



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 2nd APRIL 2007

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: D. Eldridge, J Hayward, Mrs. S. Olliver and K. Scutt

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mr. P. Beckerson (Projects and IT Officer)
Mrs. S. Holmes (Events Officer)
2 members of the public in the Public Gallery (Part of the meeting)

Prior to the meeting there was a presentation of cheques to various organisations.

The Meeting opened at 7.35pm.

140. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. F. Oppler.

141. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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.

Cllr. Scutt declared a Personal Interest in Agenda Item No. 7 - Pevensy Festival

Cllr. Mrs Olliver declared a Personal Interest in Agenda Item No. 7 - Pevensy Festival

The Committee noted that there were two Declarations of Interest made at this point in the Meeting.

142. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19th FEBRUARY 2007

The Minutes of the Meeting held on Monday 19th February 2007, were agreed as an accurate record and were signed by the presiding Chairman.

143. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

144.1 19th February - Min. 127 Litter Bin in the vicinity of the bridge between Ivy Lane and Highcroft Avenue

The Committee noted that a map had now been received of the area from A.D.C. It was AGREED that this should be sent to the resident who had requested the bin so that she may indicate the most suitable location within the area identified.

144.2 19th February - Min. 129 Town Show

In answer to a query the Projects Officer advised that a suitable meeting date to discuss this proposal was awaited from the Horticultural Society.

144.3 8th January - Min. 105.8 New dog and litter bin in Marshall Avenue

The Deputy Town Clerk reported that A.D.C. had advised that the new bins for this area had not yet been installed. However, it is hoped that this will be done by the end of April.

145. PUBLIC CONVENIENCES - CONSIDERATION OF THE RECOMMENDATIONS IN THE NOTES OF THE MEETING HELD ON 29th MARCH 2007 (IF AVAILABLE)

145.1 *Cllrs. Mrs. Warr and Scutt both declared a Personal Interest in this matter as members of the A.D.C. Public Conveniences Working Party*

145.2 Concern for the future of the Waterloo Square toilets was expressed being the area is currently used by coaches as a drop off point. Comment was also made that pay to use facilities may be the only way forward.

145.3 The Committee **RESOLVED** to accept the Recommendations in the Notes of the meeting held on 29th March 2007 - **Appendix '1'**

146. TO CONSIDER WRITTEN REPORTS AND ACCOUNTS REGARDING THE PEVENSEY FESTIVAL TO ENABLE FUNDING FOR THE EVENT THIS YEAR TO BE RELEASED - MIN 107.5 REFERS

Cllr. Mrs. Olliver declared a Personal Interest in this matter as she helps out at the Festival

Cllr. Scutt declared a Personal Interest in this matter as a District Council representative of the Bognor Regis Youth and Community Centre where the organisation is based

The Committee noted that organisers of the Pevensy Festival had been invited to attend the meeting tonight to make a presentation to Councillors on how they wished to use the funds for the Festival this year prior to its release. This was being arranged to comply with the resolution that the E&L Committee agreed back in August 2004 (Min. 49.1 refers). Unfortunately it had not been possible to arrange this and therefore detailed information had been received on last year's event

including the proposals for this year for the Committee to consider. This was circulated at the meeting.

Following some debate, it was AGREED that in view of the level of information supplied, it would not be necessary for a representative of the Festival to attend a meeting at a later date to make a presentation. It was therefore **RESOLVED** on this occasion, to release the £5,000 funding to enable planning for the event this year to proceed.

