chairman of this Sub-Committee will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

Mr. J. Tyson (Electrical Contractor) and Mr. I. Harding representative from the Chamber of Commerce.

7.3 South East in Bloom Working Party including consideration of recommendations to Council of co-options for ratification

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

Membership: Cllrs: E. Anderson, P. Dillon and Mrs. J. Warr.

It was noted that there are currently two Councillor vacancies on this Working Party.

Consideration of the appointment of a Chairman for this Working Party will be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

R. Bennett (W.S.C.C. Highways), Mrs. M. Huntingdon, D. Meagher, P. Mortimer and Ms. H. Wilson (ADC Senior Community Parks Officer).

7.4 Public Conveniences Working Party

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

Membership: Cllrs: J. Brooks, G. Burt and A. Cunard.

8. REINSTATEMENT OF OLBY'S CLOCK - UPDATE AND CONSIDERATION OF ANNUAL MAINTENANCE CONTRACT - MIN. 119 REFERS

8.1 Members were pleased to note that the clock had now been installed. A vote of thanks was recorded to the Deputy Town Clerk for all her hard work in the progression of this project.

8.2 The Deputy Town Clerk reported that the clock had been added to Town Council's insurance at a value of £20,000 on an All Risks basis and is subject to a £250 excess. The Cumbria Clock Company had advised that this would be the cost to manufacture a reproduction of the clock including installation. This valuation is based on their experience in the restoration of the clock and the knowledge they have in reproduction casting etc. The cost to the Council annually will be £199.50 and £50.28 from now to renewal.

8.3 Newsletter - Cllr. Burt had kindly prepared an article with some history of the clock for inclusion in the forthcoming Newsletter.

8.4 The brass plaque is now ready for installation. Members agreed that the plaque should be installed and the article for the newsletter should be converted into a Press Release. Arrangements would be made with the Observer for a photograph with Cllr. Mrs. Daniells as

Town Mayor (or Cllr. Brooks as Deputy Mayor if the Mayor is not available), Derek Frampton and Cllr. Mrs. Gillibrand as Committee Chairman if possible.

- 8.5** Building Regulations - it was noted that owing to the additional requirements of A.D.C., the Structural Engineer had to prepare further drawings on the day before installation was due to commence showing additional stainless steel brackets/fixings that were required to secure the clock. This had resulted in an extra invoice from the Cumbria Clock Company for £350.00 to supply these. Building Regulation approval and the Completion Certificate have now been received from A.D.C. confirming the requirements of the said Building Regulations have been satisfied.
- 8.6** It was noted that it had been necessary to contact members of the Committee last month to seek their approval for an increase in the price of the scaffolding as this additional cost, could have resulted in the agreed figure for the ancillary costs for the clock of £2,100 being exceeded. All Committee members and the Chairman of P&R were in agreement. This was due to the Clock Company needing double width scaffolding at the 2nd floor level to enable them to install the clock resulting in the estimated price of between £350 to £450 plus £55 for the pavement licence increasing to £800 including the cost of the licence.
- 8.7** The Deputy Town Clerk reported that the cost of the clock including all the ancillary costs had totaled £13,587.70 which exceeded the original budget by £497.70. This was as a result of the unexpected costs of the additional brackets and the increase in the scaffolding charge. This was noted and Councillors agreed that the additional expenditure could not have been avoided. A third of the total cost (£4,529.23) would be claimed from A.D.C. through the Village Enhancement Grant that had been awarded to the Town Council with the balance of the project (£9,058.47) being funded from the Rolling Capital Programme.
- 8.8** A Councillor commented on the clock and made reference to the cost in relation to the sun sculpture. He stressed that the sun sculpture would be better located in Hotham Park and suggested that the Council should start a campaign to advance with this. Comment was made that this would be a costly exercise and that it would be better to wait to see the level of expenditure required for the Picturedrome before progressing with this idea.
- 8.9** The Deputy Town Clerk detailed the annual maintenance quotation that had been received from the Cumbria Clock Company at a cost of £155.00 plus VAT. It was noted that this was comparable with the charge made for the Town Hall clock maintenance. Provision will need to be made in the budget to cover this expenditure in the next financial year and this was **RESOLVED**.

9. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET UPDATE - MIN.121 REFERS

9.1 Hotham Ward additional expenditure

Members noted that the cost of the Oak Leaf table and chairs for the Hotham Park playground was £905. With the decision of Hotham Ward Councillors to support this project and the 'Week of Activities' by £500 they had AGREED to fund the additional expenditure from their 2010/2011 budget allocation leaving a balance available to spend in this year of £595.00. The Deputy Town Clerk confirmed that the order for the equipment had been placed and installation was due to take place in the autumn. It was suggested that A.D.C. be asked to arrange for the Town Council's contribution of this equipment to be referred to in any appropriate publicity regarding the extension of the playground.

9.2 Orchard Ward consideration of new proposal

A copy of the new proposal from Orchard Ward Councillors for a community orchard to be located on the area next to the old boys club in Westloats Lane where the community garden project had been was copied to those present. This would tidy up the area, making it more presentable and provide 'free' fruit to those living in the vicinity, which will in turn help with healthier diets and lifestyles. This Ward has high areas of deprivation and this project will help to provide fresh fruit to those who need it, while at the same time providing a facility that the whole community can become involved in. It was suggested that large trees should be purchased rather than young apple and pear trees and spaced to allow for growth of their canopies. All of the budget should be used for the purchase of trees, planting and the initial works required with any balance being used to fund an appropriate sign. Members spoke in support of this proposal, which it was felt was a great idea. However, it was stressed that the job needs doing properly and the area should be fenced. Following further discussion it was AGREED to support the project in principle subject to Cllr. Passingham liaising with Mrs. Fullick at the Bognor Regis Youth and Community Centre on the issue of the boundary/fencing and whether they would be willing to support and be involved with this project.

9.3 **Pevensey Ward update**

It had previously been agreed that the allocation for Pevensey Ward would be used to purchase a hardwearing public seat made from recycled materials as a replacement for the damaged seat located outside the One Stop shop next to the telephone box in Hawthorn Road. Following liaison with WSCC Highways it appears that the current bench is not located on the highway therefore there will be no need for a licence from WSCC. A Councillor suggested that consideration be given to the frame of the seat being metal as this would be more hardwearing. The Deputy Town Clerk confirmed that she was currently investigating the Stanford seat from Glasdon, which is traditionally styled with 100% recycled cast aluminium ends and a choice of three recycled materials for the slats.

9.4 Cllr. Brooks confirmed that the Marine Ward allocation was being used to fund issues concerning crime and disorder, cycling on the pavement and traffic/parking issues.

9.5 In answer to a query the Deputy Town Clerk confirmed that a further £1,000 allocation had been made available for all four wards for the 2010/2011 financial year.

10. **A.D.C. ASSET MANAGEMENT REVIEW AND FUNDING FROM BUTLINS LEASE EXTENSION - TO NOTE RESPONSE FROM A.D.C. SERVICES DIRECTOR AND COPY OF REPORT TO CABINET ON THE LITTER BIN REVIEW FROM THE HEAD OF ENVIRONMENTAL AMENITIES AND COMMUNITY SAFETY AT A.D.C. - MIN 123 REFERS - COPIED TO COUNCILLORS**

The response from the Services Director at A.D.C. in connection with the Asset Management Review and the income received by A.D.C. from Butlins for their lease extension was noted as being received, copied to Councillors. The report to Cabinet on the Litter Bin Review from the Head of Environmental Amenities and Community Safety was also noted, copied to Councillors. Members stressed that they were keen to see several dog/litter bins installed within the town and highlighted the area by the railway bridge as being one location of concern. It was noted in the report that the recommendation was for no new litter and dog bins installations to be agreed and take place without the additional full installation and future annual servicing costs being provided and committed to from the requesting organisation, group or Town and Parish Council. The Deputy Town Clerk was asked to write to A.D.C. to establish what the yearly servicing costs will be or whether A.D.C. would be prepared to accept an annual lump sum contribution.

