



**BOGNOR REGIS TOWN COUNCIL**  
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**MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 9<sup>th</sup> AUGUST 2010**

**PRESENT:** Cllr. Mrs. J. Gillibrand (Chairman), Cllrs: E. Anderson, J. Brooks, S. Daniells, G. Burt (from Min. 55), J. Passingham and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. G. Frost (Acting Town Clerk)  
Mrs. J. Hambleton (Minute Clerk)  
One Councillor in the Public Gallery (part of the meeting)

*The Meeting opened at 7.05pm*

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

The Chairman welcomed those present. It was noted that Cllr. Burt would arrive late as he was attending another meeting.

**45. 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.

**46. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JULY 2010**

The Minutes of the Meeting held on Monday 12<sup>th</sup> July 2010, were agreed as an accurate record and were signed by the presiding Chairman.

**47. ADJOURNMENT FOR PUBLIC QUESTION TIME**

Members noted that Cllr. Scutt wished to address the meeting regarding the local seawater quality. The Committee AGREED Cllr. Scutt should address the meeting.

Cllr. Scutt made reference to Bognor Regis (Aldwick) being a very popular European designated bathing beach, where the seawater quality had failed continuously during previous years. Following work in Nyewood Lane by Southern Water, the seawater quality had improved and as a result it had not failed this year. He made reference to the email received from A.D.C. reporting that DEFRA had advised that it would consider designating new bathing beaches if evidence is provided that the site is popular for bathing and has appropriate beach facilities. Cllr. Scutt suggested that as this area was already a designated bathing beach, Arun District Council should now be asked to seek a Blue Flag for this part of the seafront, particularly as the seawater quality had improved.

Cllr. Scutt thanked the Councillors for allowing him to speak and left the meeting at 7.15pm.

It was suggested that as the area concerned was not within the boundaries of the Town Council the Acting Town Clerk be asked to send a letter to Aldwick Parish Council seeking their assistance in progressing this matter.

**48. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS****48.1 12<sup>th</sup> July - Min. 27.1 Reinstatement of Olby's Clock**

The Acting Town Clerk reported that she had been contacted by Staffurth & Bray Solicitors who had advised that the clock was running five minutes fast. Following investigation by The Cumbria Clock Company, it had been established that the master clock control unit had lost the signal from the atomic clock in Anthorn. The problem had developed following servicing of the antenna. It is hoped the signal will be back to full strength soon.

**48.2 12<sup>th</sup> July - Min. 27.2 Ward Allocations - Hotham Ward**

An itinerary for the 'Week of Activities' had been received and was available from the Acting Town Clerk, should any Councillor wish to attend.

**48.3 12<sup>th</sup> July - Min. 27.5 Secure storage for Met site equipment and B.R.T.C. plaque**

The Acting Town Clerk reported that the BRTC plaque had now been delivered and fitted to the secure storage unit that had been installed in the Meteorological site at Waterloo Square.

**48.4 12<sup>th</sup> July - Min. 33 New Public Seat - Twinning Gift from Weil Am Rhein**

Members noted the Twinning seat had been received, installed on paving on the land in Belmont Street adjacent to the theatre and the remaining area had been turfed. Cllr. Dillon had kindly donated a cherry tree that had also been planted in this area. It was suggested the paving should extend to the footway to avoid a muddy area in front of the seat. This was AGREED.

**48.5 12<sup>th</sup> July - Min. 27.6 New Beacon basket**

In answer to a query about the timescale for painting the Beacon basket, the Acting Town Clerk advised that Town Force had been extremely busy and this would be done in the near future.

**48.6 12<sup>th</sup> July - Min. 38 Consideration of request to Southern Water For Presentation by an Engineer following failure of inclusion of Bognor Regis in The Good Beach Guide**

The Committee noted the reply to their enquiry from Southern Water, copied to those present. The letter outlined the European standards for bathing water, and spoke of the Environment Agency who give consent for Southern Water to recycle wastewater under the guidance of the EC Urban Wastewater Treatment Directive and the Bathing Water Directive. The writer said Southern Water takes its environmental responsibilities very seriously but the quality of the water is also affected by other sources of pollution including run off from farmland which contains animal waste, as well as water from urban road areas and surface water drainage systems.

