



BOGNOR REGIS TOWN COUNCIL

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

Telephone: 01243 867744 Fax: 01243 865744

E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 1st JUNE 2009

PRESENT: Cllrs: E. Anderson, Mrs. S. Daniells, J. Passingham, K. Scutt and Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Two Councillors in the Public Gallery

The Meeting opened at 7.00pm

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

1.1 The Committee noted that Cllr. Mrs. J. Gillibrand had been elected Chairman and Cllr. K. Scutt had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 11th May 2009.

1.2 In the absence of the Chairman the Vice-Chairman took the Chair.

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

The Chairman welcomed those present. Apologies had been received from Cllr. Mrs. J. Gillibrand.

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 Deputy Town 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 21st APRIL 2009

The Minutes of the Meeting held on Tuesday 21st April 2009, were agreed as an accurate record and were signed by the presiding Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

A Councillor in the Public Gallery commented on the A.D.C. Developer and Partner Charter and referred to various points of concern. He noted that the item was on the agenda for discussion later in the meeting and requested that the Committee discuss this in detail.

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

6.1 Min. 166.3 - 21st April Provision of Bus shelter in Collyer Avenue

The Chairman queried whether an approach had been made to establish whether grant funding for bus shelters may be available through JWAAC that could be applied for. The Deputy Town Clerk confirmed that funding via Section 106 monies (subject to availability) or the W.S.C.C. Bus Shelter Grant Scheme were the only two sources of funding that had been identified so far. Contact would now be made with JWAAC to enquire regarding other grants that may be available.

6.2 Min. 166.4 - 21st April Statue of Sir Richard Hotham

In answer to a query regarding whether any prices had been obtained yet to progress this project, Councillors noted that costs were still awaited and no firm decision to proceed with this project had been taken.

6.3 Min. 166.5 - 21st April Proposed Variation to Car Parking Charges

Members noted the letter from A.D.C. advising that the Arun District Council (Off-Street Parking Places) Order 2009 will come into operation on 1st June 2009 and the original Order will be revoked, consolidated and replaced by the new Order, subject to the following amendments: The Excess Charge Ticket fee will be increased from £60.00 to £70.00 and the rebate fee for Excess Charge Tickets will be increased from £30.00 to £35.00.

6.4 Min. 166.8 - 21st April Regis Public House

A Councillor commented that work to the front of these premises is due to commence shortly.

6.5 Min. 166.9 - 21st April Litter accumulation Upper Bognor Road by the railway bridge

It was noted at the last Town Council meeting that a more thorough clean was now being undertaken in this location. However, the area would still benefit from the installation of a litter bin. It had previously been suggested that a bin could be installed as part of a future planting scheme for this location, which could then be serviced by the Town Force team whilst maintaining the site. Members spoke against this proposal and raised concern at the cost/administration implication relating to Town Force. Following further consideration, it was AGREED to await the outcome of the District Council's Asset Management Review then

to press for a bin to be installed in this location to be funded by the Town Council as previously agreed and serviced by A.D.C.

6.6 Min. 166.10 - 21st April Weather data

The Chairman was pleased to confirm that the weather data was now appearing in The Independent on a regular daily basis.

6.7 Min. 167.2 - 21st April Public Conveniences - best use of toilets and associated land

It was noted that acknowledgement of the Committee's additional proposal for the area of land outside the Bedford Street Public Conveniences had now been received from Nigel Horwill at A.D.C. Investigation into the possibility of removing the planter in front of the Bedford Street toilets is currently being undertaken and should a decision be taken in support of its removal then he would contact the Town Council to confirm this. Councillors agreed that the planter was in a poor condition and it was queried whether this area of land might be encompassed within the plans that Morrisons has for their new store.

6.8 Min. 168 - 21st April Trial Concession for Kayak Hire

The copy of the letter from the Concessions Officer at A.D.C. to the new concessionaire offering him the trial concession for Kayak Hire for the 2009 season was noted as being received. The Committee were advised that the area the kayaks will operate from is the Bullnose to the Foreshore Station with the concession operating from the beach area opposite the bandstand. A vehicle will deposit the kayaks each day on the beach prior to the operating hours of 10.00am, and leaving the site must be after 5.00pm. Staff must be CRB checked and there must always be 2 staff on site, equipped with mobile phones and short wave radios. A flag system will also be in place when the concession is operating and an air horn is to be available in the event of problems occurring out to sea. Weather limitations will be assessed on the day and a safety kayak will be ready for use at all times. The hiring of boats must be by an adult (over 18 years of age), some training will be given and Buoyancy Aids will also be offered.