Cllrs. Mrs. Olliver and Scutt both abstained from voting on this proposal and asked that this be noted

147. CONSIDERATION OF REQUEST FOR INSTALLATION OF DOG BIN IN IVY CRESCENT

The Committee noted the request that had been received from a resident for the installation of a dog bin on the grassed area in front of Nos. 2 to 16 Ivy Crescent. The Deputy Town Clerk referred to the two bins that the Committee had agreed to purchase recently, one for Annandale Avenue and one for Hillsboro Road. These bins had been ordered by A.D.C. but they were awaiting details from the Town Council of suggested locations in these areas before being able to proceed. It was noted that Cllr. Oppler had been investigating this, but it was proving difficult due to both roads being lined with residential properties. In the circumstances, the Deputy Town Clerk suggested that one of these bins could be relocated to Ivy Crescent and when a suitable location had been identified in Annandale Avenue a further bin could be purchased. The Committee were in support of this action and it was **RESOLVED** to request that A.D.C. install one of the dog bins previously ordered on the grassed area at Ivy Crescent. It was further **RESOLVED** that a further bin would be purchased to replace the one for Annandale Avenue once a suitable location is identified.

148. METEOROLOGICAL SITE SECURITY - REPORT FROM PROJECTS OFFICER (IF FURTHER INFORMATION AVAILABLE) - MIN. 132 REFERS

The Projects Officer reported that he had no further information at this time as he was still awaiting quotations.

149. METEOROLOGICAL SITE - CONSIDERATION OF LEVEL OF MONITORING REQUIRED AND UPDATE ON AUTOMATED WEATHER STATION

149.1 The Deputy Town Clerk advised that she had contacted the Met Office to confirm that the Committee had agreed to continue to supply the 09.00 climate observations. The 17.00 observations are no longer required by the Met Office as these observations had only been used to provide information to the newspapers. It had been queried whether there was still a necessity for the Met Officer to make two visits to the site on a daily basis. Details had been obtained on the daily readings taken by the Met Officer at both ends of the day and this was detailed to Councillors present. A Councillor confirmed that she was aware of the level of work involved in taking the readings and stressed the importance of continuing with the current practice of the Met Officer making two visits to the site to collect the data and record the readings as had been the practice for many years. Members fully supported this view and it was AGREED that this practice should continue.

149.2 The Deputy Town Clerk had spoken with the Land Networks Manager at the Met Site in connection with the proposal being considered by the Town Council to install an automated

weather station to run in tandem with the work of the Meteorological Officer. Concern was expressed by the Land Networks Manager that the Met Office may not be able to continue to accept meteorological data from the Town Council if an automated system was to be installed. Guidance from the Met Office on the type of machine being considered would need to be sought before they could confirm whether this would be acceptable. The Deputy Town Clerk had confirmed that she would send further details so that the position could be clarified. In view of this information, the Committee **RESOLVED** that this project should be put on hold for the time being to allow further investigation to be undertaken before a decision on how to proceed is taken.

150. REPORT FROM EVENTS OFFICER INCLUDING

150.1 The Report from the Events Officer was noted, which had been circulated previously - **Appendix '2'**.

150.2 Consideration of support for Veterans Day event - 27th June 2007

The Events Officer's written Report on this proposal was circulated to those present - **Appendix '3'**. It was noted that should the Committee agree to support this proposal, it would not be possible to stage a large event due to the time scale as Veterans' Day this year is on 27th June. Members discussed this in detail and **AGREED** that they would be happy for the Events Officer to investigate this further and make a bid for funding. It was suggested that maybe an event in Hotham Park, by the Bandstand could be held involving such organisations as the RAFA, British Legion, Naval Association and Churches Together.

150.3 Consideration of support for application for Premises Licence for London Road and High Street areas (Licensing Act 2003)

Cllr. Mrs. Warr and Scutt declared a Personal Interest in this item as members of the Licensing Committee at A.D.C.

The Events Officer updated the Committee on the reasons for this proposal as detailed in her Report - **Appendix '2'**. Following a brief discussion, this was **RESOLVED**.

151. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 15th MARCH 2007

151.1 The Projects Officer spoke of the urgency for the footpath clearance to be undertaken by the end of the month prior to the unannounced judging.

151.2 It was noted that the date had now been set for the Bognor In Bloom launch event. This would be held on Tuesday 17th April 2007 in the Council Chamber, commencing at 6.30pm.