11. CLEANSING OF FOOTPATHS REPORT FROM CLLR. MCDUGALL REFERRED FROM LAST MEETING (IF AVAILABLE) - MIN. 124 REFERS

No report had been received from Cllr. McDougall. This item would therefore be deferred until the next meeting to allow time for the Deputy Town Clerk to liaise with Cllr. McDougall regarding this matter as he was no longer a member of this Committee.

12. MILLENNIUM CLOCK REPAIR UPDATE AND CONSIDERATION OF THE WAY FORWARD - MIN 125 REFERS

The response from Smith of Derby Ltd. was noted as being received copied to the Committee. An amended quotation had been received, which allowed for the installation of new lights by the A.D.C. electrician with the reconnection to the clock controller, resetting and servicing being undertaken by the Smith of Derby engineer. The cost for this would be £243.00 plus VAT. However, the next annual service visit for the clock would be due in September/October this year. If the work can be delayed until then, particularly as far as reconnection and servicing the controller is concerned, their charge would be reduced to £160.00 plus VAT. Following some discussion, it was AGREED that contact should be made with A.D.C. to request that their electrician install the 4 x 4ft vapour proof fittings in the clock tower with the cost for this being covered by A.D.C. This would then leave the cable to be connected to the clock controller along with the resetting and servicing, which could be undertaken by the Smith of Derby engineer when carrying out their annual maintenance of the clock within the next few months at £160.00 plus VAT. This was **RESOLVED**.

13. FURTHER CONSIDERATION OF PURCHASE OF SECURE STORAGE FOR MET SITE EQUIPMENT AND POSSIBLE PURCHASE OF BRTC PLAQUE - MIN. 127 REFERS

The Deputy Town Clerk reported that prices from two companies had been obtained for Feeder Pillars. The Projects Officer had recommended that the storage unit should be 600 x 600 x 400. The closest option had been identified as 990 x 635 x 300 at a cost of £282.70 plus VAT and delivery. The other alternative measured 1150 x 650 x 300 and although a price had not been received for this option, the size below and the one above ranged from £270 to £349 plus VAT and delivery. Following some discussion, the Committee **RESOLVED** to **RECOMMEND** to the Policy & Resources Committee that the Feeder Pillar closest to the required size at £282.70 plus VAT and delivery should be purchased and this should be funded from the Rolling Capital Programme.

The possibility of purchasing a B.R.T.C. plaque for the new storage facility had been raised at the last meeting. It was noted the cost using a different background colour from stock would be £102.50 plus VAT and a slightly bigger version would cost £106 plus VAT. The Committee **RESOLVED** to **RECOMMEND** to the Policy & Resources Committee that a B.R.T.C. plaque be purchased for the storage unit to be funded from the Rolling Capital Programme.

As the Committee was discussing the colour of street furniture etc. later in the meeting a decision would be taken then as to the required colour for the Feeder Pillar and plaque.

14. ADC PROPOSALS FOR HOTHAMTON GARDENS AND HAMPSHIRE AVENUE PLAY AREAS AND FOR THE SEAFRONT MOUNDS - TO NOTE RESPONSE FROM ADC COPIED TO COUNCILLORS - MINS. 112 AND 128 REFER

Members noted the response from the Tree and Landscape Officer at A.D.C. copied to Councillors. Comment was made that the equipment in the play area at Hothamton seemed to

be aimed more at older children. The Deputy Town Clerk was asked to write to A.D.C. to establish what the target age was for this play area and with the equipment currently in this location, what is the age range that this is intended for.

