



BOGNOR REGIS TOWN COUNCIL
ACTING TOWN CLERK Glenna Frost, 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 12th JULY 2010

PRESENT: Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: J. Brooks, S. Daniells, G. Burt,
J. Passingham and Mrs. J. Warr.

IN ATTENDANCE: Mrs. G. Frost (Acting Town Clerk), Mrs. J. Hambleton (Minute Clerk)

The Meeting opened at 7.03pm

23. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. E. Anderson who was away on holiday.

24. 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.

25. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th MAY 2010

The Minutes of the Meeting held on Monday 17th May 2010, were agreed as an accurate record and were signed by the presiding Chairman.

26. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

27.1 17th May - Min. 8.7 Reinstatement of Olby's Clock

Members were pleased to note that the Village Enhancement Grant which had been awarded to the Town Council for the Clock had now been received from A.D.C.

27.2 17th May - Min. 9.1 Ward Allocations - Hotham Ward

It was noted that the Oak Leaf table and chairs for the Hotham Park playground had now been received and were in storage until the refurbishment work in this area takes place. This is expected to be in the autumn. The Greenspace Officer from A.D.C. had noted the Committee's request for publicity to acknowledge the Town Council's contribution.

The Acting Town Clerk confirmed that PCSO Jan Williams of Sussex Police had acknowledged the Town Council's £500 contribution with thanks. The 'Week of Activities' which had cost in the region of £4,000 last year would run from 2nd to 6th August 2010 and any Town Councillors who wished to attend would be very welcome.

Activities being planned for this year included cooking and healthy eating education, football with the Brighton & Hove Albion Coach, other sports, a mobile farm in Hotham Park with birds of prey, children's talent day, photography, filming and making a DVD, IT training, pottery, snooker, table tennis, tee shirt printing, badge making competitions and prizes as well as wall climbing, mountain bikes for trekking and arts and crafts.

27.3 17th May - Min. 9.3 Ward Allocations - Pevensey Ward

The Acting Town Clerk reported that the new seat had been delivered, and would be installed outside the One Stop shop in Hawthorn Road within the next few weeks.

27.4 17th May - Min. 12 Millennium Clock repair update

It was noted that the replacement lights for the Town Hall clock had now been installed by the A.D.C. electrician ready for reconnection when the manufacturers, Smith of Derby undertake the annual maintenance later in the year.

27.5 17th May - Min. 13 Secure storage for Met site equipment and B.R.T.C. plaque

It was reported the Feeder Pillar storage unit had now been received. An alternative supplier had been used as the original company had ceased trading. The additional expenditure had been approved by the Policy and Resources Committee. Installation would take a few weeks owing to the Town Force workload. The BRTC plaque is still awaited.

27.6 15th March - Min. 130 New Beacon basket

The Acting Town Clerk advised that the new Beacon basket had been installed and would be painted within the next few weeks.

27.7 17th May - Min. 9.4 Ward Allocations - Marine Ward

Cllr. Mrs. Daniells declared a Prejudicial Interest in the Picturedrome

Cllr. Brooks referred to the balance of the Marine Ward allocation and possible use of this funding towards a gate to enclose the rear of the Picturedrome as a potential area for anti-social behaviour. He reported that Sussex Police were investigating the possibility of grants that may be available through the Alleyway Fund, but a quotation for the works had revealed that £3,000 was needed. Cllr. Brooks suggested possible use of the Ward allocation as a loan

but comment was made that this would benefit a building and not those who live in the Marine Ward area. It was stressed that this would not be good use of this funding and Councillors spoke against supporting this proposal.

28. DOG FOULING - USE OF STENCILS ON THE FOOTWAY: UPDATE AND CONSIDERATION OF COST - MIN 6.1 REFERS

The Acting Town Clerk had contacted W.S.C.C. Highways to seek their approval for use of stencils on the footways as suggested at the last meeting. The Assistant Highway Manager had confirmed that he would be happy for a limited number of stencils to be used at five of the worst sites around the town as a trial and monitor how they work.

Various designs of stock items held by the stencil supplier were shown to the Committee and it was noted these cost an average of £30 each plus delivery and are available in sizes 17”x 24” to 34”x 24”. It was noted that to reproduce the sample copy submitted by a Town Councillor and used in Blackpool in A3 size would cost £47 to produce as a stencil.

After some discussion, it was **RESOLVED** to purchase one 17”x 24” stencil to read **CLEAN IT UP - FINE £1000** at an approximate cost of £30 plus VAT and delivery costs.

29. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET - ORCHARD WARD UPDATE - MIN. 9.2 REFERS

Following discussion relating to the proposed community orchard to be located on the area next to the Bognor Regis Youth and Community Centre, the Acting Town Clerk advised that it appeared the land belonged to A.D.C. but the Youth and Community Centre had permission to use this land for community purposes. It was noted the land cannot be developed due to an underground sewer. An approach had been made to Mrs. Carol Fullick in connection with the proposal and whilst she supported community projects, she had reservations over planting fruit trees as recent projects undertaken in the area have all been victims of vandalism. A Councillor stressed the need for these to be large established trees and robust varieties and spoke against the provision of a fence as the whole point was that the orchard should be accessible to the community.

It was noted that the Head of Parks and Greenspace had offered guidance on progressing with this project, if required, and assistance in establishing a community group.

Following further discussion, the Acting Town Clerk was asked to initiate talks with A.D.C. and Mrs. Fullick on how this could be taken forward and report back to the next meeting.

30. LITTER/DOG BIN REVIEW UPDATE - CONSIDERATION OF RESPONSE FROM A.D.C. REGARDING INSTALLATION AND ANNUAL SERVICING COSTS - MIN 10 REFERS

The Head of Environmental Amenities at A.D.C. had responded to the Committee’s request for details of the yearly servicing costs. Supplying and installing dog bins would be £360 plus VAT and litterbins would cost £420 plus VAT as a one off capital cost. The annual emptying/servicing and contribution to maintenance and repairs would rise annually by inflation index linked with Combined Cleansing Services contracts. This service would be £280 plus VAT for each dog bin and litterbin and would be invoiced on an annual basis.

The Acting Town Clerk advised that although a small earmarked reserve existed for the provision of bins, the Committee’s environmental budget was no longer in existence unless

the Committee decided to put something back into the Budget to fund the installations and the ongoing management costs for future years. Members were keen to see several dog/litter bins installed within the town and had highlighted the area by the railway bridge as being one location of concern.

After further discussion, it was **AGREED** the Acting Town Clerk should ask A.D.C. if the provision of dog and litter bins was going to be made where new housing developments are taking place and whether developers are being asked to fund their long-term maintenance costs. It was agreed this item would be included on the next agenda for further discussion.

31. CLEANSING OF FOOTPATHS REPORT FROM CLLR. McDOUGALL REFERRED FROM LAST MEETING - MIN. 11 REFERS

A report had been received from Cllr. McDougall. This stated cleansing of footways is a District Council function but there are two exceptions that can cause confusion. These are if a footway is obstructed or there could be a danger to the public. Dry leaves on a footway would be a district issue but if the leaves became wet or slippery W.S.C.C. would clear the hazard. Discussions have taken place with all districts and boroughs but it is not thought an agreement has been reached over the best way forward. This was noted. A Councillor commented that dog fouling and broken glass appeared to be the main issues of concern.

32. CONSIDERATION OF REPLACEMENT OF THE PLACE ST. MAUR PLAQUE - MIN. 22 REFERS

A quotation of £360 plus VAT had been received for the replacement of the Place St. Maur blue plaque that would be vitreous enamel (steel) with a stove-enamel finish and therefore hard wearing. Members felt as a matter of civic pride it would be advantageous to have this replaced and it was suggested that the original plaque should be given to the Museum.

It was **RESOLVED to RECOMMEND** to the Policy and Resources Committee to purchase the plaque at a cost of £360 plus VAT to be funded from the Civic Fund. The importance of proceeding with the installation as soon as possible was stressed and, as several members of the Policy & Resources Committee were present at the meeting and in support of this proposal, it was **RESOLVED** to progress with this purchase with the cost being ratified at their next meeting.

33. NEW PUBLIC SEAT - TWINNING GIFT FROM WEIL AM RHEIN - CONSIDERATION OF FURTHER INFORMATION - MIN. 126 REFERS

The Acting Town Clerk expressed her concerns as to whether the recommended backless tree seat would fit around the Sun sculpture even though measurements had been submitted to the company, and whether it would be substantial enough for the high volume of use it would receive. The cost of the proposed seat delivered would be £600 inclusive of VAT and delivery charges. This is not a stock item and would be made in the Far East and would take about 8 weeks to arrive. It was noted that a quote for a hardwood hexagonal backless tree seat available in the UK had also been received at a cost of £2,975. The Acting Town Clerk suggested as an alternative, the Committee may consider purchasing a straight wooden public seat and that this could be located in Belmont Street on the piece of land adjacent to the theatre.

Following some discussion, Members **RESOLVED** to purchase a wooden seat with horizontal slats, to be installed on the piece of land adjacent to the theatre in Belmont Street. This should be placed on a concrete plinth with the remaining area around the seat grassed. It

was suggested that a cherry tree could also be planted in this location in the autumn. This would be funded from the money received from Weil am Rhein as a gift with any additional expenditure to complete the project being funded from the horticultural supplies budget. A Councillor queried whether the Twinning Association may like to fund the purchase and engraving of a plaque for the seat. Members commented that they hoped the seat could be installed in time for the forthcoming twinning visit.

34. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEE/SUB-COMMITTEES/WORKING PARTIES AND UPDATE IF REQUIRED

It was noted that as the Town Council's Standing Orders were due to be reviewed, it was therefore necessary that the Terms of References for Committees should also to be considered. The following recommendations were proposed.

Environment & Leisure Committee

It was suggested that 2a. should be deleted 'Running of any Council event or activity coming under environmental or leisure headings'.

(NOTE: Advice from the Acting Town Clerk - having considered this further, as E&L is the parent Committee, item 2a. should remain within the Terms of Reference with the addition 'where delegated authority has not been given to a Sub-Committee/Working Party').

Remove 2c. 'Formulation, publication and distribution of the Town Guide'. This should now be included within the Promotions & Publicity Committee Terms of Reference.

Under 2e. remove 'cultural activities' under grants and sponsorship. This should now be included within the Events Committee Terms of Reference.

It was **RESOLVED to RECOMMEND** to the Policy and Resources Committee that the amendments as detailed above are made to the Terms of Reference for the Environment & Leisure Committee SO18.4 refers - **Appendix '1'**

Christmas Illuminations Sub-Committee, Allotments Sub-Committee, Bognor Regis in Bloom Working Party and Public Conveniences Working Party

No changes were proposed to the Terms of Reference for the above Sub-Committees/Working Parties - **RESOLVED - Appendix '1'**

35. REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT MUSEUM FOR THE 2010 SEASON

A letter had been received from the Secretary of the Bognor Regis Local History Society requesting release of the grant to meet the running costs of the Museum for 2010. It was noted the official opening of the new premises on 27th March was attended by the Chairman of A.D.C. and the former Town Mayor Cllr. Eileen Anderson.

Cllr. Brooks declared a Prejudicial Interest in the Museum as his father may be undertaking some paid work for the Local History Society

It was **RESOLVED** to approve release of the grant for £3,600 to the Museum. Councillors expressed an interest in visiting the new premises and the Acting Town Clerk was asked to enquire whether the Local History Society would be in agreement for a visit to be arranged.

36. CONSIDERATION OF CONCERNS RAISED IN CONNECTION WITH NEW SEAFRONT CONCESSION INCLUDING LETTER FROM RESIDENT COPIED TO COUNCILLORS - REPORT FROM CLLR. MRS. WARR

Members noted the letter from a local resident raising concerns in connection with this matter that had been copied to Councillors.

Cllr. Mrs. Warr reported that concerns had been raised by residents regarding an up market tea/coffee facility with chairs, tables and red windbreaks, which had been installed on the sea front between the public toilets and the foreshore building. It was noted that 12 x 2” holes had been drilled in the Promenade, to hold the windbreaks which left open holes when these were removed at night. This facility had made the public bench located in this area unavailable for visitors. Concern has also been raised regarding the supply of electricity and water.

Members were advised that A.D.C. had been contacted and Cllr. Mrs. Warr was following up this matter. It was reported there had been concerns from the residents who live in the flats overlooking this area. There had been a site meeting with A.D.C. and its officers and the consensus of opinion was that the facility could remain. The District Council Solicitor has been asked to look into this matter and A.D.C. had confirmed that the concessionaire would need to apply for planning permission. Councillors commented on the number of refreshment facilities already present within this area. Cllr. Mrs. Warr agreed to keep Councillors informed.

Comment was made about the apparent lack of a policy for the appearance and protection of the sea front and commercial interests. It was suggested that it might not be until the Regeneration takes place that there would be any uniformity in this area.

Members stressed that the Town Council should have a say as to what happens on the sea front and it is hoped this might be picked up at the forthcoming BRTC/ADC liaison meeting.

The Acting Town Clerk was asked to respond to the resident who had written to the Council advising that the Committee were very sympathetic to the concerns that had been raised and that her comments would be passed to the District Council as the authority responsible for concessions on the seafront.

37. CONSIDERATION OF REQUEST TO BE MADE TO TESCO IN CONNECTION WITH STORE NAME - REFERRED FROM TOWN COUNCIL MEETING 21st JUNE 2010 - MIN 49 REFERS

This item had been raised at the last meeting of the Town Council. Concern was expressed that the name of the local Tesco store should be Bognor Regis and not just Bognor. It was **AGREED** a letter should be sent to the management at Tesco to ask them to observe the correct name of the town.

Concern was also raised by a Councillor that the Bognor Regis Community College has agreed to change the name of the school to ‘The Regis School’. The changes are being made to coincide with the move from the current college buildings into the new premises within the Westloats Lane campus in September.

Comment was also made that Sussex Police refer to Bognor Police instead of Bognor Regis Police together with other authorities who only use the name of Bognor rather than Bognor Regis. It was also noted that there is no Bognor Regis Ward at St. Richard’s Hospital.

Members felt that the Council should have a policy in relation to this matter. It was suggested this should be placed on the next agenda for the Policy & Resources Committee for consideration of a letter to be sent to the Bognor Regis Community College regarding their choice of name for the new premises. Formulation of a policy in connection with other authorities/organisations observing the correct name of the town should also be an item for consideration.

38. CONSIDERATION OF REQUEST TO SOUTHERN WATER FOR PRESENTATION BY AN ENGINEER FOLLOWING FAILURE OF INCLUSION OF BOGNOR REGIS IN THE GOOD BEACH GUIDE - REPORT BY CLLR. BROOKS

Following the loss of the Blue Flag this year for the Bognor Regis beaches, it was reported that the town is no longer included in the current Good Beach Guide. The area appears to have been downgraded owing to sewer overflow pipes operating near the beach.

Last year Southern Water carried out work to the public sewer in Nyewood Lane and accepted that a private foul drain was connected to the public surface water sewer. It was believed that this might have been affecting the quality of the bathing water in the area.

Concerned with the ‘double loss’ Town Councillors are anxious to have an explanation from Southern Water about why the town has lost the Blue Flag and the Good Beach Guide recommendation. Consideration was given to requesting a presentation from Southern Water but it was pointed out that this had been done in the past and had not proved to be very successful.

Following further discussion, it was **AGREED** that Southern Water should be contacted to seek clarification as to why this had occurred and request more detail on what could be done to rectify the situation for the future.

39. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 3rd JUNE AND 8th JULY 2010 (IF AVAILABLE)

39.1 Item 7. Land at Upper Bognor Road

A Councillor requested more information regarding ownership and maintenance of this land as he felt that the Committee had agreed previously not to pursue this project.

39.2 The Acting Town Clerk spoke of the need for more input for this Working Party from Town Councillors and pointed out that at the last meeting there was just one Councillor present who had to leave half way through the meeting. Cllr. Burt confirmed that he would be happy to rejoin the Working Party if the meetings were held in the evenings. The Committee thanked Cllr. Burt and approved this appointment.

39.3 A Councillor commented about the appearance of the ornamental grasses within Steyne Gardens and it was pointed out that the idea of these beds were that they were low maintenance.

39.4 Members discussed the use of raised beds in relation to the points awarded through the South East in Bloom competition.

39.5 Comment was made that following the retirement of Mo Hsitou, the staff had done a good job maintaining the high horticultural standards that he had set.

39.6 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 3rd June and 8th July 2010 - **Appendix '2' & '3'**

40. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 9th JUNE 2010**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 9th June 2010.

41. **ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 19th MAY 2010**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 19th May 2010.

42. **REPORTS:**

(a) **Financial Reports**

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

(b) **Any Other Reports**

The Acting Town Clerk had received correspondence from a resident who had seen a bench on the Promenade without a plaque and wished to enquire whether he could install his own memorial plaque. It was noted that other memorial benches in this location had been paid for by individuals in memory of their loved ones and the Town Council has taken over the responsibility for the ongoing maintenance of these benches. After some discussion it was **AGREED** that this would set a precedent and approval of this request should not be given. If, however, this person wished to commemorate the memory of a loved one, the Town Council would be pleased to enable him to purchase a bench with a memorial plaque and locate this in an appropriate place.

43. **CORRESPONDENCE**

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

The Meeting closed at 8.35pm

TERMS OF REFERENCE

TR4 ENVIRONMENT AND LEISURE COMMITTEE

1. *The Environment and Leisure Committee (ELC) is responsible for consideration of all environmental and leisure matters relating to the Council's business.*
2. The Committee will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the full Council:
 - a. Running of any Council event or activity coming under environmental or leisure headings where delegated authority has not been given to a Sub-Committee/Working Party
 - b. Maintenance of the Town Meteorological Office
 - c. Liaison, joint programmes, partnerships etc relating to matters of an environmental or leisure nature with other local authorities and bodies
 - d. Grants and sponsorship for environmental or leisure purposes such as decorative lighting, toilets, museums, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee. *(Note: Town Council retains overall responsibility for the Christmas lights, floral displays, including sponsored roundabouts, through the Bognor Regis In Bloom Working Party, as part of the specific decision-making process).*
 - e. Correspondence relevant to the Committee's Terms of Reference.
 - f. Maintenance of the Town Allotments
3. The Committee shall submit an annual proposed budget to the Policy and Resources Committee not later than 15th October. The Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the Town Clerk, Accountant and the Chairman of the Policy and Resources Committee in its preparation.
4. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to the Policy and Resources Committee for arbitration and the P&RC's decision on the matter shall be final.
5. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
6. The Committee shall refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to the Policy and Resources Committee which shall make recommendations to the Council on the matter.
7. The Committee may vire monies within its approved budget between heads provided that any virement which would exceed more than 5% of the Committee's budget would be referred to the Policy and Resources Committee for consideration of any purely financial implications of such a change.
8. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to full Council and shall make recommendations as appropriate.

9. The committee will take representations from the public on an agenda item if it is notified to them prior to the meeting and with the majority agreement of the meeting.

TR6 CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

1. The Sub-Committee to deal under delegated powers within the Budget set by the Environment and Leisure Committee with all issues relating to the provision and maintenance of Christmas lights.
2. To investigate ways of promoting the Christmas lights in the town through sponsorship schemes
3. Deal with issues relating to the maintenance of the High Street Pea Lights

TR7 ALLOTMENTS SUB-COMMITTEE

1. To improve liaison between the Council and Allotment Tenants
2. To promote the sensible use and advancement of the Allotments in Bognor Regis
3. To promote the use of Allotments by young people

TR8 BOGNOR REGIS IN BLOOM WORKING PARTY

1 The In Bloom Working Party is responsible for the promotion and planning of Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.

2 The Working Party will deal under delegated powers with the following specific decision- making issues within the budget and policies approved by the Environment and Leisure Committee.

Bognor Regis In Bloom Competition

- (i) Promote the competition through the media and other methods.
- (ii) Collate, plan and judge all entries received at the office
- (iii) Organise presentation evening, awards and certificates

South & South East in Bloom Competition

- (i) Collate material over the year for inclusion in the portfolio
- (ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations
- (iii) Promote South & South East in bloom through media, schools and other organisations.
- (iv) Organise planting competitions

- (v) Liaise with BRTC and ADC on planting programs / projects planned for year
- (vi) Plan route and itinerary for judging day
- (vii) Organise planting displays at national events to promote the town of Bognor Regis

TR10 TERMS OF REFERENCE PUBLIC CONVENIENCES WORKING PARTY

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

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Thursday 3rd June 2010

PRESENT: Cllrs Mrs J Warr, E Anderson and P Dillon, Mrs M Huntingdon, Mrs H Knight, Ms H Wilson, Ms E Benackova, Mr D Meagher (up to item 7),

In Attendance: Mr and Mrs Batcock

The Meeting opened at 6.00pm

1. To Consider Appointment of a Chairman

HK explained that the Council's Committees, Sub-Committees and Working Parties elect a Chairman at their first meeting after the Annual Council Meeting. Unlike committees, Working Parties were not obligated to have a Chairman and therefore members could decide their preferred modus operandi. It was **AGREED** not to elect a chairman of Bognor Regis In Bloom Working Party at present.

2. Apologies for Absence

Apologies had been received from Mr P Mortimer and Mr R Bennett. Mr D Meagher offered his apologies that he would need to leave at 6.30pm.

3. Membership of Working Party

HK confirmed that all co-opted members had indicated their wish to continue as members of the Working Party. HK introduced Mr and Mrs Batcock to the group: Mrs Batcock had expressed an interest in finding out more about the Working Party and was welcomed to the meeting.

4. Approval of the Notes of the Meeting held on Monday 26th April 2010 and any Matters Arising that are not agenda items

The Notes were approved, but it was noted that Mrs Huntingdon's initials had been incorrectly notated as MK in the Notes. In response to a query, PD volunteered to find out whether a Bognor In Bloom display could be set up in a window of the Wilkinson store.

5. Bognor In Bloom Launch – Brief Event Report

It was unfortunate that not many members had been able to attend the launch, and it was noted the evening went well. The Sunflower Initiative presentation by Mr McMann had made an interesting new theme for the launch and various 'freebies' and information leaflets had been issued to attendees. Three expressions of interest had been received as a result of the launch, including Mr and Mrs Batcock, and all had been invited to attend tonight's meeting or contact HK for further information.

6. Bognor In Bloom Competition – to note entries so far and consider judging arrangements

A handful of entries had already been received and the forms were available in the Town Hall foyer and in the Council's Summer Newsletter. It was **AGREED** to defer discussion of judging arrangements until the next meeting, which would be as soon as possible after the competition closing date of 2nd July.

7. Projects Update

Sunflower Initiative: The plants had been ordered, for anticipated delivery/planting in late June in as many areas of BRTC civic planting as possible.

Land at Upper Bognor Rd: It was understood that detailed plans for costing purposes were awaited from the residents involved.

Land at Johnston Domestic: HK confirmed that PB had written to the business expressing a wish to work in partnership in tidying up the area and asking the owner to contact HK. It was noted that as

yet no reply had been received and members felt a further letter should be written in approximately four week's time. DM suggested semi-sawn logs as a natural/sustainable seat style.

Westloats Lane Community Garden: HK advised that the Council's Environment & Leisure Committee were in discussions regarding proposals for a community orchard at this site and further information would be passed on when available. DM advised that he is looking into a community orchard with another group he works with and may be able to assist BRTC with this proposal.

Regis Centre planting: It was noted that volunteers of the Regis Centre would be clearing the overgrown shrub area adjacent to Belmont St next week.

8. Summer Planting Competition – to note details of planting arrangements and presentations

HK advised that the date was likely to be Monday 14th June and all members were welcome to attend. Members were shown the winning/runner up designs.

9. Consideration of School Wheelbarrow Competition

Following discussion, it was **AGREED** that HW would draft up a letter to schools aimed at gauging interest in a schools competition for A Garden in a Wheelbarrow, to be judged in situ, and seeking their view on the timing of the competition.

10. Date of next meeting

Provisionally noted as Tuesday 6th July at 5.30pm **NB: This has since been confirmed as Thursday 8th July at 5.30pm, Council Chamber.**

The meeting closed at 7.55pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
BOGNOR REGIS IN BLOOM WORKING PARTY
Thursday 8th July 2010

PRESENT: Cllr P Dillon (to item 5), Mrs M Huntingdon and Mrs H Knight

The Meeting opened at 5.30pm

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 Mr P Mortimer and Mr R Bennett, Cllrs Mrs J Warr and E Anderson.

2. Approval of the Notes of the Meeting held on Thursday 3rd June 2010 and any Matters Arising that are not agenda items

These were noted and would need to be approved at the next meeting. Under item 4 of the Notes, it was noted that following liaison by PD and HK with a representative of Wilkinson store, they would be willing to offer a window for an In Bloom display but unfortunately there was an inadequate timeframe time this year on both sides to make this feasible. They would be happy for us to contact them again earlier in the year for the 2011 campaign. Under item 8, HK advised that the initial problems with planting the Girlguiding Centenary Trefoil had been resolved and circulated recent photographs of the finished planting: These had been sent to the Division Commissioner who was very pleased with the result and thanked Bognor In Bloom WP.

3. Bognor In Bloom Competition Judging Arrangements - to review entries, ascertain appropriate categories and appoint judges

PD and MH took 9 categories between them and HK would liaise with other members to allocate the remaining entries for judging. JW had already indicated her availability for this. Marking sheets were issued and would need to be back to HK by Monday 26th July. Several entries were the subject of discussion due to query over their eligibility/categories chosen. PD and MK would investigate a couple of unknown addresses and advise HK, who would follow up all outstanding entry queries. Judges were asked to take photographs (digital) as they judge if possible.

4. Projects Update

Sunflower Initiative: There had been some problems with the supplier over quality of plants (this applied to the normal bedding order as well), which combined with staff shortages had meant a delay in planting. The planting was now well underway, although the exceptional dry spell had exacerbated problems, and sunflowers are being sited at various roundabouts and sponsored planting throughout the area. ADC had also been planting their civic areas as agreed. HK advised that it was hoped to plant some at the Upper Bognor Rd site whilst plans for that area were still being investigated, and also at the site in front of the Regis Centre.

Land at Upper Bognor Rd: HK had advised Steve Goodheart of the dimensions/number of railway sleepers stored by BRTC and detailed plans would be submitted by the residents as soon as possible for further discussion.

Land at Johnston Domestic: It was noted that this area appeared to have been significantly tidied up by the owners/tenants recently with new fencing and screening off of white goods. Members requested that a polite letter thanking Johnston Domestic for their efforts be sent.

Westloats Lane Community Garden: It was noted that discussion of this area was still ongoing and clarification of ownership of the land was being sought, though PD advised that it was owned by ADC with an agreement for the Youth & Community Centre to use it for community projects.

Cllr P Dillon gave apologies and left the meeting

5. To Consider Arrangements for Bognor In Bloom Awards Event – including offer of possible venue

HK advised that Butlins had kindly offered their Conference Centre as a venue for the local Bognor In Bloom awards evening. Currently, they had provisionally set aside Thursday 2nd September as a possible date but were open to other suggestions. They would provide the venue and some light refreshments at no charge. Those present discussed the logistics of a change in venue and as there were insufficient members present to enable a full discussion or decision, HK would email all members to ascertain a consensus of opinion on the suggestion. Arrangements for an Awards Evening would have to be deferred to the next meeting and it was felt that an early to mid September event should be arranged.

6. Date of next meeting

Due to insufficient members present, HK would email all members with a view to setting a date for a meeting to assess all judging results and make arrangements for our Awards Evening. Therefore, there would need to be a meeting in late July or very early August and week commencing 26th July onwards was suggested.

The meeting closed at 6.55pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 12th JULY 2010

1. Meteorological Report for April and May 2010 - previously copied to Councillors
2. Southern Stakeholder Brief - Gatwick Express, May and June 2010
3. Sussex Police - Marine Watch Update June 2010
4. A.D.C. - Sea Water Quality results up to and including 21st June 2010 - copied to Councillors
5. A.D.C. - Memorandum from Head of Environmental Amenities and Community Safety regarding Civil Parking Enforcement (CPE) Publicity - copied to Councillors. Also poster and leaflet produced by A.D.C. - poster displayed on notice board and Briefing Note to Councillors from A.D.C. reported at Town Council meeting and previously copied to Councillors
6. A.D.C. - Copy of briefing from Sussex Police outlining their financial position and priorities going forward with cost savings - copied to Councillors
7. W.S.C.C. - West Sussex Mobile Library Consultation - previously circulated to Committee in view of short response time - no response was submitted by the Committee
8. W.S.C.C. - Youth Service Review - Stakeholder Events Update
9. A.D.C. Notification on 24th May that Waterloo Square toilets had been closed owing to major problems with the electrics and plumbing
10. The Railway Development Society Ltd. - Railwatch, Issue No. 124, July 2010 - copy for each Councillor previously circulated. Details of Rail Reopenings Conference on 13th November in London. Railfuture raffle tickets for sale and copy of Railfuture South-East Newsletter, Issue 108, July 2010
11. Littlethorpe of Leicester Ltd. - details of quality Hardwood Bus Shelters
12. A.D.C. - Email advising that a small amount of funding is still available through the Village Enhancement Scheme through JWAAC. Applications should be submitted before 1st September 2010. It was AGREED that this should be on the next agenda for further discussion on potential projects that the Committee may wish to pursue that could qualify for grant funding through this scheme. The Acting Town Clerk reminded the Committee that the source of funding for any projects would need to be given consideration as only one third of the total project cost could be applied for through the Village Enhancement Scheme.
13. Email enquiry from resident regarding wind strength during the last week of May 2010 to assist with an insurance claim - passed to Weather Observer for response
14. W.S.C.C. - Youth Service Review - copy of document produced as a result of consultation undertaken in May
15. W.S.C.C. - copy of Approved Traders Directory 2010
16. A.D.C. - Sea Water Quality results up to and including 28th June 2010
17. W.S.C.C. - Consultation Document Draft Service Plan for 2011-2012. Consultation runs from 19th July to 8th October 2010. This will be placed on the next agenda.