



# 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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

**HELD ON MONDAY 19<sup>TH</sup> MAY 2014**

**PRESENT:** Cllrs. P. Dillon (Vice-Chairman), J. Brooks, T. Gardiner, and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. L. Gill (Committee Clerk)

*The Meeting opened at 6.29 p.m.*

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

The Committee **NOTED** that Cllr. A. Cunard had been elected Chairman and Cllr. P. Dillon elected Vice-Chairman of this Committee at the Annual Council Meeting on 12<sup>th</sup> May 2014.

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

In the absence of the Chairman the Vice-Chairman welcomed those present. Apologies for absence had been received from Cllrs. A. Cunard and Mrs. E. Anderson.

3. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary 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 non-Pecuniary interest and the nature of the interest
- c) Whether it is also a Pecuniary interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Pecuniary and non-Pecuniary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

4. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> MARCH 2014**

The Minutes of the Meeting held on the 24<sup>th</sup> March 2014 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public present.

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

There were no matters arising.

7. **APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES**

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.

The Committee **RESOLVED** that the Sub-Committee be appointed together with its Membership.

**Membership:** Cllrs: J. Brooks, P. Dillon, D. Meagher, S. Reynolds, W. Toovey 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.

M. Bicknell, Mrs. T. Griffiths, Mrs. V. Johnson and P. Ledword (allotment tenant representatives).

7.2 **Bognor Regis in Bloom Working Party including consideration of recommendations to Council of co-options for ratification**

The Committee **RESOLVED** that the Working Party be appointed together with its Membership.

**Membership:** Cllrs: Mrs. E. Anderson, Mrs. S. Daniells, Ms. K. Davis, P. Dillon, D. Meagher and Mrs. J. Warr.

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.

G. Burt, Mrs. M. Huntingdon, Mrs. P. Keane, Ms. H. Wilson and/or O. Handson (ADC Senior Community Parks Officer and Greenspace Contract & Development Manager, Greenspace & Emergency Planning).

7.3 **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: J. Brooks, Mrs. S. Daniells, P. Dillon, W. Toovey, and Mrs. J. Warr.

Consideration of the 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 appointment.

Mr. I. Harding (Bognor Regis District Chamber of Commerce).

**8. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES/SUB-COMMITTEES/WORKING PARTIES, INCLUDING UPDATES AND AMENDMENTS IF REQUIRED**

**8.1 Environment & Leisure Committee**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

**8.2 Allotments Sub-Committee**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

**8.3 Christmas Illuminations Sub-Committee**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

**8.4 Bognor Regis in Bloom Working Party**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**. Appended to file copy of Minutes.

**9. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: CONSIDERATION OF 2014/2015 BUDGET**

The Head of Street Scene and Leisure Services reminded Members their Ward Allocation money was £500 for the current financial year. Members were reminded if any of them had a project they wished to spend this money on they should get the written consent of their fellow Ward Councillors and bring this to a future meeting.

**10. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 8TH APRIL 2014**

**10.1** Members **RESOLVED** to **ACCEPT** the Recommendations and Reports in the Notes of the meeting held on 8th April 2014 (appended the minutes as Appendix 1.) with the following additional decisions and comments:

**10.2** Members **RESOLVED** to **APPROVE** payment in respect of costs for commemorative poppy seed sowing at the BT site of £34.50 + VAT from earmarked reserves.

**10.3** Members **RESOLVED** to **APPROVE** payment of the costs of the launch day for the SSEIB competition of up to £50.

**10.4** Members **RESOLVED** to **APPROVE** the cost of the prize fund for the Schools sunflower competition of £30.

**10.5** Members **RESOLVED** to **APPROVE** that the sum of £106 from BRIB 2013 fundraising budget be earmarked, £101 for raffle money and £5 donation.

**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**

Members **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the meetings held on 1st April, 22nd April and 6th May 2014.

Members noted that the new Town Centre Manager is now in post and they would like the opportunity to meet him and discuss various issues in the town including

sponsorship for Christmas illuminations. It was suggested that he could be invited to a Council Meeting to meet all Councillors.

**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**

**Public Realm Works.** The Head of Street Scene and Leisure Services referred to her report on progress to date and a further update received from Arun. There had been delays in the first phase of the project and the finish date would now be in July. A more detailed design has been drawn up for the railway station area. Members **NOTED** the reports. There was concern regarding the proposed colour of the lighting columns and the Head of Street Scene and Leisure Services agreed to look at the history of the project to see if the colour had been changed from that originally agreed. Members also commented regarding the removal of the sun sculpture from its current position and what might replace it.

**13. CONSIDERATION OF W.S.C.C. CONSULTATION ON PROPOSED CHANGES TO THE RESIDENTS' PARKING SCHEME IN CENTRAL BOGNOR REGIS**

The Head of Street Scene and Leisure Services referred to the W.S.C.C. report previously circulated. There will be a Consultation Meeting with W.S.C.C. in June where Members can feed back the concerns of themselves and residents and these concerns will be fed into the consultation. Members believed that the majority of residents were not in favour of the proposed scheme. It was **AGREED** that Councillors would do more research with residents and attend the meeting with W.S.C.C.

**14. TO CONSIDER THE DEVELOPMENT OF AN EMERGENCY PLAN FOR BOGNOR REGIS**

The Committee considered the report from Head of Street Scene & Leisure Services on the issue of whether an Emergency Plan for Bognor Regis should be prepared. A Flood Plan for the area had also been received from the District Council and the Town Council had been asked to comment on this, as one of the local partners. Following discussion it was **AGREED** that a small working party comprising the Chairman, Vice Chairman and the Head of Street Scene and Leisure Services should meet to draw up a basic emergency plan for the town and also to review Arun District Council's draft of the revised Part 2 Multi-Agency Flood Plan for Bognor Regis, Littlehampton, Arundel and Pagham Draft version 0.14. Delegated authority was given to the Head of Street Scene & Leisure Services in liaison with the Chairman to respond to the Arun Plan on behalf of the Council.

**15. CONSIDERATION OF AN ENQUIRY RECEIVED FROM A MEMBER OF THE PUBLIC REGARDING THE DRINKING FOUNTAIN IN WEST STREET**

An email had been received from a member of the public regarding the state of the drinking fountain in West Street. Ownership of the fountain has not been established but the Head of Street Scene and Leisure Services asked Members whether they thought the Council should adopt the Fountain and do the work to clean and restore it. Following discussion it was **AGREED** that Town Force and a Councillor will go and look at the fountain to see if it can be easily cleaned and report back but that the Council will not pursue returning it to working order at this stage.

**16. UPDATE ON ISSUES RELATING TO WEATHER OBSERVING**

Following the theft of the sun recorder in March the Head of Street Scene and Leisure Services reported that the search for a new location for a replacement had been successful, pending the approval of the Met Office. Once that has been received the Met Office will replace the sun recorder and sunshine readings will resume.

In addition the Head of Street Scene and Leisure Services reported that some old weather records from the 1930s/40s had been discovered in storage at the Town Hall. As there is no environmentally controlled storage at the Town Hall she would approach the West Sussex Records Office to see if they could be kept there for their protection and also to be available to local historians for research. Members **NOTED** the report.

**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**

A Councillor had raised concerns about the state of the car park in Victoria Road. It was overgrown and unkempt and had been used by people sleeping in their vehicles. A meeting had been arranged with W.S.C.C. on this issue and this had been attended by the Councillor and the Head of Street Scene and Leisure Services.

The car park is the property of the County Council, who do not run car parks so do not have the infrastructure to manage it. At the meeting it was suggested that the Town Council could do some work to tidy the car park without taking on the responsibility of managing it. At the end of the meeting it was agreed that the County Council Estates team would consider the points discussed and then forward some possible options for further consideration. To date these have not been received and the Head of Street Scene and Leisure Services will follow this up and report back at the next meeting.

**18. REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES ON MEETING ORGANISED BY LITTLEHAMPTON TOWN CENTRE MANAGER ON THE ISSUE OF MARKETS**

The Head of Street Scene and Leisure Services had been invited to attend a meeting organised by the Town Centre Manager of Littlehampton on the issue of markets. The meeting was with a consultant doing work for the Association of Town Centre Managers and had been arranged to discuss how street markets could be progressed in Littlehampton. The consultant gave an overview of the legislation under which markets can be run and also some details from recent research, which indicated a drop in the number of market traders operating.

Also attending the meeting were representatives from Littlehampton Town Council, Arun Environmental Health and Arun Economic Regeneration team. The report was **NOTED**.

