



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING

HELD ON MONDAY 19th MAY 2008

PRESENT: Cllr. P. Wells (Chairman), Cllrs: Mrs. S. Daniells, Mrs. J. Gillibrand,
J. Passingham and Mrs. J. Warr

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

The Meeting opened at 7.02pm

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

The Committee noted that Cllr. P. Wells had been elected Chairman and Cllr. J. Passingham had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 12th May 2008.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed all those present. Apologies had been received from Cllrs. J. Brooks (attending meeting at A.D.C.) and S. Fyfe.

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 31st MARCH 2008

The Minutes of the Meeting held on Monday 31st March 2008, were agreed as an accurate record and were signed by the presiding Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

31st March - Min. 128.1 - Proposed Trial Concessions for Bognor Regis Promenade

The Chairman advised that he had spoken with the A.D.C. Concessions Officer earlier today who had advised that this was moving forward and it is hoped that new concessions would be in place very soon.

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

7.1 Christmas Illuminations Sub-Committee 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: G. Burt (Chairman), Ms. E. Anderson (Vice-Chairman), Mrs. S. Daniells, D. Eldridge, Mrs. J. Walker and Mrs. J. Warr.

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

A. Holmes (Contractor) and a representative from the Chamber of Commerce (name of representative to be confirmed).

It was noted that Ms. D. Hughes (Flower Pot, Aldwick Road) and Mr. A. Hay had both been co-opted members of this Sub-Committee during the previous year however they had not been available to attend any meetings. It was suggested that Mr. Hay could be invited along to a meeting to discuss any relevant agenda item (i.e. the Children's Competition) rather than co-opting him back on to the Sub-Committee if he was unable to attend meetings on a regular basis. However, the Sub-Committee may wish to consider writing to Ms. Hughes as an Aldwick Road trader to seek her views on re-appointment. This would therefore be referred to the next meeting for consideration.

Cllr. Wells declared a Personal Interest in this item as a trader both in the town and Aldwick Road

7.2 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: D. Eldridge, S. Fyfe, Mrs. J. Gillibrand, S. Kerrigan, K. Scutt, Mrs. J. Walker 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.

Mrs. V. Johnson, Mr. and Mrs. J. Purkis and Miss S. Trodd (allotment tenant representatives).

7.3 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: J. Passingham (Chairman), Ms. E. Anderson, G. Burt and Mrs. J. Walker.

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.

7.4 Public Conveniences Working Party

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

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

8. PROVISION OF ADDITIONAL DOG AND LITTER BINS - MIN. 130.1 REFERS INCLUDING:

8.1 Update on the provision of dog bins for Annandale Avenue/Hillsboro Road (if available) and provision of additional litter bin for the Queensway subject to reply from the Kebab Shop being received

The Vice-Chairman advised that he had been unable to identify a suitable location for a dog bin in Annandale Avenue or Hillsboro Road. Both roads are lined with residential properties and there is a lack of green space where a bin might be located. Provision of bins in these areas would therefore not proceed unless residents were in agreement for a bin to be located outside of their property. The need for consultation with residents prior to installation of dog bins in residential areas has been stressed by the District Council.

The Chairman suggested that it may be more productive for this Committee to consider the provision of dog and litter bins on a quarterly basis rather than have this as an agenda item at every meeting. It was noted that there may be exceptions to the rule and in such cases it was

felt that the Deputy Town Clerk could liaise with the Chairman and Vice-Chairman of the Committee regarding inclusion of an item on the agenda.

The Committee were reminded that the District Council were to undertake a review of all dog and litter bins to include GIS mapping and database logging of the condition and location of all dog and litter bins across the district. It was therefore felt it would be better to await receipt of detailed information on where bins were currently located before proceeding with further installations. A Councillor suggested that the Committee should look at ways of publicising their policy of considering requests from members of the public for the installation of bins. Following further discussion, it was **AGREED** to review this whole issue at the September Committee meeting and thereafter consider requests on a quarterly basis.

Note: As no reply has yet been received from the Kebab Shop regarding the provision of an additional litter bin in the Queensway, this item will now be deferred until the September meeting.