15. ADC VARIATION TO CAR PARKING CHARGES APRIL 2010 - TO RATIFY RESPONSE AGREED AT THE LAST MEETING - MIN. 129.2 REFERS

The Deputy Town Clerk detailed the response that had been agreed at the last meeting and this was ratified.

16. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 18th MARCH AND 26th APRIL 2010 (IF AVAILABLE)

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 18th March and 26th April 2010 - **Appendix '1' & '2'**

17. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETINGS HELD ON 17th MARCH AND 7th APRIL 2010

17.1 Cllr. Burt referred to a meeting that he had attended with Cllrs. Brooks and Wells at the Railway Station and one of the issues raised was that the trees on the concourse were the wrong trees and despite this were in need of pruning. This issue had been raised with the Chairman of the Sub-Committee as it was felt to be premature to consider installing pea lights in the trees on the Railway Station concourse for Christmas if pruning or replacement was to take place in this area. The proposal would therefore be put on hold for the time being until the situation could be clarified.

17.2 Cllr. Brooks referred to the strings of lighting in Station Road and suggested that consideration be given to installing another two strings in this area from Crown Bingo around the corner into the Railway Station area. He confirmed that the power was already there and this could be done at very little cost. It was **AGREED** that this should be referred to the next Christmas Illuminations Sub-Committee meeting for further consideration.

17.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 17th March and 7th April 2010

18. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 30th MARCH 2010

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the Extraordinary meeting held on 30th March 2010

19. REPORTS

19.1 Financial Reports including to note Earmarked Reserves for year ending 31st March 2010

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

- (ii) Copies of the Committee's Earmarked Reserves up to and including 31st March 2010 were circulated to those present at the meeting and were noted - **Appendix '3'**
- (iii) Comment was made that as an Earmarked Reserve for Christmas lights currently exists, hopefully the Christmas Illuminations Sub-Committee would consider the proposal for two further strings of lights favourably.
- (iv) It was AGREED that the various Earmarked Reserves for dog/litter bins under E&L Projects should be amalgamated.

19.2 Any Other Reports

There were no other reports.

20. CORRESPONDENCE

20.1 The Committee noted receipt of the correspondence as detailed - **Appendix '4'**

20.2 A Councillor commented on his concerns and those that had been raised with him by members of the public regarding the newly installed seafront fitness trail. He confirmed that A.D.C. had been advised. Vandalism had occurred within a short period of the fitness trail being installed and in some cases the installation was not complete. Members commented that they did not understand the rush to launch this new project when it was not yet finished. It was queried whether as Ward Councillors, Members had been consulted and asked for their comments on these proposals prior to the project being implemented. It was felt that generally District Councillors were not asked for comments on projects that happen within their wards and it was AGREED that this item should be referred to the next BRTC/ADC Liaison meeting for discussion.

21. TO CONSIDER POSSIBLE COLOUR CHANGE OF STREET FURNITURE WITHIN THE TOWN TO MATCH NEW GREEN STREET LIGHTS - REPORT FROM CLLR. BROOKS

Cllr. Brooks reported to the Committee that the colour of the lamppost outside the Town Hall was now as near to the required colour as possible (Moss Green RAL6005 in gloss finish). He asked that the Committee give consideration to this being the default colour in future for any street furniture and planters within the town. Cllr. Brooks confirmed that he had spoken with A.D.C. regarding the possible use of this colour for their planters and with the Town Council's agreement W.S.C.C. would use this shade of green for the new lampposts. A Councillor stressed that the seafront area should not be included within this scheme as this was subject to the Seafront Strategy. This was AGREED by those present. Following some discussion, it was **RESOLVED** that confirmation should be sent to W.S.C.C. and A.D.C. to confirm the Committee's decision that the Council's preferred colour of RAL6005 Moss Green in a gloss finish should be used on any street furniture within the wards of Bognor Regis. Cllr. Brooks agreed to forward the contact details of the officer's with whom he had been liaising to the Deputy Town Clerk.