151.3 The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meeting held on 15th March 2007 - **Appendix '4'**

152. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 27th FEBRUARY 2007

- 152.1** The Deputy Town Clerk referred to the various plots that needed cultivating and the suggestion put forward at the meeting for letters to cultivate to be sent. The Committee noted this had been deferred owing to the wet weather and would be undertaken later this month to allow tenants time to start working their plots.
- 152.2** The Deputy Town Clerk advised the Committee that problems had occurred on the original allotment site recently with youths causing damage to some of the tenants sheds, greenhouses and produce and tenants were also having to tolerate abusive behaviour, which many tenants found intimidating. Youths appeared to be gaining access to the site by climbing over the wall by Plot 1 and through the main entrance off Gravits Lane. Incidents were being reported to the Police and an increase in patrols by the PCSO's for this area had been promised. Tenants were understandably aggrieved at this situation and were going to write requesting a meeting with the Council to discuss ways that security could be improved at the site. The Deputy Town Clerk advised that as soon as the correspondence arrived she would try to make arrangements for a meeting, but dependant upon when the letter was received it may have to wait until the new administration was in post. A representative from the Police would also be invited to the meeting. In the interim period it had been suggested that anti vandal paint should be applied to the wall by Plot 1 as a deterrent and signs erected in this location advising that the wall had been treated. The Committee noted the anti vandal paint would cost in the region of £34.00 plus VAT for 5 litres and following a brief discussion, it was **RESOLVED** to proceed with this course of action as a first step until the problem could be investigated in more detail.
- 152.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 27th February 2007.

153. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 29th MARCH 2007 (IF AVAILABLE)

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 29th March 2007.

154. REPORTS

154.1 Financial Reports

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

154.2 Any Other Reports

155. CORRESPONDENCE

The Committee noted receipt of the correspondence as detailed - **Appendix '5'**.

The Meeting closed at 8.27pm.

sums of £35,000 and £10,000 for toilet provisions, £60,000 per annum would be available for refurbishment.

As a complete refurbishment of a public convenience was approximately £20,000 this would allow for three refurbishments each year, including a toilet in Littlehampton, one in Bognor Regis and the third in another parish. He suggested Hotham Park would be a suitable first choice.

5.2 PHASING OUT UNDERGROUND PUBLIC CONVENIENCES

Mr. Rogers said a strategy was needed to consider a programme of upgrading public conveniences and phasing out others. He reported concerns were expressed during Cabinet discussions about the condition of the Waterloo Square underground toilets, which did not currently comply with the Disability Act. It was suggested the Waterloo Square toilet should be put up for sale, if a buyer could be found. Mr. Rogers hoped any money from Waterloo Square toilets might finance another public convenience. Mr. Rogers suggested there may be other public conveniences phased out but before this happened there would need to be a lot of discussion and there would be some controversy surrounding these public conveniences.

6. SUSTAINABILITY/WATER AND ENERGY CONSERVATION

Mr. Rogers reported the Performance Scrutiny Committee had recommended a five year strategy for public convenience provision in Bognor Regis with regard to environmental and sustainability issues.

7. TAKING ACCOUNT OF REGENERATION PROPOSALS

Mr. Rogers suggested as the Hotham Park was due for improvement within the next 18 months, the Bognor Regis choice for the initial programme of refurbishments should include this one. Mr. Brooks pointed out that the Hotham Park public conveniences were not over used like the Bedford Street toilets and he favoured this as the first choice for refurbishment. Cllr. Nash supported this view.