8.2 Request from resident of Prince William Court for provision of dog bin at the rear of these premises

It was stated that this is private land and therefore not a suitable location for the provision of a dog bin for use by the general public.

8.3 Provision of dog bin in Lyon Street opposite the school

Comment was made that there is already a dog bin in close proximity to this location and this was therefore an unnecessary expense.

8.4 Request from resident for provision of dog bin in Gravits Lane

It was **AGREED** to defer this item for further discussion at the meeting in September.

8.5 Provision of dog bin on grassed area in Orchard Way

It was **AGREED** to defer this item for further discussion at the meeting in September.

9. ADDITIONAL FLAGPOLE OUTSIDE BOGNOR REGIS TOWN HALL - UPDATE MIN. 131 REFERS INCLUDING:

9.1 Approval of small increase in cost - installation

It was noted that following receipt of an up to date quotation, there would be an increase in the installation charges for the flagpole at a cost of £20.00. The Committee **RESOLVED** to approve this additional expenditure.

9.2 Approval of expenditure to obtain required Advertisement Consent from A.D.C

The Committee noted that confirmation had now been received from A.D.C. that if the flagpole is to fly the national flag then Advertisement Consent will not be required but any flag other than this will need Advertisement Consent. The Deputy Town Clerk had spoken with the Planning Department regarding the cost and had been advised that the full fee of £335 would be applicable. Further clarification on this matter would be sought. The Vice-Chairman spoke of the District Council's proposals to enhance the planted area in front of the Town Hall next year. The Town Council and District Council are working in partnership on the In Bloom campaign and it was suggested that as the Town Council had agreed to fund a further flagpole as additional enhancement of this area as a means of promoting the In Bloom campaign, an approach should be made to A.D.C. requesting that they waive this fee.

10. METEOROLOGICAL SITE - PROVISION OF METEOROLOGICAL INFORMATION TO NATIONAL NEWSPAPERS UPDATE - MIN. 132 REFERS

Members were pleased to note that weather data was now being provided to Meteogroup for The Guardian, The Express and Mail. A contract will be set up with this company confirming that data will be provided on a daily basis as agreed.

The Deputy Town Clerk highlighted a potential problem with the supply of data at the weekend as the Town Council offices were not open. This results in a member of staff emailing the information from home, which is not always convenient. As a way of overcoming this problem, the possibility of taking a phone with an email facility incorporated as part of the Council's telephone contract is being investigated. The possibility of setting up a rota system amongst Councillors and staff to avoid this expense was suggested. The practicalities of this however would need careful consideration. Use of the Visitor Information Centre or Foreshore Office at the weekends was also suggested as another option although closing times during the year would need to be clarified as the data is not available until around 5.00pm. This matter will be placed on the agenda for the next meeting to allow further consideration of this issue.

11. BOGNOR REGIS TOWN COUNCIL FLAGS INCLUDING:

11.1 Request from resident for the provision of three Bognor Regis Town Council flags

The Chairman advised that the resident who had made the request originally appeared to have made alternative arrangements.

11.2 Request from A.D.C. for the provision of replacement Bognor Regis Town Council flag for the Esplanade

Members noted the current flag had become frayed and faded and a replacement was required. Although a substitute had been found, this was too large to fly at this location. The need for a replacement to be obtained quickly was stressed and it was **RESOLVED** that the Deputy Town Clerk should investigate the cost and liaise with the Chairman and Vice-Chairman to expedite the matter and seek approval for this expenditure. This could then be ratified at the next meeting. The Chairman advised that he had the contact details of a bespoke flag maker from Dorset and he would pass this to the Deputy Town Clerk to progress.