In view of the decision that had been made regarding the colour of new and some existing street furniture etc. it was AGREED that the Deputy Town Clerk should endeavour to obtain the new storage unit at the Meteorological site and the new public seat for Hawthorn Road in the new 'Moss Green' colour if this were possible.

22. Cllr. Burt requested that refurbishment/replacement of the Place St. Maur plaque be placed on the next agenda for consideration. This was AGREED.

The Meeting closed at 8.25pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Thursday 18th March 2010

PRESENT: Cllrs Mrs J Warr and P Dillon, Mrs M Huntingdon, Mrs H Knight, Mr P Beckerson, Ms H Wilson, Mr P Mortimer Mr R McMann (for part of item 6)

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 Cllr Eileen Anderson, Mr R Bennett and Mr D Meagher.

2. Approval of the Notes of the Meeting held on Thursday 11th February 2010 and any Matters Arising

The Notes of the Meeting held on Thursday 11th February 2010 were approved.

3. Membership – review of responses to local press letter

It was noted with regret that there had been no responses to the letter in the Bognor Regis Observer. It was hoped that the Launch Event would attract more community involvement.

4. Bognor In Bloom Launch Event arrangements – to consider and approve arrangements and costs

After discussion, it was **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that the organisation of a launch event be commenced with approval to spend up to a maximum of £100 on light refreshments (total likely to be considerably less) plus venue hire. Key points of note were:

- Refreshments to comprise a glass of wine/fruit juice for each guest and light savoury snacks, costs to be kept as economical as possible
- Check that previous Bognor In Bloom Award sponsors still involved and invite to launch
- Give each guest a small plant eg fuchsia or pelargonium
- Provide each guest with a form on arrival for their contact details + ideas for projects + possible commitment to help with a project (eg “I would like to see in Bognor Regis” adapted to fit In Bloom ethos). The slip could be swapped for their plant to take back
- Give each guest a packet of seeds
- Get entry form in local paper and invite press to launch event
- Put entry form in BRTC Newsletter (timing issues regarding possible forthcoming election may affect this due to moratorium on political communications)
- Invite potential new sponsors if possible, such as Portsmouth Water, Body Shop, University of Chichester BR Campus, garden centres as well as previous sponsors (Southern Water, Marks & Spencers etc)
- Launch event is not now constrained by the South & South East In Bloom judging and could therefore be held later but preference is to still launch early to tie in with launch of Sunflower Initiative (*see later item*). The closing date and judging can now be considerably later, and the longer period should benefit planting displays from entrants.

- Proposed venue, the Council Chamber, proposed dates Thursday 29th April or Thursday 13th May (avoiding possible election week), proposed time, 6.30pm – details to be confirmed as soon as possible. **NB: now confirmed for Thursday 29th April, 6.30pm, Council Chamber.**
- In addition to possible information 'stands' for sponsors, photographs/powerpoint display of last year's competition – PB to organise technical aspects
- PB agreed to 'MC' the event and talk about the group's current projects and vision for 2010-2011
- Richard McMann had said he was willing to attend launch to talk briefly about the summer planting initiative the Bognor Regis Regeneration Task-Force is spearheading
- It was decided the Civic Award should be designated at the discretion of judges/Working Party on a 'Best of the Best' basis rather than as one of the categories - entry form to be amended appropriately

5. Summer Planting Competition

HK reported that information/entry packs had been sent to all three guiding districts and it was noted that the closing date for entries had been extended to 7th May. Arrangements for judging these would be made at the next meeting.