8. OUTCOME OF DISCUSSION AT ARUN'S PERFORMANCE SCRUTINY COMMITTEE 27th FEBRUARY 2007 RE BRIGHTON AND HOVE/RICHMOND SCHEMES TO ENCOURAGE PUBLIC USE OF TOILETS IN COMMERCIAL PREMISES

Mr. Rogers said that following the meeting in December he had made a presentation to Arun District Council's Performance Scrutiny Committee on 27th February 2007 (Minute 791) and had attached a copy of the concerns of the Working Party to his report. He said the closure of the Bersted 'Superloo' had resulted in a saving of £15,000 per annum for A.D.C. and the PS Committee agreed these savings should be used to fund and promote a Community Toilet Scheme in Bognor Regis. This would encourage public use of toilets in public houses, fast food outlets, cafes, restaurants and public buildings. Councils elsewhere had been operating similar schemes.

The scheme is seen as a positive step towards addressing the issue of a lack of public toilets and allowing local businesses to work together with local authorities and other organisations. The scheme would allow the public use of toilets during opening hours and without the need to make a purchase.

It was also felt there was a huge gap in toilet provisions along the seafront, which could have an impact on tourism.

The A.D.C. meeting also agreed new state of the art seafront public conveniences should be investigated as part of the new Bognor Regis Masterplan proposals by way of a Section 106 Agreement.

Mr. Rogers said the Cabinet on 12th March 2007 (Minute 844) had disagreed with the recommendation suggesting possible financial support for traders taking part in the proposed public convenience scheme, using the savings arising from the Bersted 'Superloo'. The Cabinet Members decided this money would be put to better use to improve existing toilets. The Cabinet also agreed that Arun would require new state of the art toilet facilities on Bognor Regis seafront but may not invest in this project.

Mr. Brooks felt that some financial inducement should be made available to commercial premises that were prepared to open up their toilets for public use. He insisted the scheme would not work without badges and promotion (probable cost £500). Mr. Rogers explained that as an officer of A.D.C. he was obliged to abide by the resolutions of the Cabinet who wished to retain the £15,000 for work on existing toilets.

Mr. Brooks said he was prepared to visit the premises and talk to traders explaining the scheme and the benefits from increased tourism. Although it appeared that at present there were no funds for a cash inducement for traders Mr. Brooks agreed he would state this is under consideration.

Cllr. Nash said the new Town Council, after the May elections, could decide to divert some of its budget, possibly £10,000, towards the public convenience scheme and the new Town Councillors may want to do things differently.

9. SPECIFIC TOILETS

9.1 Hotham Park

Mr. Rogers said although there was funding from the National Heritage Lottery Fund for work at Hotham Park, he believed there would be insufficient money to refurbish the existing public convenience.

Mr. Brooks felt this should be investigated further and suggested the Hotham Park Trustees should be asked if they had plans to update the toilets. Mr. Rogers said if the Working Party would agree that Hotham Park would be the first public convenience to be refurbished, no further contribution from B.R.T.C. would be required.

9.2 Bedford Street

Cllr. Nash and Mr. Brooks both agreed that there had been some improvement in the work carried out at Bedford Street toilets but it was felt that this site would be a better choice for the initial Bognor Regis refurbishment. Mr. Rogers said there was no budget for further work on Bedford Street toilets and these were now better than they were. He did agree in the short term Bedford Street public conveniences did need improvement.

There was a suggestion that following refurbishment these toilets could become a pay to use facility. Mr. Brooks suggested this would need an entry gate and he felt the toilets were not large enough to accommodate this unless the gate was all brought forward. Cllr. Nash said there was a need to do a review of the public conveniences.

It was also confirmed by Mr. Rogers that if the public were being asked to pay to use the public conveniences they would expect quality toilets and it was thought they would respect the equipment.

Mr. Rogers said every Council in the A.D.C. boundaries contributed towards the cost of their own public conveniences except Pagham, who had just one convenience and would not contribute. Aldwick P.C. had just contributed to the complete refurbishment for the of West Meads toilets. He suggested these toilets were worth a visit when considering refurbishment.

9.3 New Council

Cllr. Nash pointed out that the new Bognor Regis Town Council, following the May elections, might have other views. He felt further research was needed before B.R.T.C. agreed which would be the first public convenience to be refurbished.