In the next two years Southern Water will be spending over £1 million investigating the possible effect that a series of short surface water outfalls which discharge onto the Bognor Regis beaches has on bathing water quality. The findings will be used to identify any future investment requirements.

Comment was also made that the Good Beach Guide and the Blue Flag indicates quality for last years bathing season. Southern Water confirmed the bathing water quality at Bognor Regis and Bognor Regis East is currently meeting the high guideline standards.

**48.7 17<sup>th</sup> May - Min. 14 Play area proposals secured through S106 agreement arising from planning applications**

The Acting Town Clerk detailed the reply from the Tree and Landscape Officer at A.D.C. in connection with the Committee's enquiry. The current provision at Hothamton play area primarily caters for young children, 'toddlers' and the younger 'junior' age range. At this stage a decision had yet to be made on the choice of equipment but it was likely that the toddler equipment would be replaced or enhanced. The Town Council's comments on the proposal are being sought, which will be included in the next Joint Western Arun Area Committee report. Noted.

**49. DOG FOULING - TO IDENTIFY FIVE WORST SITES FOR TRIAL TO BE UNDERTAKEN WITH STENCIL ON THE FOOTWAY - MIN. 28 REFERS**

The following sites were identified as some of the worst sites for the trial -

- Alleyway that runs through Marshall Avenue
- Church Path
- Madeira Avenue - alleyway that links to back of Felpham Community College

Cllr. Passingham advised that he was aware of another site and would clarify the location and forward the details to the Acting Town Clerk following the meeting. It was AGREED this item should be included on the next agenda to clarify the locations that had been identified.

**50. WARD ALLOCATIONS ENVIRONMENTAL PROJECTS BUDGET**

Members considered the two projects together.

**Orchard Ward Community Orchard update - Min. 29 refers and Proposals for Bognor CAN Community Wildlife Garden following meeting with Carol Fullick (Bognor CAN) & Dee Christensen (A.D.C.)**

As a result of the meeting with Carol Fullick and Dee Christensen, proposals had been drawn up for locating the Community Orchard on the Hampshire Avenue Recreation Ground and turning the land to the side of the Youth and Community Centre into a more structured Community Wildlife Garden. Details of both proposals had been circulated to the Committee and were considered by Councillors present.

Members commented on the Hampshire Avenue Community Orchard Project and noted that the proposal included 10 fruit trees and 30 fruit canes at a total cost of £358. The Acting Town Clerk advised there could be other expenditure including possible anchor systems for the trees, compost at £5 a bag per tree, plus Town Force time to implement the project.

Comment was made that a simple request to plant a few fruit trees had grown out of all proportion and it was felt the Town Council should revert to the original plan of locating the Community Orchard next to the Youth Centre. Members agreed that the Hampshire Avenue Recreation Ground was not the right location as it was felt that the trees and fruit canes would be subjected to vandalism. It was also suggested the orchard needed to be self-contained. The possibility of identifying an alternative location was discussed. A Councillor commented that both projects contained good elements which could be incorporated within the project. Following further discussion, it was AGREED that Cllr. Passingham would liaise with the Acting Town Clerk and the Head of Parks and Greenspace at A.D.C. and report back to the next meeting.

**51. LITTER/DOG BIN REVIEW UPDATE - CONSIDERATION OF RESPONSE FROM A.D.C. REGARDING PROVISION OF BINS ON NEW HOUSING DEVELOPMENTS AND THE FUNDING OF LONG-TERM MAINTENANCE BY DEVELOPERS (IF AVAILABLE) - MIN 30 REFERS**

The Acting Town Clerk reported that a reply was still awaited.

**52. VILLAGE ENHANCEMENT SCHEME - CONSIDERATION OF ANY POTENTIAL PROJECTS FOR WHICH AN APPLICATION FOR FUNDING COULD BE MADE - REFERRED FROM LAST MEETING - MIN 43. ITEM 12 REFERS**

As Cllr. Burt had requested inclusion of this item on the agenda and he was not present at this time, it was AGREED to defer discussion until later in the meeting.

**53. CONSIDERATION OF CONSULTATION ON WEST SUSSEX FIRE AND RESCUE SERVICE PROPOSALS FOR 2011-2012 - COPIED TO ALL COUNCILLORS. ANY RESPONSE TO BE SUBMITTED BY 8<sup>th</sup> OCTOBER 2010 - REFERRED FROM LAST MEETING MIN. 43. ITEM 17 REFERS**

Concern was expressed about the closure of some Fire Stations but Members understood the need to do this. It was considered that some service should still be available at these stations with retained firemen and that it was difficult to judge which stations should close. Members AGREED that on the whole they supported the consultation document. However, they do have concerns about the proposed closure of Bosham Fire Station. A response indicating these views would be forwarded to the West Sussex Fire & Rescue Service Headquarters.

**54. CONSIDERATION OF INVESTIGATION INTO THE PROVISION AND POSSIBLE SPONSORSHIP OF A CLOTH FLAME FOR USE IN THE BEACON BASKET - REFERRED FROM TOWN COUNCIL MEETING 2<sup>nd</sup> AUGUST 2010**

Cllr. Brooks advised that having investigated various designs and costs these ranged from £300 to £500. A cloth flame would have the right effect, but he thought that this option would be too costly and the designs he had investigated were not water resistant. He advised that he would be happy to contact Su Cloud at Community Arts Bognor Regis for alternative ideas.

Cllr. Passingham spoke of a plastic flame he had seen following some research on the internet, which created the illusion of a flickering flame and was water resistant. The website information would be passed to the office by Cllr. Passingham for further investigation.

The Acting Town Clerk respectfully reminded Councillors that there can be no valid delegation to an individual Councillor under S101 of the Local Government Act. Members are unable to make any commitment on behalf of the Town Council or make any decisions individually. All decisions are made by the Town Council or its Committees. According to the law, delegation can be given to an officer who can work in liaison/consultation with an individual Councillor, but the Councillor is unable to act alone.

After some discussion it was AGREED that delegated authority should be given to the Acting Town Clerk to work in liaison with Cllr. Brooks on this project.

*Cllr. Burt joined the meeting and apologised for his late arrival*

The Chairman recommended that item 9 on the agenda, which had been deferred until Cllr. Burt's arrival, should be discussed at this point in the meeting. This was AGREED.

**55. VILLAGE ENHANCEMENT SCHEME - CONSIDERATION OF ANY POTENTIAL PROJECTS FOR WHICH AN APPLICATION FOR FUNDING COULD BE MADE - REFERRED FROM LAST MEETING - MIN 43. ITEM 12 REFERS**

Cllr. Burt said his original proposal had been to apply for additional funding for the twinning seat. Now this had been installed, no application could be made to fund this project retrospectively. This was noted.

**56. CONSIDERATION OF APPROACH TO BE MADE TO THE OWNERS OF BURGER KING, SHRIPNEY ROAD BY THE DEPUTY MAYOR TO SEE IF ANYTHING CAN BE DONE TO CORRECT THEIR CLOCK - CLLR. BROOKS TO REPORT**

Cllr. Brooks said he had hoped to approach the owners of Burger King personally but he was feeling constrained now in view of the advice given earlier by the Acting Town Clerk. Cllr. Brooks suggested that the Committee might consider a letter be sent from the Town Mayor asking Burger King if they would kindly correct their clock. A Councillor pointed out that Burger King was not within the Town Council Wards, but in Bersted, which would make it difficult for the Council to progress this. As an alternative, it was suggested that the Civic Society might be asked to write.

**57. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 29<sup>th</sup> JULY 2010 (IF AVAILABLE)**

- 57.1 Item 6. Town Council Sponsored Planting** - A Councillor reported the post planter on the Hotham Park mini-roundabout site had been moved, but it was not felt to be in a suitable location. This had been relocated on a post next to the roundabout outside Butlins where several baskets had originally been located until the In Bloom Working Party had agreed that these should be moved. Comment was made the planter was currently open to sponsorship. Once this was achieved it would be more difficult for it to be moved. Following some discussion, it was suggested that the planter be moved to the other end of Hotham Way to the post on the splitter island by the flyover.

**(NOTE:** Health and safety concerns regarding erecting the planter at this location in relation to Town Force access for watering and ongoing maintenance have been raised. The post planter has therefore been removed from its current position and will be stored at the lock-up until a more suitable location can be identified).

- 57.2 Sun flowers** - It was suggested that when these had finished blooming, they should be cleared from the new beds that had been created on the 'Squareabout' and the area should be re-turfed. The Acting Town Clerk would seek clarification on the proposed course of action.
- 57.3 Watering** - A Councillor commented on the watering of Arun's planters by their contractors and the watering of the Town Council baskets by the Town Force team in London Road at the same time and suggested that this was a prime example of Councils not working together. He suggested that the possibility of one Council doing the watering in this area should be looked into.
- 57.4 Sun Sculpture** - The issue of the position of the Sculpture was raised again and after some debate it was **AGREED** that the possibility of relocation should be discussed by the Committee and that this should be included on the next agenda. Comment was made that funding originally came from the Arts Council and liaison would probably need to be undertaken with them before any decision to relocate the Sculpture could be taken.
- 57.5 Upper Bognor Road** - Following the query raised at the last meeting in connection with this area, the Acting Town Clerk advised that consideration had been given to this project by the E&L Committee back in November 2008 when it was agreed a registration claim should be made to the Land Registry for ownership of both pockets of land in this area. The proposals for planting could then be taken forward in liaison with the In Bloom Working Party.

It was noted the In Bloom Working Party had considered this at their meeting in January 2009 when it was **AGREED** to **RECOMMEND** to the E&L Committee that it was not deemed feasible to progress with this project.

At the In Bloom Working Party meeting in February 2010, it was noted that implementation of some of the existing plans for this area under the SRB funding had commenced. The rear parcel of land had been planted with shrubs and again local residents had approached the Working Party wishing to be involved. Members agreed at this time to investigate the possibilities of working in partnership with local residents and new proposals from them for the area were awaited.

The Acting Town Clerk was asked if she knew the outcome of the Land Registration claim and who was currently maintaining the planted area in this location as it was in need of some attention. The Acting Town Clerk said she would investigate this matter and report back to the next meeting.

- 57.6** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 29th July 2010 - **Appendix '1'**.
- 58.** **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES/ MINUTES OF THE MEETING HELD ON 21<sup>st</sup> JULY 2010**
- 58.1 Further consideration of installation of a further two strings of lights**

The Acting Town Clerk reported that permission had not been granted by the owner of the premises for the installation of a new anchor point for use with the proposed lighting. However, Merlin Lighting had been advised and had suggested an alternative location could be found.

**58.2 Use of Illuminations throughout the Summer**

A Member spoke against the suggestion of use of the illuminations throughout the summer. It was felt if the illuminations were available during this period there would not be an attraction to bring visitors to the town when the Christmas illuminations were switched on.

The Chairman of the Sub-Committee confirmed that she was not in support of this proposal, which had been the general feeling of most of the Councillors present at the meeting and there was also a cost implication to consider.

It was reported the Little High Street lights were still on, which it was felt would only lessen the impact of these Christmas illuminations. The Acting Town Clerk would investigate this.

Comment was made that the Little High Street lights were being used more like the lighting in the Brighton Lanes. A Councillor spoke of the benefits of this in his opinion and advised that the bulbs had a long life span. A Councillor stressed that the ones in Little High Street were basic lights that matched those in The Queensway and he pointed out that these are only switched on at Christmas.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 21<sup>st</sup> July 2010.

**59. REPORTS:**

**(a) Financial Reports**

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

**(b) Any Other Reports**

Comment was made about the derelict condition of the Gloucester Road Telephone Exchange. It was **AGREED** this matter should be added to the next agenda.

**60. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '2'**  
*The Meeting closed at 8.15pm*

**NOTES AND RECOMMENDATIONS**

**BOGNOR REGIS TOWN COUNCIL**  
**BOGNOR REGIS IN BLOOM WORKING PARTY**  
**Thursday 29<sup>th</sup> July 2010**

**PRESENT:** Cllrs E Anderson, Mrs J Warr, P Dillon, Mrs M Huntingdon, Ms H Wilson, Mr D Meagher (up to item 5) and Mrs H Knight

*The Meeting opened at 5.00pm*

**1. Apologies for Absence**

Apologies had been received from Cllr G Burt

**2. Membership: To Note the Appointment of Cllr Greg Burt to the Working Party**

Members were pleased to note that following the Council's Environment & Leisure Committee meeting of 12<sup>th</sup> July 2010, Cllr Greg Burt had been appointed to the Working Party.

**3. Approval of the Notes of the Meeting held on Thursday 8<sup>th</sup> July 2010 and any Matters Arising that are not agenda items**

The Notes were approved.

**4. Bognor In Bloom Competition: To Discuss Entries and Consider Marking/Award Allocation**

After lengthy discussion, members AGREED to rate entries either Gold, Silver Gilt, Silver, Bronze or a Commendation for Effort certificate as appropriate to the mark given by judges. Consideration was given to awarding Overall Category Winner certificates but on balance it was felt this should be looked at in future campaigns. A review of the competition categories could also undertaken for next year, to include possibly reducing categories, reviewing garden size criteria and a separate category for schools, depending on the outcome of the Wheelbarrow Competition Project. It was further AGREED that the awarding of the Civic Award would be finalised at the next meeting, to be arranged for a date prior to the Awards Evening. An example of a new certificate for the Awards Evening produced by MH was circulated. All agreed this was ideal and MH offered to produce the certificates in liaison with HK over final results, HK to laminate the certificates.

*DM gave his apologies and left the meeting.*

**5. Awards Evening: To Consider Venue and Arrangements and Approve Expenditure**

JW, HK and HW reported on the meeting they had had with Butlins representatives that morning, when management and conference centre staff had confirmed the wish to be involved with Bognor In Bloom as part of their commitment to the community of Bognor Regis. It was noted that Butlins was generously offering to provide the venue and refreshments at no charge and several possible room arrangements within the Conference Centre had been discussed during the visit. As well as light buffet refreshments with wine/soft drink and tea/coffee, Butlins may also be able to provide redcoat and Butlins 'character' support for the event. It had been felt at the meeting by both sides that very early September was less feasible due to high public numbers on site and therefore a possible date of Thursday 23<sup>rd</sup> September had been provisionally reserved by Butlins. *NB: Since the WP Meeting, it has become apparent that this date clashes with another meeting and therefore Tuesday 28<sup>th</sup> September has been reserved for the Awards Evening.* It was noted that there would be plenty of parking available, and Butlins had suggested they may be able to have an area allocated for In Bloom parking and possibly have Redcoats directing guests to the Conference Centre. Guest names would need to be submitted to the security gate, whose staff would also be helpful in directing guests to parking/event venue.



After discussion, it was AGREED that the Awards Evening would take place at Butlins and HK would liaise with staff there regarding logistics. Members felt on the whole that this would be an ideal venue to help publicise the Bognor In Bloom campaign generally, that this sponsorship by a large local commercial enterprise was in keeping with the aim of involving the local business community and would positively enhance the campaign both locally and nationally. The Mayor and trophy sponsors would be asked to present awards on the evening.

