



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail - bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Environment and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 19TH MAY 2014**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 12TH MAY 2014

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To approve the Minutes of the Meeting held on 24th March 2014
5. Adjournment for public question time
6. Matters Arising from the Minutes which are not separate Agenda Items
7. Appointment of Sub-Committees and Working Parties
 - a) Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
 - b) Bognor Regis in Bloom Working Party including consideration of recommendations to Council of co-options for ratification
 - c) Christmas Illuminations Sub-Committee including consideration of recommendations to Council of co-options for ratification
8. To consider Terms of Reference for the following Committees/Sub-Committees/Working Parties, (attached) including updates and amendments if required
 - a) Environment & Leisure Committee
 - b) Allotments Sub-Committee
 - c) Christmas Illuminations Sub-Committee
 - d) Bognor Regis in Bloom Working Party

9. Ward Allocation Environmental Projects Budget including consideration of 2014/2015 Budget
10. Bognor In Bloom Working Party – Consideration of the Resolutions, Recommendations and Reports of the Meeting held on 8th April 2014
11. Christmas Illuminations Sub-Committee – Consideration of the Resolutions, Recommendations and Reports of the Meetings held on 1st April, 22nd April and 6th May 2014
12. Update on Business Survey, Town Centre Study and Action Plan, including Public Realm Works, Bognor Regis Traders Association and latest Shop Audit figures – Min. 113 refers
13. Consideration of W.S.C.C. consultation on proposed changes to the Residents’ Parking Scheme in central Bognor Regis - previously emailed to Councillors
14. To consider the development of an Emergency Plan for Bognor Regis
15. Consideration of an enquiry received from a member of the public regarding the drinking fountain in West Street
16. Update on issues relating to weather observing
17. Consideration of report from the Head of Street Scene and Leisure Services on the meeting with West Sussex County Council on the car park in Victoria Road
18. Report from Head of Street Scene and Leisure Services on meeting organised by Littlehampton Town Centre Manager on the issue of Markets
19. Consideration of issue raised by member of the public regarding proposed changes to Farnborough Airport airspace and implications for Bognor Regis - referred from Annual Town Council Meeting
20. Consideration of issues relating to directional signage in the town pointing in the wrong direction - referred from Planning and Licensing Committee Min. 192 refers
21. Reports:
 - a) To note Financial Reports, previously circulated
 - b) Any other reports
22. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED