



BOGNOR REGIS TOWN COUNCIL

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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 **7.00pm** on **MONDAY 20th MAY 2013.**

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 14th MAY 2013

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 25th March 2013
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 Parking 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 Committee/Sub-Committees/Working Parties, 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 2013/2014 Budget and consideration of replacing a damaged tree in Orchard Way previously funded by Ward Allocation Money
10. Update on change of site for the wind machine and ratification of additional expenditure. Min. 94.2 of 25th March refers - report attached
11. In Bloom Working Party – Consideration of the Resolutions, Recommendations and Reports in the Notes of the meeting held on 14th May 2013 - (if available)
12. Christmas Illuminations Sub-Committee – Consideration of the Resolutions, Recommendations and Reports in the Minutes of the Meeting held on 7th May 2013
13. Update on Arun District Council Public Conveniences breakdown of costs. Min. 105 of 25th March refers - report attached
14. Consideration of an email from WSCC regarding Operation Watershed funding available to local groups - report attached
15. To note report on the Doorstep-Sport Club/Sportivate meeting attended by the Head of Street Scene and Leisure Services - report attached
16. Update on Business Survey, Town Centre Study and Action Plan - Public Realm and Branding Projects. Report to be tabled at the meeting
17. Consideration of correspondence received from Arun District Council regarding funding of litter and dog bins - report attached
18. Reports:
 - i. To note Financial Reports, previously circulated
 - ii. Any other reports
19. Correspondence

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