**19. CONSIDERATION OF ISSUE RAISED BY MEMBER OF THE PUBLIC REGARDING PROPOSED CHANGES TO FARNBOROUGH AIRPORT AIRSPACE AND IMPLICATIONS FOR BOGNOR REGIS**

The issue of the proposed changes to Farnborough Airport possibly affecting Bognor Regis was raised at the Annual Town Meeting and passed to this Committee for investigation. The Head of Street Scene and Leisure Services had undertaken research into the consultation document, which was available should Members wish to see it. Farnborough Airport has applied to increase the airspace under its control.

Although this may increase air traffic, it appears that most of this would still be above 7,000 feet as it goes over the coast. Members **NOTED** the report.

**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**

Following discussion Members **AGREED** to compile a list of incorrect directional signage and forward this information to the Head of Street Scene and Leisure Services for action.

**21. REPORTS:**

**21.1 TO NOTE FINANCIAL REPORTS, PREVIOUSLY CIRCULATED**

The Committee **NOTED** the Financial Reports which had been previously circulated.

**21.2 ANY OTHER REPORTS**

There were no further reports.

**22. CORRESPONDENCE**

The Committee **NOTED** receipt of the correspondence appended to file copy of the Minutes, including the following additional correspondence received:

1. Bollards International - New Products
2. Danfo (UK) Ltd - email re taking over toilets from ADC

The Head of Street Scene and Leisure Services drew Members attention to correspondence including:

1. An email from a member of the public regarding the public realm work and beggars in the London Road
2. WSCC Parish Council Briefing Note - 2014 Operation Watershed Active Communities Fund, previously copied to Councillors
3. A copy of an email from the Number 18 Project to ADC regarding Number 18 Project developments and Ward Stats
4. Danfo (UK) Ltd - email re taking over toilets from ADC Members asked that they be invited to provide more information

***The Meeting closed at 8.25 p.m.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE  
COMMITTEE MEETING 19th May 2014**

1. Coastal West Sussex Clinical Commissioning Group, invitation to engagement workshop on 21 May
2. WSCC 12 Applications for busking Licences
3. Glasdon - Products for Local Councils information
4. Wicksteed playscapes - Fitness Legacy Zone equipment information
5. Proludic - Primo Play and Sports Areas
6. ADC - press release regarding Aruns support scheme to help flood victims in the district
7. Woodberry of Leamington Spa - Easter Specials tables and benches
8. Gviews - Catalogue of planter ranges
9. South Downs National Park Authority - email regarding a campaign run jointly with Sussex Police and Local Authorities to try to encourage reporting of illegal motorised vehicle use in the countryside
10. Enquiry from a group for whom Chichester University is requesting permission to fundraise
11. Greensward Direct E-catalogue - April
12. WSCC - Application and further correspondence for a person wishing to hold a pre-planned activity on the highway - TLA Steelband
13. The Landscape Product Directory - Latest Products April 2014
14. Landscape Specification - The Product Bulletin - Latest Mowers and remote mowing April 2014
15. Email from a member of the public about the weather readings
16. Smith of Derby - Spring newsletter
17. Earth Anchors - furniture for parks and streets
18. Greensward May E-Catalogue
19. WSCC - event application for MS Trust event
20. Piers Journal Issue no 111 Spring 2014
21. Trafalgar Cleaning Equipment - Dog Fouling Solutions
22. Email from a member of the public regarding the public realm work and enquiring on the Council's view on regular beggars in the precinct
23. WSCC email regarding the 2014 Bus Shelter Grant Scheme
24. The Landscape Product Directory - latest products
25. WSCC Parish Council Briefing Note - 2014 Operation Watershed Active Communities Fund - copied to Councillors
26. Email correspondence from Number 18 Project to ADC regarding Number 18 Project developments and Ward Stats

Appendix 1.

## NOTES AND RECOMMENDATIONS

### Bognor Regis Town Council Bognor Regis in Bloom Working Party Tuesday 8<sup>th</sup> April 2014

**PRESENT:** Cllrs. Mrs. S. Daniells, Ms. K. Davis (from item 3), P. Dillon and Mrs. J. Warr, Mrs. M. Huntingdon, Ms. P. Keane, and Mrs. S. Green.

*The meeting opened at 2.00pm.*

#### **1. APOLOGIES FOR ABSENCE.**

Apologies had been received from Cllr. Mrs. E. Anderson, G Burt and Helen Wilson.