10. PROPOSAL FROM E&L COMMITTEE RE NEGOTIATIONS WITH MORRISONS REGARDING THE POSSIBILITY OF INCORPORATING NEW TOILET FACILITIES WITHIN THE PLANS FOR ENLARGING THEIR STORE - CLLR. PROBERT TO REPORT

Cllr. Probert again suggested that Morrisons should be asked to consider providing public conveniences at the time of their proposed renovations. Mr. Rogers said Morrisons had been approached on two occasions to make a contribution to Bedford Street toilets and he was not hopeful they would contribute. Cllr. Nash felt Morrisons should be approached with the new scheme.

On the question of planning and a Section 106 Agreement Mr. Rogers felt this could not be applied. Usually when a superstore had catering facilities it was required to provide toilets for public use. It was thought Morrisons had no plans to include a catering facility.

11. SUMMARY

The Working Party unanimously **AGREED** that: -

- Mr. Rogers and Mr. Brooks would jointly carry out research among the Bognor Regis traders, including Morrisons, to establish if there was support for the scheme.
- Mr. Rogers would discuss the terms of the National Heritage Lottery Fund for Hotham Park with the Trustees to establish if they intended to refurbish the toilet themselves
- Mr. Rogers would research the pay as you use idea and report back on the above points to the next meeting.

12. **DATE OF NEXT MEETING**

The Working Party **AGREED** the date of the next meeting should be scheduled after the local elections, towards the end of May.

The meeting ended at 7.20pm.

BOGNOR REGIS TOWN COUNCIL

Events Officer's report to the E & L Committee on 2nd April 2007

CLOWNS PARADE

The Clowns Parade went off very well. We were extremely lucky with the weather and the longer route gave the public greater opportunity to see the parade pass.

The Mardi Gras Joymakers Jazz band was excellent and helped to provide a good atmosphere. We had very good support from the Police for this event, with a Police van leading and PCSO's on duty as well. Our security firm manning the road closures were also very professional and liaised closely with both myself and the police officer in charge.

I have spoken to the Clowns and they seemed very pleased with how things went, as do Butlins. I have sent copies of the local paper to the Clowns for their archives. I am awaiting a date for the de-brief meeting between the Clowns, Butlins and the Council.

PROMS IN THE PARK

Arrangements for this are in hand.

SUMMER ENTERTAINMENT PROGRAMME IN HOTHAM PARK

I have booked all but two dates for the Summer Programme. Once these have been booked as well, we will produce a poster to go up in and around the Park.

Details of the concerts will be listed in the Arun Events Diary, on our website and also on websites such as VisitBritain and Wherecanwego.

INTERNATIONAL BOGNOR BIRDMAN

The International Bognor Birdman Trust have drawn up their draft Management Plan and this was presented to the last SAG meeting. Any issues raised at the meeting are now being considered by the Trust.

CAN-U-TE-JIGIT?

I am awaiting information from Arun DC regarding tide times. Until this is received, I am unable to do any more planning for this event.

POSSIBLE NEW MAGAZINE

I have heard nothing more on this.

POSSIBLE VETERANS DAY EVENT

See attached sheet

APPLICATION FOR PREMISES LICENCE FOR LONDON ROAD AND HIGH STREET AREAS (LICENSING ACT 2003)

I have had a meeting with the Licensing Officer at Arun DC and been through the application form with them. We have agreed that the Town Council should apply for a licence for: plays, live music, recorded

music, performances of dance, anything similar to the previous. We will also apply for a supply of alcohol licence, as this will cover us if the French Market wish to have a stall selling wines or similar. (Previously we have had to apply for a Temporary Events Notice)

In order to apply for an alcohol licence, a member of staff will need to undergo a days training at Chichester College, so that we can apply for a Personal Licence. This person will then be the Designated Premises Supervisor. The cost of this training course is £87.00. Either Paul or myself will undertake this training.

Once the Licence is granted, we will still need to complete an event application form for Arun and also notify West Sussex County Council, as we will need to complete their indemnity form. However, without the licence we are not allowed to put entertainment in this area.