7. TO RATIFY THE APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES AS AGREED AT THE ANNUAL MEETING INCLUDING:

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 noted the following appointments as agreed at the Annual meeting.

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

Appointment of the Chairman and Vice-Chairman of this Sub-Committee was 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 South East in Bloom Working Party including consideration of recommendations to Council of co-options for ratification

The Committee noted the following appointments as agreed at the Annual meeting.

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

However it was noted that in accordance with Council Minute 10 (11th May 2009) Cllr. Passingham advised that he reserves the right to reconsider his position as a Member and Chairman of the 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. P. Dart (ADC Head of Parks and Greenspaces), Mrs. M. Huntingdon, Ms. C. Marples (ADC Parks and Greenspaces Officer), D. Meagher and P. Mortimer.

8. TO CONSIDER APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES

8.1 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: G. Burt, Mrs. S. Daniells, P. Dillon, D. Eldridge, R. Gillibrand 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. A. Holmes and Mr. I. Harding representative from the Chamber of Commerce.

8.2 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.

9. GREENING CAMPAIGN UPDATE INCLUDING COPIES OF PHASE 1 PACK COPIED TO COMMITTEE - MIN. 165 REFERS

A copy of the Greening Campaign Pack Phase 1 had been copied to the Committee giving information on the process of the campaign. The Deputy Town Clerk reported on the meeting she had attended with the Community Coordinator and Cllr. Gillibrand. The next stage would be to call a public meeting and invite members of the public, outside organisations and schools etc. to attend to choose the 8 to 10 challenges that the group wish to achieve. It was noted this would possibly be more beneficial if it were held in the autumn to allow more time to seek support and for arrangements to be made. The need to engage and motivate the community in

the campaign is important. Support would also be given by the Greening Campaign organisers at the meeting. From the interested parties at the public meeting, a Committee would be formed made up of residents, community groups, Councillors etc. to take the process forward and a decision would then be taken as to launching the campaign and how this would be achieved. Following the launch the Challenge Cards are then distributed to households. Funding is available which covers the production of the cards and the Community Coordinator's time attending meetings and giving email back up.

Members noted a short piece about the Greening Campaign to seek interested parties had been included in the annual newsletter that would be distributed to all households within the four wards. A logo for greening Bognor Regis for use on any publicity materials had also now been received from the Community Coordinator. A Councillor commented on the importance of engaging the community in this campaign, which should not be led by the Town Council and suggested that contact be made with South Bersted C of E School, the Horticultural Society and Bognor CAN as possible groups who would be likely to support such an initiative. The Deputy Town Clerk confirmed that the aim was to get a group of interested people to take the campaign forward and hopefully this could be achieved from the public meeting.

Further information received relating to the Greening Campaign was noted and included:

- Details of agreement of West Sussex County Council Highways Department that Community Greening Campaign logo signs can be erected, subject to individual approach, in each Greening Community in West Sussex
- News update - DEFRA and food sustainability
- Details of Mid Sussex District Council hosting Community Action for Energy training on 'Energy Auditing for Community Buildings' on 21st July from 10am to 4.30pm
- List of books available on Climate Instability
- Reminder details of the Greening Campaign Conference 2009 on 30th May

10. RESIDENTS PARKING - ISSUE RAISED AT BRTC/ADC LIAISON MEETING AND CONSIDERATION BY COMMITTEE OF ANY RESPONSE - REFERRED FROM LAST MEETING MIN. 169 REFERS

Cllr. Passingham reported to the Committee on his request to A.D.C. at the last Liaison Meeting for a few residents' parking spaces to be provided in the Hothamton and Regis Centre car parks to ease the situation of illegal/dangerous parking that was occurring around the town through lack of spaces. Members noted that A.D.C. had responded that they would not support this owing to the loss of income that would occur in 2 of their busiest Pay and Display car parks. However, they suggested that charging finishes at 6.00pm and people can and do park their vehicles in the car park overnight free of charge providing they move out by 8.00am when charging recommences. Members expressed their concern and agreed that this was a problem that would only escalate with a reduction in available parking being considered in the proposed regeneration plans for the Regis Centre and Hothamton car parks. The proposed plans for enlargement of the Morrisons store would also result in a reduction in parking availability.