12. REINSTATEMENT OF OLBY'S CLOCK - CONSIDERATION OF EXPENDITURE AND RECOMMENDATION TO P&R FOR FUNDING FROM ROLLING CAPITAL PROGRAMME SUBJECT TO AVAILABILITY OF DETAILED COSTINGS

The Deputy Town Clerk referred to her Memorandum that had been circulated to all Councillors seeking approval for the appointment of a Structural Engineer. This was necessary to investigate whether the wall of the local solicitor's offices was suitable to take the weight of the clock, as approval had now been given for the clock to be reinstated in this location. This had been agreed by Councillors and was now being progressed. Detailed costs were still awaited from Mr. Frampton to return the clock to a working condition. Works to the roof of the solicitors would be taking place either in May or June and it had been hoped that use of the scaffolding could have been utilized. Unfortunately, Mr. Frampton had advised that it would be unlikely that the project would be ready to proceed within this timescale. Members agreed that this project formed part of the Town Council's Strategy 2007-2011 originally discussed by the Policy & Resources Committee last year and subsequently

discussed by E & L. As a result, to expedite this matter, detailed costs should be referred to the Policy and Resources Committee when they are received, for consideration of funding of this project from the Rolling Capital Programme. In view of the estimated level of expenditure required for the project, this was felt to be the most appropriate course of action.

Note: The District Council's Parish Enhancements Grant scheme may be a possible source of funding for this project, however the criteria has yet to be agreed. This is expected to happen within the next few months. Confirmation has also been received from A.D.C. that it will not be necessary to submit a planning application since this will be classed as 'Permitted Development'.

13. CONSULTATION ON DRAFT DOG CONTROL ORDER - CORRESPONDENCE FROM A.D.C REFERS, COPIED TO COUNCILLORS

The correspondence from A.D.C. enclosing a copy of their draft Dog Control Order was noted as being received, copied to Councillors. Members debated the content of the Order and reference was made to the section relating to designated areas where it will be an offence to take a dog unless it is kept on a lead. A Councillor queried whether the reference to Hotham Park as a designated area only related to the proposed Wildlife Area or included other areas within the Park. Members also queried how the Dog Control Order would be enforced. The Deputy Town Clerk was asked to send a letter to A.D.C. noting the document and seeking clarification on these issues.

14. CONSIDERATION OF DESIGN STATEMENT - CHAIRMAN TO REPORT - REFERRED FROM TOWN COUNCIL MEETING 12th MAY 2008

The Chairman commented that there was no cohesion with building design, or uniformity in colours of street furniture and he felt that the Town Council should be pushing for a 'Design Statement' for the town to ensure some co-ordination in the longer term. He referred to the Bognor Regis Sub-Committee meeting he had attended earlier this evening where discussion had been held regarding the proposal to develop a Bognor Regis Seafront Strategy that outlines future uses and design principles for Bognor Regis Seafront and the adjoining seafront areas at Aldwick East and Felpham West. Members noted the cost of delivering the Seafront Strategy was expected to be in the region of £50,000.

It was **RESOLVED** that Councillor Burt could address the meeting.

Following further debate it was **AGREED** that this matter should be progressed at the next BRTC/ADC Liaison meeting.

A Councillor spoke of the benefits of the development proposals by St. Modwen being available prior to the Seafront Strategy being considered.

15. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 27th MARCH, 24th APRIL AND 15th MAY 2008 (IF AVAILABLE)

- 15.1** The Chairman of the Working Party advised that the Notes of the meeting held on 15th May 2008 were not yet available.

15.2 *Cllr. Wells declared a Prejudicial Interest as the supplier of the 'bag for life' as detailed in the Notes of the meeting of 27th March 2008 under Item 4 Bognor Regis In Bloom - Update - Launch Event*

15.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 27th March and 24th April 2008 - **Appendix '1' and '2'**

16. **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 30th APRIL 2008**

16.1 *Cllr. Wells declared a Personal Interest in this item as a trader both in the town and Aldwick Road*

16.2 **Min. 88 - Consideration of Draft Schedule of Works - Cllr. Wells to report**

It was noted that as Cllr. Wells is no longer a member of this Sub-Committee, he would speak with the Chairman regarding this matter.

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 30th April 2008.

17. **REPORTS**

17.1 **Financial Reports including to note Earmarked Reserves for year ending 31st March 2008**

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

Copies of the Committee's Earmarked Reserves up to and including 31st March 2008 were circulated at the meeting and were noted - **Appendix '3'**

17.2 **Any Other Reports**

There was nothing to report.

18. **CORRESPONDENCE**

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

The Meeting closed at 8.00pm

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
Thursday 27th March 2008

PRESENT: Cllrs J Passingham (Chairman), Mrs E Anderson, G Burt; D Meagher, Mrs K Gill, Mrs H Knight, Ms C Marples

In Attendance: Cllr A Cunard (part of the meeting)

The Meeting opened at 6.15pm.

1. Apologies for Absence

Apologies had been received from Mr R Bennett, Ms P Dart, Cllrs Mrs J Walker and K Scutt, and Mrs M Huntingdon

2. Approval of the Notes of the Meeting held on 28th February 2008

The Notes from the Meeting held on 28th February 2008 were approved.

3. South and South East In Bloom Entry – Update

- SSEiB Marking/Points Awarding Breakdown: The marking system had changed this year, with much more emphasis on community involvement, sponsorship, reducing carbon footprint etc. It was AGREED to copy the marking sheet to all working party members for information (*attached to Notes*).
- Sponsored Planting: Nothing further to report.
- Allotments/Community Planting: The Girl Guides design/planting competition had been initiated and one district had already responded positively.
- SSEiB Launch Venue: AC had kindly agreed that The Regis Centre would be available as the venue and the date for the launch was confirmed as **Thursday 17th April 2008**. The Chairman thanked AC on behalf of the Working Party for the generous provision of the Regis Centre as the launch venue.
- Signage for SSEiB Launch: The bid to O₂ It's Your Community Award had won the February funding and a cheque for £640 had been received by the Chairman, which would be used to pay for the banner for Bognor In Bloom, with the balance to be used to purchase sustainable planting. It was suggested the banner be displayed in the Regis Centre for launch night, prior to being suspended across the shopping precinct. The group discussed ordering a board sign from Signquick for the launch event, which could be used again for publicity purposes elsewhere. It was AGREED that the Chairman would contact Signquick to place an order and also seek their sponsorship for this to offset the cost.

- Improvement of Unsightly Areas: PB has written to WSCC regarding the area concerned and is awaiting response. PB is writing to the owner of the premises at which two poorly maintained planters are situated to clarify future responsibility and seek improvements. Movement of some hanging baskets and planters to other areas was discussed - PB requested to investigate. CM reported that Morrison supermarket had offered financial assistance to work with ADC in improving the District owned plant area near their front entrance. CM will organise replacement of a missing trellis arch over one of the London Rd planters. It was AGREED that JP could investigate and organise spending the balance of the O₂ funding to purchase four yucca plants for planting in the four concrete planters near the Tesco roundabout.

4. Bognor Regis In Bloom – Update

- Prize Sponsorship: JP confirmed Award sponsorship arrangements so far from the Civic Society and Bognor Regis Seafront Lights, and was hoping to hear from Bognor Regis District Chamber of Commerce. JP would continue to approach other organisations and welcomed suggestions from members.
- Bognor In Bloom Competition: JP had drafted an entry form and drawn up a 10 point guideline sheet '10 Rules for Eco Gardening' to print on the reverse of the entry form. These will be printed by the Town Council and available for the launch event, before being available on notice boards, library etc. It was hoped they could also be included in the Town Council's next Newsletter. The closing date for the competition is 20th June 2008, with judging taking place during last week of June/first week of July.
- Launch Event: **Thursday 17th April, commencing 6.30pm at The Regis Centre.** JP showed members a sample of the 'goody' bags made from recycled paper by street children in India, costing 23p each. All other items he is collating are being donated, including energy saving lightbulbs, flush water saving devices, numerous information leaflets from large national/local retailers and organisations. Each visitor would receive a small pot plant (BRTC staff to organise). There would be one 'goody' bag for commercial attenders and one for members of the public. CM confirmed that she had requested the ADC Recycling Officer's attendance. The Hotham Park display was requested and CM confirmed that this could be arranged. Following the suggestion that filming of the event would be very useful, AC agreed to investigate this through local contacts such as the EOTP International Film Festival. It was suggested that the local Horticultural Society might like to exhibit a stand and JP would approach MH regarding this. JP showed members a sample 'bag for life' which could be provided by a local printing firm at no cost as part of their regular print runs. Selling the bags at the Launch event could provide fundraising for the In Bloom campaign. The Clerk advised that since the business was owned by a member of the Town Council, a potential interest existed. It was AGREED that BRTC staff would investigate quotations from comparable suppliers in the interests of good practice, and liaise with the Chairman.