When we have the Licence, it means that any other organisations who wish to have entertainment within the designated area will have to seek our permission, as it will have to be done under our Licence.

The cost of applying for a licence is based on the rateable value. However, as the Highway doesn't actually have a rateable value I believe the cost is likely to be £100 per area (£100 for London Road, £100 for High Street). However, I am waiting confirmation from Arun on this.

Veterans' Day Event

Report by Events Officer

Veterans' Day is an annual event and this year it will take place on 27 June. The 2007 event will have even more relevance, as it marks the 25th anniversary of the Falklands Campaign.

Events to mark Veterans' Day are run throughout the country and the Ministry of Defence makes funds available to support activities in the community. A set of criteria are applied when deciding if financial support will be given and these are attached on a separate sheet.

The maximum funding for any one event is £10,000. The closing date for entries was 31st March 2007. However, applications can still be sent in after this date (up to the end of May) and will be considered but they could lose out if other bids in their local area have already been allocated funds by the MoD.

In order to put in an application we would need to liaise with Veterans organisations. The MoD is not looking for just a parade. They want the event to show the role that veterans play in the community and how their can transfer their experiences to civilian applications. The idea is to have a stimulating interactive event that puts emphasis on the transfer of skills from military to civilian life. They would also like the event to include links with younger people.

It may be possible to put on a small event but we would need to begin liaison as soon as possible with veterans groups. We would need to look at the criteria of the funding to see what we would need to do to meet this.

Or, alternatively, we could just decide to put on a small event without seeking outside funding. Is this something that the Council would like to consider and should I investigate further?

Sue Holmes
02.04.07

NOTES AND RECOMMENDATIONS

BOGNOR REGIS TOWN COUNCIL
SOUTH EAST IN BLOOM WORKING PARTY
(COASTAL RESORT A)
Thursday 15th March 2007

PRESENT: Cllr. J. Hayward, Cllr. K. Scutt (from item 3), P. Beckerson, E. Benackova, M. Huntingdon, V. Kendon (from item 6).

The Meeting opened at 2.05pm.

It was noted that the meeting was not quorate and that any decisions would need to be made as recommendations to the Environment & Leisure Committee.

1. Apologies for Absence

Apologies of absence were noted as being received from P.Mortimer and R. Bennett.

2. Approval of the Notes of the Meeting held on 1st February 2007

The Notes were agreed as a correct record.

3. Timeline & Programme for 2007

The updated timeline was circulated to those present (Appendix 1) and some discussion followed. It was noted that the map for BiB unannounced judging needs to be submitted by the end of March.

Cllr. K. Scutt offered his apologies and joined the meeting – 2.08pm.

There was some discussion re the judging route and agreed that judges could be taken to the Hotham Park and introduced to the regeneration work there.

4. Progress on environmental and conservation projects (biodiversity theme)

The Projects Officer reported on the community garden design competition that was judged last Saturday. Winner was chosen from 8 entries and Mo will liaise with her on selection of plants. Query was raised whether an Environment Centre could be placed there and the Projects Officer advised that one is being planned for Hotham Park under the supervision of part-time environmental education officer.

5. SRB Planting Projects (Progress)

The projects are very close to completion. There are still outstanding issues over the land ownership at Durban Road and outside the Richmond Pub. Once this is solved, the planters would be built.

6. Community Garden Westloats Lane – Competition Result

The Projects Officer will obtain the winning design for the next meeting.

V. Kendon offered her apologies and joined the meeting – 2.30pm.

7. Report on Britain in Bloom Seminar Stevenage 28th February

The Projects Officer reported on his attendance at the seminar and advised that he is now in receipt of two banners from RHS promoting the competition. MH agreed with Print In that we could have the same window as last year from end of June to middle of August to advertise the In Bloom campaigns.

It was highlighted that the town is entering SE in Bloom campaign in Champions of Champions category. Copies of the manual were handed out to those present and some discussion followed.