6. Projects

Sunflower Initiative

Richard McMann, ADC's Bognor Regis Regeneration Task-Force Co-ordinator spoke to members about this shortly to be launched scheme. The scheme is confidential at present until the official launch in late April, early May being the ideal planting time. The aim is to build on the established title of 'The Sunniest Place in Britain' to make Bognor Regis 'The Sunfloweriest Place in Britain' by encouraging the community to plant sunflowers. ADC Parks & Green Space had already committed support for civic planting of sunflowers and local schools had all expressed interest. Schools and general public would receive free seeds, local suppliers being used for seeds and plants. The scheme was simple and practical but high profile: it was good publicity for Bognor Regis, enjoyable and 'green' as autumn seeds can be replanted or fed to birds/small pets and fitted easily into the school curriculum.

Working Party members were fully supportive of the scheme and were keen to link the Bognor In Bloom launch with the Sunflower Initiative, which fitted in well with the In Bloom ethos. It was therefore **AGREED** to **RECOMMEND** to the Environment & Leisure Committee that approximately £500 to £600 be approved to purchase sunflowers for a supplementary summer civic planting project.

Land at Johnston Domestic Appliances

A low hawthorn hedge was considered as a possibility, with community seating, which could be sponsored. Ongoing maintenance of the area, including any seats, needed to be established first and PB would investigate.

7. Date of next meeting

Monday 26th April 2010, at 4.00pm

The Meeting closed at 5.50pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Monday 26th April 2010

PRESENT: Mrs M Huntingdon, Mrs H Knight, Ms H Wilson

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 Cllr Eileen Anderson and Mr R Bennett

2. Approval of the Notes of the Meeting held on Thursday 18th March 2010 and any Matters Arising

The Notes of the Meeting held on Thursday 18th March 2010 were approved.

3. Bognor In Bloom Launch Event arrangements – Update and consideration of final arrangements

- Enquiries to large sponsors had not been very fruitful, however Portsmouth Water had agreed to provide 50 cistern water savers – MK kindly agreed to collect these
- HW agreed to liaise with ADC Clean & Safe team for information/environmental leaflets or ‘freebies’
- Richard McMann would be providing sunflower seeds and talking to guests about the project
- Small fuchsias would be available for each guest
- Entry forms and membership/project slips would be put on each seat
- Glass of wine/juice and savoury snacks would be set out
- HK, MK and HW would all be available, PB would set up powerpoint and ‘MC’ the launch
- Sponsorship form would be updated; display boards would be set up by HK
- HK had drawn up and submitted a press release to Bognor Observer, who had confirmed a reporter would attend the launch

4. Consideration of School Wheelbarrow Competition

Details had been previously circulated. This was felt to be a good idea but the timing of project may be an issue. Initially a letter to schools was discussed, which HW offered to draft, for issue to schools in September or early next year. However, it may be that schools developed their timetables for the autumn school year this summer: It was therefore decided to discuss this item again at a June meeting, for potential action during June/July.

5. Bognor In Bloom Competition Entry Form – to consider final details and categories

Entry form would be updated, including new Civic Award arrangements to make this separately judged in a ‘Best of the Best’ style, with an entry closing date of Friday 2nd July 2010, and judging to take place by mid-July.

6. Summer Planting Competition

HW and MK agreed to judge entries, possibly with new Town Mayor, during any afternoon after 3pm except Wednesdays, during week commencing 17th May – HK to arrange

7. Projects – update

It was understood PB was still investigating communication with owners of the land at Johnston Domestic Appliances but no further information was available. MK showed a photograph of the type of seating that might be appropriate/affordable – HW would investigate cost/supplier of similar ADC seating.

8. Correspondence

- BBC News had picked up on the sunflower initiative and the subsequent internet link had been circulated to members for information
- Letter from Body Shop Head Office regretting they were unable to assist with the launch event
- Email from Sylvia Endacott praising Town Force's hard work and planting around the town
- Letter from BR & District Scouts regarding new membership, declining to join as they help the various parish councils as and when asked
- Letter from Aldwick Business Association enquiring whether the flower baskets would again be planted up in Aldwick Road. HK would respond confirming that the Town Council/In Bloom would be continuing with these

9. Date of next meeting

Due to very limited attendance at this meeting, two possible dates were suggested at different times and HK would canvas members for the most popular of either Wednesday 2nd June, afternoon, or Thursday 3rd June early evening.