## **6. Projects Update**

Sunflower Initiative: Richard McMann had asked for photographs from BRTC and ADC of sunflower civic planting, HK and HW to arrange. It was noted that although on the whole the initiative was beneficial to the area and had provided a positive focus for everyone involved, there had been some problems encountered in practical terms: The planting had been extremely labour intensive, and in some cases large numbers of freshly planted sunflowers had had to be removed the day after planting due to windburn. Supplies had proved problematic, with poor quality stock and incorrect deliveries adding to problems. Suitable sites for the sunflowers had not been as easy to identify as had been envisaged due to poor soil conditions and the combination of very dry, windy weather conditions had worsened the survival rate of the plants.

Land at Upper Bognor Rd: Nothing further to report.

Westloats Lane Community Garden: Members noted that the Council's Environment & Leisure Committee was still looking at the possibility of a Community Orchard, however it was understood that discussions were now focussing on the possibility of the orchard being better situated on the edge of the Hampshire Avenue playing field, where there were already trees, with the Youth Centre land being developed into a community garden. This could be supported by an ADC officer experienced in co-ordinating community/volunteer projects.

Schools Wheelbarrow Competition: HW advised that South Bersted School had responded and were very interested. To be discussed at autumn meeting.

War Memorial: Members discussed the planting at the Town Hall War Memorial and expressed concerns that it did not seem quite in keeping with the aesthetics of such a sensitive area. HW advised that ADC Parks were already discussing the planting there and she would liaise with Philippa Dart.

Town Council Sponsored Planting: HK reported that the post planter on the Hotham Park mini-roundabout site had had to be removed due to serious health and safety concerns being raised by Town Force. It had been relocated to a suitable and more safely accessible site for the time being but could be moved at a future date. It was noted that the planter was currently available for sponsorship as the previous agreement had ended.

## **7. Date of next meeting**

Those present agreed the next meeting to be on **Tuesday 7<sup>th</sup> September 2010**, at 6.30pm which it was hoped would suit the majority of members.

*The meeting closed at 6.45pm*

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 9<sup>th</sup> AUGUST 2010**

1. Meteorological Report for June 2010 - previously copied to Councillors
2. Southern Stakeholder Brief - Gatwick Express, July 2010
3. A.D.C. - email to notify that DEFRA has advised that it will consider designating new bathing beaches if evidence is provided that the site is popular for bathing and has appropriate beach facilities - previously copied to Councillors
4. A.D.C. - Sea Water Quality results up to and including 19<sup>th</sup> July 2010 - copied to Councillors
5. A.D.C. - email from the Improvement, Performance & Scrutiny Officer with the agenda and associated paperwork for Members of the Public Conveniences Working Party for Arun's Environment Working Party meeting that they have been invited to attend on 10<sup>th</sup> August 2010 to discuss the Community Toilet Scheme
6. National Piers Society - Piers Magazine, Issue No. 96, Summer 2010
7. W.S.C.C. - email with details of the Sussex Safer Roads Website and also the Sussex Police Operation Crackdown System
8. W.S.C.C. - email from Public Transport Planner with details of changes to the No. 60 Stagecoach Bus Service from Midhurst to Bognor Regis on Sundays from 19<sup>th</sup> September
9. Sussex Police - copy of letter widely distributed regarding the 'Week of Activities' requesting donations of prizes for the event
10. Glasdon - Product information for Local Councils
11. Greening Campaign - agenda for The Community Adaptation Toolkit Conference on Tuesday 20<sup>th</sup> July
12. Husson Uk Ltd. - product information
13. A.D.C. - Sea Water Quality results up to and including 26<sup>th</sup> July 2010
14. Sussex Police - Arun Update July 2010
15. No Need for Nuclear - Letter and campaign Newsletter seeking support for their campaign against new nuclear power stations
16. Douglas Press - details of availability of Tide Tables for 2011