8. In Bloom Launch Event

The date had to be set for 17th April at 6.30pm due to the Council Chamber availability. Plants for attendees, PowerPoint presentation, leaflets on wildlife and light refreshments would be arranged. It was **AGREED** to **RECOMMEND** that expenditure of £100 be approved. The invitations will be sent out next week.

9. Footpaths – unannounced judging

MH handed out photos of the footpath running past Ivy Lane and stressed out the importance of this ongoing issue. The Working Party discussed the problem of litter clearance and the Projects Officer agreed to contact Dan Cox and Youth Defending Team re this. It was also noted that BRTC is advertising for Graffiti Removal Technician. Part of the person's role would also be work towards improving the street scene inc. litter and fly posting.

10. Margaret Huntingdon's notes

MH referred to her notes (Appendix 2) that were circulated with the agenda. There was some discussion on the direction that the Campaigns are going - encouraging all entrants to reduce container displays, use plants tolerant of dry conditions and generally placing emphasis on protecting our planet.

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

The Projects Officer reported on the 'In Bloom' article in BRTC Newsletter that will be going out to every household within the four wards.

12. Date of next meeting

In the Council Chamber on 12th April 2007 at 2pm.

The Meeting closed at 3.40pm.

GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE
MEETING 2nd APRIL 2007

1. Meteorological Officer Report for February 2007 - previously copied to Councillors
2. West Sussex PCT - Fit for the Future e-Bulletin - Issue 5 and 6 and Press Release advising that the consultation process will not start before the local authority elections in May
3. The Royal Norfolk Hotel - acknowledgment of support from Town Council for Synthetic Ice Rink and confirmation that they would be happy to liaise regarding the possibility of jointly organising something for next Christmas or future events
4. Events leaflet 2007
5. A.D.C. - details of Waste Resources Action Programme funded project to increase kerbside recycling in Littlehampton and Bognor Regis Town Centres
6. Sussex Police - details of West Downs Divisional Awards ceremony for Arun District officers and staff
7. Press Release - Big Lottery Fund News Alert! The People's Millions launches on 13th March 2007
8. Bognor CAN - details of BBC 24 Hours visit to Bognor Regis on Saturday 24th March to work with young people aged 10 years upwards and make short films
9. Bognor CAN - details of Arts and Craft Day on Saturday 17th March 2007 at Bognor Youth and Community Centre
10. W.S.CC. News Release - 'West Sussex pupils beat the national average for Key Stage 3'
11. JNE Marketing - details of Mosquito Mark II Anti Social device
12. Railwatch, Issue No. 111, April 2007 copy for each Councillor previously circulated and copy of Railondon Newsletter, Issue 95, March 2007. Details also enclosed of AGM on 12th May in Preston
13. *Southern Stakeholder Brief Issue 36, February 2007 and copy of Advisory Board Annual Report 2006*
14. Access Displays - product information
15. A.D.C. - letter and brochure with details of Government funding being secured for the replacement of B.R.C.C. and to the subsequent consideration for the future organisation for the Michael Ayres Junior School and Glade Infant School
16. Playground Services - details of changes within the company
17. Sutcliffe Play - PlayBack Newsletter Issue 12, Spring 2007
18. Communities and Local Government Committee - Press Release 'Publication of Coastal Towns Report'
19. W.S.C.C. - News Releases including 'Cabinet Member welcomes new Mobile Phone penalties', 'Hands Up' Who Knows What Volunteering is Worth and 'Welcome to West Sussex - so much to see in 2007'
20. W.S.C.C. - e-bulletin Issue 1, February 2007 Transforming Adults' Social Care
21. SafePlay - product information
22. Action in rural Sussex - details of Village Shops and Post Office Survey

- 23.** Smith of Derby - letter advising of change of terms of agreement and details of discount offers for commitment to 3, 4 or 5 years service agreements when paid in advance
- 24.** HAGS Play Ltd. - product information