11. REINSTATEMENT OF OLBY'S CLOCK - CONSIDERATION OF QUOTATIONS

Copies of the three quotations that had been received to reinstate the clock had been copied to Councillors for consideration. Members noted that Staffurth and Bray had written recently to enquire whether any further steps had been taken to progress the project. The Committee was

reminded that a grant of £5,000 had been awarded to the Town Council from the District Council's Parish Enhancement Grant scheme towards the project.

Having liaised closely with Mr. Frampton regarding the suitability of the quotations, the Deputy Town Clerk advised that he had recommended that the work be undertaken by the company who had supplied the quotation marked up as number 2. Members spoke for and against proceeding with the installation of the clock and expressed concern at the level of expenditure required to complete this project. It was noted that additional expenditure would also be required to supply scaffolding and install a suitable power supply as part of this project. Discussion took place regarding whether the company name of Staffurth and Bray should be included upon the clock and it was queried whether this would lead to the need for planning permission to be sought as this could be seen as advertising. It was noted that without this addition no planning would be required as the clock could be reinstalled under permitted development. The possibility of seeking a financial sponsorship contribution from Staffurth and Bray if their name were to be included to assist with ongoing maintenance/electricity costs was suggested as one way forward. Comment was made that consideration could also be given to the inclusion of the Town Council's Crest as an alternative. Following further debate, it was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee to proceed with the reinstallation of the clock and accept quotation number 2 at a cost of £10,990.00 to be funded from the Rolling Capital Programme and the £5,000 grant from the District Council's Parish Enhancement Grant scheme. It was further **RESOLVED** to **RECOMMEND** that additional funding to cover the costs of the scaffolding and installation of an electricity supply should also be funded from the Rolling Capital Programme to complete the project.

12. **HOTHAM PARK HOUSE - CONSIDERATION OF APPROACH TO BE MADE TO THE OWNERS REGARDING POSSIBLE IMPROVEMENTS TO THE EXTERNAL DECORATION - REFERRED FROM TOWN COUNCIL MEETING 11th MAY 2009**

Following a brief discussion, the Committee AGREED that a letter of enquiry should be sent.

13. **A.D.C. DEVELOPER AND PARTNER CHARTER - CONSIDERATION OF BRTC BEING A SIGNATORY TO THE CHARTER AT THE FORTHCOMING LAUNCH EVENT ON 9th JUNE 2009 AT BUTLINS SHORELINE CONFERENCE CENTRE - ASSOCIATED PAPERWORK COPIED TO COUNCILLORS**

Members noted receipt of paperwork that had been copied to Councillors. Comment was made that clarification was needed on some of the content of the document. It was noted that Richard McMann had been invited to attend the next meeting of the Policy and Resources Committee to report to Councillors on Business Improvement Districts and this may be an ideal opportunity for Members to seek answers to their queries. It was therefore **RESOLVED** to refer this item to the Policy and Resources Committee for consideration to enable a decision to be taken prior to the Launch event on 9th June 2009.

14. **IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 7th MAY 2009 INCLUDING:**

14.1 Town Force entry into Carnival on behalf of Bognor Regis In Bloom

Following liaison with the Events Department, it had been established that there were not enough vehicles to cope with the traffic management signs and crowd barriers that need to be set up for the Carnival event to enable one of the vehicles to be used for entry into the Carnival itself. As the Town Council is running the event it is crucial that the signs and barriers are all in place and all vehicles will be required to undertake this task. Cllr. Brooks who was present in the Public Gallery offered the use of his van and trailer to assist with the movement of barriers and signs if this would help to free up a vehicle. Members spoke in support of entering a Bognor Regis In Bloom float and thanked Cllr. Brooks for his kind offer. Following further discussion, it was **RESOLVED** that Cllr. Brooks should liaise with the Events Department to see if there was any way this could be achieved. Confirmation of availability of Town Force staff to dress the float and take part in the parade would also need to be established before an In Bloom entry could be confirmed.

14.2 Further information on commemorative and memorial lamp post sponsorship signs - referred from last meeting Min. 173.2 refers (if available)

Members noted the photographs of the commemorative and memorial lamp post sponsorship signs from the scheme that is run in Dartmouth. Comment was made that the Town Council do not own any hanging basket posts within the town that could be used for similar signage. Concern at the cost implication and officer time involvement that would be required to implement such a scheme was stressed. Following further debate, it was **RESOLVED** not to proceed with this proposal, which it was felt was not an appropriate scheme for the town.