The Meeting closed at 5.30pm.

Earmarked Reserves as at 31st March 2010

Millennium Fund		655.00
Balance of fund for maintenance	£215.00	
Repair to clock after water damage	£440.00	
Allotments		1,554.00
Includes balance Gravits Lane Maintenance budget 9/10 for water supply (£969.00)		
E&L Projects		12,574.57
Seafront Showers	£11.97	
Environmental Projects surplus for bins	£4,264.60	
Balance 05/06 Xmas Lights budget + banner income	£2,976.00	
Incl. banner income 06/07 & 08/09		
Pealighters/Uplighters bal of budget for repairs	£1,150.00	
Bal Ward Allocations	£3,730.00	
Orchard £1,000 Marine £730.00		
Hotham £1,000 Pevensey £1,000		
09/10 Twinning contribution for seat	£442.00	
South East in Bloom		7,038.02
Mons Avenue Planters	£1,000.00	
Bal Horticultural Supplies 05/06 incl. expenditure for	£611.06	
(Plants for new planter column/bollards £240.00)		
05/06 projected equip. expenditure not yet spent for	£2,820.00	
(New planter column/bollards£2,820.00)		
Bal of Community Garden budget (Westloats)	£6.96	
Bal 08/09 & 9/10 Env. Projects budget	£2,000.00	
Sunflowers	£600.00	

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 17th MAY 2010

1. Meteorological Report for March 2010 - previously copied to Councillors
2. Southern Stakeholder Brief - Gatwick Express, March & April 2010
3. Sussex Police - Marine Watch Update
4. W.S.C.C. - email advising that the 2010/2011 Bus Shelter Grant Scheme is to be put on hold for the present year, and deferred to run through 2011/2012
5. W.S.C.C. - & Action in rural Sussex request to help shape the future of the West Sussex County Library Service and particularly the provision of mobile services - previously copied to Councillors
6. BRTC/ADC Press Release regarding 'Loo 4 U Scheme'
7. W.S.C.C. - email regarding A.D.C. responsibilities for Civil Parking Enforcement by June 2010 and the need for all traffic signs, road markings and Traffic Regulation Orders in the district to be enforceable by early May. Details of the proposals for new sign posts and signs being installed in the area in the near future previously copied to Councillors for comment in view of the short deadline for a response
8. Chichester District Council - Press Release 'Residents benefit from Hi-Tech Waste Collections'
9. A.D.C. - final copy of report from the Services Director to Bognor Regis Sub-Committee Meeting on 24th May 2010 regarding the Public Conveniences
10. National Piers Society - Piers Journal, Issue No. 95, Spring 2010
11. Sussex Safer Roads Partnership - information on Operation Crackdown (Anti-Social Driving)
12. A.D.C. - Invitation to grand launch of Flex on the Beach - the seafront fitness trail that runs from Aldwick along Bognor Regis seafront to Felpham, aimed at making exercise fun
13. Communities and Local Government Select Committee - notification of publication of Sixth Report of 2009-10, Preventing Violent Extremism, on Tuesday 30th March
14. The Railway Development Society Ltd. - Railwatch, Issue No. 123, April 2010 - copy for each Councillor previously circulated. Details of AGM on 8th May 2010 and associated paperwork including Annual Report and Financial Statements for year ending 31st December 2009. Notification of 2010 Rail Users Conference 3rd July 2010 and Railondon Newsletter, Issue 107, March 2010
15. Neptune Outdoor Furniture Ltd. - price list for 2010
16. Splash Media - email with details of BBC Smallholding Series looking for applicants
17. A.D.C. - Sea Water Quality results for 4th May 2010
18. National Piers Society - Agenda and associated paperwork for AGM on 12th June 2010 in Bournemouth