5. Proposed Meeting Dates for 2008

HK would draw up a list of proposed dates for future meetings from the dates provided by JP.

6. Any other matters for consideration not included on the agenda

- It was suggested that JP liaise separately with CM/PD regarding the route for the Judges and this will be discussed at the next meeting.
- JP is using the Facebook website to publicise the Bognor In Bloom competition and is in the process of drafting a letter/pack to go to local schools outlining how they can involve students via the curriculum.

7. Date of next meeting

Thursday 24th April 2008, 6.15pm.

The Meeting closed at 7.40pm.

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
Thursday 24th April 2008

PRESENT: Cllrs J Passingham (Chairman), Mrs E Anderson, G Burt and K Scutt; D Meagher, Mrs K Gill, Mrs H Knight, Ms C Marples

The Meeting opened at 6.15pm.

2. Apologies for Absence

Apologies had been received from Cllr Mrs J Walker, Ms P Dart, Mrs M Huntingdon.

8. Approval of the Notes of the Meeting held on 27th March 2008

The Notes from the Meeting held on 27th March 2008 were approved.

9. South and South East In Bloom Entry – Update

- Judging Details and Route: Details had been received, with the Judging date of **Thursday 10th July, 10.30am**. The lead judge had contacted KG to introduce himself and request a map/venue details. JP had contacted him to advise these would be notified as soon as possible. The route needs to be planned with regard to the top marks available. It may be possible to start the route at Hotham Park Lodge, as the Hotham Park restoration work is progressing well, and it could be arranged for the mini-train ride to take the judges round, with much of interest going on for them to see. The publicity boards could be placed in the Lodge. CM confirmed that parking permits for Hotham Park could be arranged. HK would obtain judges' car details. CM would ask ADC Hotham Park Project Manager to attend. A Hotham Park Heritage Trust member in attendance would be a good idea. It would be useful to see last year's route and timetable – HK to copy to JP/all members (*attached to Notes*) and all asked to notify anything they felt should be included. Suggestions were: to include BRCC (students cultivating two allotment plots); Stepping Stones Nursery (DM to advise staff contact details); Homezones area. Possibly Westloats Lane Community Garden project (*see below*).
- Sponsored Planting: Members discussed costs and viability of the seafront barrier baskets compared with sponsorship of the Queensway baskets. Other possible fundraising methods were discussed.
- Allotments/Community Planting: The inclusion of Westloats Lane Community Garden in the judging route was discussed as it had been subjected to vandalism in recent months. No new incidents have been reported and it was suggested liaising with Carol Fullick to arrange for some of the volunteers to meet the judges. A further suggestion was for residents from Seaward Court to meet judges.
- Improvement of Unsightly Areas: It was confirmed that Richard Bennett (WSCC) had advised that they would liaise with the owners of the plot of land concerned. With regard to the two

unmaintained planters in the High St., it was confirmed that the planters should have been included in ADC contract. However, after discussion, members AGREED that BRTC will plant these to match the existing ADC planters and then invoice ADC. CM confirmed that ADC is reviewing their concrete planters generally to improve plant content.

10. Bognor Regis In Bloom – Update

- Business Planting Arrangements: An enquiry had been received regarding local businesses purchasing plants from BRTC suppliers. PB had emailed details to JP. It was not clear, however, whether the enquiry was simply to ask about our usual supplier or whether financial arrangements were being sought. HK to speak to PB for further clarification.
- War Memorial Planting: CM reported that plans had been drawn up and were shown to the group. The total cost was estimated at £6,000 of which District could currently afford £3,000 if BRTC could match this. The alternative would be to defer any changes until the next financial year, at which time the total cost could be budgeted for by ADC. Since the area was of concern to the general public and potentially sensitive, it was also felt that consideration needed to be given to possible consultation. If no new work is undertaken this year, the beds would simply be re-planted. After some discussion, members AGREED that ADC be thanked for their suggestions and work so far but that no changes be instigated, that the group agrees with the sentiments regarding consultation and looks forward to seeing revised plans for next year.
- To Appoint Judges for Girlguiding Summer Planting Competition (7th May 2008): It was AGREED that Cllr Ken Scutt would judge entries with the Town Mayor and Mrs Margaret Huntingdon if available. HK to liaise.
- Prize Sponsorship (confirming sponsorship to date): Confirmed as – Best commercial window box/tub/hanging basket – iResolutions Website Design Ltd; Best commercial or office frontage – Bognor Regis District Chamber of Commerce; Best hotel/guest house – Bognor Regis Seafront Lights; In Bloom Civic Award for contribution to In Bloom ethos/effort – Bognor Regis Civic Society. JP is pursuing the possibility of prize vouchers from garden centres.

11. Proposed Meeting Dates for 2008

In order to assist with attendance at the next meeting it was AGREED to bring this slightly forward to **Thursday 15th May 2008**. Decisions about any future dates were deferred.

12. Any other matters for consideration not included on the agenda

- Possible future membership of the Working Party was discussed.
- Spare water saver devices will be available for members of the public from the Bognor In Bloom stand at the Sands of Time event.
- JP is liaising with the Library about the possibility of the Bognor In Bloom stand and entry forms being on display there.

- Ideas for lunch arrangements for the judges were briefly discussed. Several suggestions of venue were made. It was felt that minimal number of guests was preferable and that the guest list could be extended for the Award Ceremony in the autumn as a way of thanking all those involved.
- The idea of organising a community clean-up day prior to the judging date was debated.

13. Date of next meeting

Thursday 15th May 2008, 6.15pm.

The Meeting closed at 7.30pm.

Earmarked Reserves as at 31st March 2008

Millennium Fund		393.00
Allotments		850.00
E&L Projects		9,864.00
Balance of Pier Survey	£75.00	
Seafront Showers 04/05, 05/06 & 06/07	£822.00	
Litter Bin for Longford Road Footbridge area	£210.00	
Environmental Projects surplus 2003/2007 for bins	£2,531.00	
Arun Marine Ranger Project	£500.00	
Balance 05/06 Xmas Lights budget + banner income	£2,226.00	
Incl. banner income 06/07		
War Memorial	£2,000.00	
Env. Projects 07/08 committed	£1,500.00	
South East in Bloom		4,438.02
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	

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 19th MAY 2008

1. Meteorological Officer Report for March and April 2008 - previously copied to Councillors
2. A.D.C. - email with details of BT proposal to remove payphones, Arun District Consultation - copied to Committee
3. A.D.C. - details of seminar of Coastal Defence to be held on Monday 21st July at the Civic Centre 6.00pm to 7.45pm - It was AGREED that this should be included on the next agenda to seek confirmation of who will attend
4. Post Office Ltd. - Network Change Programme copy of Area Plan Decision booklet for Surrey, Berkshire and West Sussex areas
5. A.D.C. - details of Arun Crime and Disorder Reduction Partnership Plan 2008-2011
6. National Piers Society - Piers Journal, Issue No. 87, Spring 2008 and details of AGM held on 10th May 2008 and associated paperwork
7. W.S.C.C. - copy of Material Resource Management Contract, Briefing Note 1 plus editorial piece for Parish Newsletters
8. Sussex Police - email with details of new Arun Neighbourhood Specialist Team Inspector
9. Sussex Police - Newsletter from Bognor Regis Neighbourhood Specialist Team, Volume 1, Issue 3
10. Southern Stakeholder Brief, Issue 50, April 2008
11. Communities and Local Government Committee - Community Cohesion and Migration details of oral evidence session on 22nd April 2008
12. West Sussex NHS - copy of Executive Summary of Annual Report of the Director of Public Health for West Sussex 2007 – ‘A new mind-set for improving health and well-being’
13. Furnitubes International Ltd. - product information
14. Glasdon - product information
15. Communities and Local Government Committee – notification of Report Publication: Refuse Collection: Waste Reduction Pilots - Government Response to the Committee’s Sixth Report
16. Communities and Local Government Committee - notification of Memorandum Publication: Coastal Towns: the Government’s Second Response
17. W.S.C.C. - email with details of scheme run by Trading Standards in West Sussex ‘Buy With Confidence’ is a ‘not for profit’ list of approved traders who have been thoroughly vetted and audited by Trading Standards