14.3 It was RESOLVED to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 7th May 2009 - Appendix '1'

15. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 6th MAY 2009

15.1 The Chairman reported he had approached a relative of a local celebrity who had appeared recently in "Reggie Perrin" and "Horrible Histories" to enquire whether he would be willing to attend the Switch-on event. A further approach would now be made to establish his availability.

15.2 Cllr. Cunard who was present in the Public Gallery confirmed that Leslie Grantham would be performing in the pantomime this year and once again the pantomime characters would be available for the Switch-on event if required.

15.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 6th May 2009.

16. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 26th MAY 2009

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meetings held on 26th May 2009.

17. REPORTS

17.1 Financial Reports including to note Earmarked Reserves for year ending 31st March 2009

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

Copies of the Committee's Earmarked Reserves up to and including 31st March 2009 were circulated to those present at the meeting and were noted - **Appendix '2'**

17.2 Any Other Reports

The Chairman referred to works that were being carried out by Southern Water in Nyewood Lane, which he suggested was owing to a sewage leak into the sea and queried whether this may have any relevance to the sea water quality failing at the Bognor West testing point over the years. It was **AGREED** that the Deputy Town Clerk would write to Southern Water to make enquiries.

18. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '3'**

19. CONSIDERATION OF CONFIDENTIAL REPORT RECEIVED FROM A.D.C. REGARDING GRANT AID FOR HOTHAM PARK HERITAGE TRUST

19.1 The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.29.1) - Agenda item 20 (ADC Confidential Report).

19.2 *Cllr. Mrs. Daniells declared a Personal Interest in this item as a member of Performance Scrutiny at A.D.C.*

The Committee **RESOLVED** that a letter should be sent to A.D.C. to express their regret and advise that Councillors feel that some level of grant should continue to be awarded to the Hotham Park Heritage Trust albeit not the whole £10,000. The Committee is aware that the Hotham Park Heritage Trust accepts that it is not undertaking the same level of management involvement as it has in the past so Councillors would therefore be supportive of an appropriate reduction in the level of their grant to reflect this.

20. METEOROLOGICAL OBSERVATIONS - UPDATE

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.29.1) - Agenda item 20 (contractual/staffing).

The Deputy Town Clerk reported that two out of the three new Weather Observers had handed in their notice and she detailed the reasons for their decision. These positions would now need to be re-advertised with immediate effect. This was **RESOLVED**.

The Meeting closed at 8.45pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL **BOGNOR REGIS IN BLOOM WORKING PARTY** **Thursday 7th May 2009**

PRESENT: Cllr J Passingham (Chairman), Cllrs Greg Burt and P Dillon; Mrs P Dart (part time), Mrs M Huntingdon, Mrs H Knight

IN ATTENDANCE: One Councillor for part of the meeting

The Meeting opened at 6.30pm

1. Apologies for Absence

Apologies had been received from Miss C Marples, Mr P Mortimer, Cllr E Anderson and Mrs K Gill.

2. Approval of the Notes of the Meeting held on Thursday 19th March 2009

The Notes of the Meeting held on Thursday 19th March 2009 were approved.

3. Summer Planting Competition – to Note Judging and Winners

The entries had been judged by two Working Party members and the Mayor and the winners and runners up chosen from the three categories. Members were advised that BRTC had planted some cordylines in the seafront mound beds, in order to save the plants from vandalism that had occurred in their original site at Durban Road. It was hoped that this unscheduled addition to the seafront beds would not be detrimental to the winning designs chosen or to the marking of the national campaign. HK to arrange the Summer Planting Competition certificate presentations by the Mayor, press to be invited. The provisional date for this is Wednesday 27th May 2009 at 3.30pm and WP members were welcome to attend.

4. Consideration of Judging Route for South & South East In Bloom

It was felt that using the previous route with some minor adjustments would be ideal, particularly as judges had commented in praise of the route last year. It was hoped that the judges could be shown Westloats Lane Garden (BognorCAN) which had improved though still needed much attention: Volunteers and practical donations were being sought. Main points of the discussion were:

- Previous route to be re-used and adapted: Members asked to run-through the route and pick up on any problems for next meeting; HK to circulate last route itinerary and map.
- More judging time could be devoted to Hotham Park with more to see, eg biodiversity, compost bins, the Discovery Garden which has mini-beast hunts for school parties in place.
- Hotham Park had not been entered in its own right - HK to liaise with S&SEIB regarding this, ideally adding to existing judging time, and it was **AGREED** to proceed with any necessary administration to enter the park.
- Hopeful of including BognorCAN's Westloats Lane Garden on the route but further work required at present.
- Shop window display during judging period – JP to make enquiries.
- Hotham Lodge agreed as the ideal start and finish point again.
- JP has spoken with Hotham Park volunteer group and a presentation by them is possible – this could replace the recycling presentation but still have recycling display.

- PD (ADC) confirmed she will assist with escorting judges and agreed to provide staff driver for judging tour.
 - PD (ADC) confirmed ADC would provide a display again.
 - JP was in contact with the Chamber of Commerce to encourage local businesses to display Bognor In Bloom information.
5. **Areas in Need of Improvement**
- PD (ADC) would investigate the damaged planting outside the Bedford St public toilets.
 - PD (ADC) advised new planting would be done outside the Visitor Information Centre.
 - PD (ADC) circulated design for new planting at War Memorial site, which would be done by July consisting of mainly sustainable planting surrounded by low box hedging – members commented in praise of the plans. She also confirmed that large cordylines would be planted in seafront beds.
 - Empty shops: HK updated members on contact with various landlords and it appeared hopeful that several new tenants were likely to be in situ shortly.
 - BT Telephone Exchange land: Nothing further to report – HK would continue trying to contact.
 - Marine Drive West/Park Drive hedge area: GB had asked a BRTC Ward Councillor to talk with tenants.
 - Regis PH: ADC had written to the landlord requesting improvement and a response had indicated that some remedial work would be undertaken shortly.
 - Members commented on the improvement to the Norfolk Square area now that the planting carried out last year had matured.

6. **Consideration of Carnival Entry by Bognor Regis In Bloom**

Members discussed the possibility of an entry into the Town Council's Carnival Parade on 13th June 2009. It was suggested that the Town Council's Town Force team enter a vehicle appropriately decorated for Bognor In Bloom, such as flowers, signs, false grass and possibly a scarecrow. HK was asked to investigate with the Town Council. This had cost implications due to Town Force personnel working at weekends and also Town Force availability was likely to be taken up in the event organisation. It was therefore **AGREED** to **RECOMMEND** that the Environment & Leisure Committee be asked to consider this matter as soon as possible.

7. **Any Other Matters for Consideration Not Included on the Agenda**

- Members noted the BRTC website information had been updated and that a new website was being planned for installation in the near future.
- JP had spoken to ADC regarding the bottle deposit recycling scheme, who had advised that they had no legal obligation to provide this.
- A request was made that the Notes record how good the spring pansy and tulip planting had been this year and to commend the BRTC Horticulturalist and Town Force team for their work.

- Note was made of a damaged log planter and BRTC Town Force team asked to investigate/repair.
- A Councillor advised the Working Party that ADC current policy meant that no further dog waste bins would be installed in Hotham Park.

8. Dates of Future Meetings

It was decided to consider the next meeting date only.

9. Date of Next Meeting

Thursday 11th June 2009 at 6.15pm.

The Meeting closed at 7.40pm.

Earmarked Reserves as at 31st March 2009

Millennium Fund		393.00
Allotments		585.00
E&L Projects		7,841.40
Seafront Showers 04/05, 05/06 & 06/07	£200.80	
Litter Bin for Longford Road Footbridge area	£210.00	
Environmental Projects surplus 2003/2007 for bins	£1,722.10	
Balance 05/06 Xmas Lights budget + banner income	£2,226.00	
Incl. banner income 06/07		
Env. Projects 07/08 for bins	£1,332.50	
Env Projects 08/09 for bins subject to ADC asset Rev	£1,000.00	
Pealighters/Uplighters bal of budget for repairs	£400.00	
Bal of Christmas lights income 08/09	£750.00	
South East in Bloom		5,438.02
Mons Avenue Planters	£1,000.00	
Bal Horticultural Supplies 05/06 incl. expenditure for (Plants for new planter column/bollards £240.00)	£611.06	
05/06 projected equip. expenditure not yet spent for (New planter column/bollards£2,820.00)	£2,820.00	
Bal of Community Garden budget (Westloats)	£6.96	
Bal 08/09 Env Projects budget	£1,000.00	

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 1st JUNE 2009

1. Memorandum from the Deputy Town Clerk requesting Councillors comments on an email from the Services Director at A.D.C. (previously copied to Councillors) detailing a summary of the drainage problems experienced within the Arun District that resulted from the heavy rains experienced in early February 2009. The Services Director advised that he would welcome any comments/amendments to enable him to update this document by the end of May prior to its submission to the Council's Performance Scrutiny Committee
2. W.S.C.C. School Travel Advisor - email advising that she is currently working with Edward Bryant Primary School on their school travel plan, which looks at Safe Routes to School. One of the public footpaths (Church Path 3036) has been highlighted as a useful route to school (also for St. Mary's) however dog fouling has been identified as a recurring problem in this area. The school does not believe that there are any dog bins on the footpath and the School Travel Advisor has requested that installation of bins in this area be considered by the Town Council. An acknowledgement has been sent advising that A.D.C. is currently undertaking an Asset Management Review and no new bins are being installed at the present time, but further contact will be made when the Town Council has more information
3. Meteorological Officer Reports for April 2009 - previously copied to Councillors
4. Bognor Regis Police Station from PCSO Williams & PCSO Jones - letter advising of plans to promote interests to children through a week long promotion at the 39 Club in the week commencing 10th August 2009 - copied to Councillors
5. Environment Agency - email with details of the annual State of the Environment Report released on 8th May and summary of how the report will affect West Sussex and the South East as a whole - copied to Councillors
6. A.D.C. - email from Street Scene Support Officer advising that due to vandalism in both the toilets in Hotham Park, these facilities will be closed until further notice
7. A.D.C. - email from Events Development Officer inviting Councillors to the Flag Raising Ceremony for the Blue Flag and Quality Coast Awards on the morning of Tuesday 19th May 2009 at 10.00am - previously copied to Councillors
8. CPRE - email advising that CPRE are helping parish councils tackle litter and fly-tipping. As part of this they are keen to find out how they can help by sharing information on problems that have arisen, particularly in rural areas
9. W.S.C.C. - email from the Communications team asking if the Town Council would like to be on their mailing list for news releases and other media alerts relating to the area for possible inclusion in any parish magazine or other publication
10. Southern - Stakeholder Brief, Issue 7, April 2009
11. W.S.C.C. - email advising that the application deadline for their Bus Shelter Grants scheme has been extended to 31st May 2009
12. W.S.C.C. - email from the Cabinet Member for Strategic Planning and Transport enclosing a copy of a new countywide strategy 'A Future for Fingerposts' which contains a protocol designed to help the County Council work with councils on fingerpost maintenance
13. National Piers Society Journal, Issue No. 91, Spring 2009
14. Southern Water - copy of Business Plan 2010 to 2015
15. Littlethorpe of Leicester Ltd. - quality hardwood bus shelters, product information and price list
16. The Anthony Nolan Trust - details of Surrey - Sussex Sponsored Bike Ride on Sunday 23rd August 2009 starting at Bramley, Nr. Guildford

17. A.D.C. - copy of The Blue Flag Programme 2009 Award poster - this will be displayed on the Town Council's Town Hall Notice Board
18. National Piers Society - Agenda and associated paperwork for the 26th Annual General Meeting of the Society on 13th June in Penarth, Glamorgan
19. A.D.C. - Energy Efficiency Newsletter, Issue No. 5, Summer 2009
20. A.D.C. - Sea Water Quality results from 6th May to 18th May 2009 inclusive
21. A.D.C. - Invitation to the Official Launch of the Arun Renewable Energy Advice Service at Littlehampton Civic Centre on Wednesday 1st July from 4.30 - 7.30pm
22. A.D.C. - email from Development and Education Manager advising that there will be a door knocking survey commencing in June 2009, visiting 1100 properties across the whole of West Sussex on behalf of the Love Food Hate Waste campaign. Residents will be asked how much food they throw away, what they do to minimise food waste and their thoughts about food waste.
23. Southern Water - copy of Performance Report - 2008/09
24. A.D.C. - copy of Agenda and associated paperwork for Policy Development Scrutiny Committee including report on implementation of Civil Parking Enforcement
25. A.D.C. - copy of Diary of Events, Summer and Autumn 2009
26. Bourne Amenity Small Works Division - Newsletter Issue 75, May 2009