*In the absence of the chairman it was **AGREED** that Cllr Dillon would Chair the meeting.*

#### **2. APPROVAL OF NOTES OF THE MEETING ON WEDNESDAY 5<sup>TH</sup> FEBRUARY 2014 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS.**

There were no matters arising and the notes of the 5<sup>th</sup> February 2014 were **APPROVED**.

#### **3. SOUTH & SOUTH EAST IN BLOOM (SSEIB) INCLUDING:**

- **Seminar update**
- **Judging date and route**
- **Update of Cemetery Project**
- **Update on Longford Road Planter**
- **Update of BT Site**
- **Areas of concern**
- **Plans for Launch date**

**Seminar Update:** PK & SG attended the Seminar on the 19<sup>th</sup> March 2014. A copy of the powerpoint presentations was available for members if they wished to view.

**Judging date and Route:** The date for the judge's visit was confirmed as Thursday 17<sup>th</sup> July 2014. Members discussed various options for the proposed route as it was acknowledged that partners such as ISS, Town Force and West Sussex County Council would need to start to make changes to their grass cutting and maintenance rotas as soon as possible. The proposed route would include, Butlins, BT Site, War Memorial, Queensway, Sunken Garden, Bedford Street, London Road, Museum, Longford Road, Frame of Mind, the Town Cross Cemetery and Hotham Park. Working on this framework a more detailed route will be drawn up.

**Update of Cemetery Project:** The 1<sup>st</sup> South Bersted cubs who are working on the project have successfully applied for a grant from West Sussex County Council Staff Good Causes to enable them to buy "cub sized" gardening tools which will be purchased and put to good use over the next few weeks. Their focus on the War Graves has resulted in them listing and mapping the graves and putting them in date order to determine whether soldiers died in



WW1 or WW2 and the cubs are meeting with a member of the RAFA club who will help them understand what the letters on the graves mean. They have taken part in the Big Garden Watch bird survey for the RSPB and have been searching for spring flowers. The project will form part of the tour for the SSEIB judges.

**Update on the Longford Road Planter:** SG reported that the 1<sup>st</sup> Bognor Cubs had begun work on the backdrop for the planter and was arranging to visit one of their meetings for a photo opportunity.

**Update of BT Site:** Sowing has been arranged for Friday 11<sup>th</sup> April 2014 at 10.30am. Cllrs from Arun District Council and Bognor Regis Town Council have been invited to sow the poppy seed and a commemorative plaque has been commissioned at a cost of £34.50 +VAT from Earmarked Reserves.

Members **RESOLVED to RECOMMEND** the approval of the project costs to the **Environment & Leisure Committee of £34.50 +VAT**

**Areas of concern:** A member expressed concerns that the current planting scheme of the War Memorial was unsuitable and suggested that the planting be more formal to reflect a smarter neater effect. As the representative from ADC was not present to respond SG replied that she believed the current design was intended to create colour and flower all year round and that the grasses would create a peaceful effect but also poppies would be planted amongst the display this year. It was also noted that last year the SSEIB judges commented favourably on the design. A discussion followed as to whom should make the decision and that BRTC should have some input. It was decided that the matter should be taken to the next BRTC & ADC Liaison Meeting.

Members had been asked to look at an area in Amberley Drive that was reported as in need of attention. Following a site inspection it was **AGREED** that this was not a problem and no action was needed.

A member of public had asked if the seafront barrier baskets could be extended all the way along the promenade. It was thought that the reason this is not currently undertaken was to do with the wind exposure and sea salt as the west side of the pier is less protected. SG would make enquiries with ADC and BRTC and respond.

**Plans for Launch date:** The launch date for the SSEIB competition will be held on Tuesday 15<sup>th</sup> April 2014 in the precinct. A member will dress up as a scarecrow to promote the new competition. Children will be asked to write down their ideas for recycling on post-it notes to be displayed and sunflower seeds will be handed out. There will be the free prize tombola to encourage entries into the BRIB annual competition and badges and sweets will be handed out. Officers will arrange for the gazebo to be erected and will source and purchase the necessary supplies. It is estimated that this will not cost more than £50.00. Funds will come from the Environmental Project Budget.

Members **RESOLVED to RECOMMEND** the approval of the cost of up to £50.00 to the **Environment & Leisure Committee.**

#### **4. BOGNOR REGIS IN BLOOM (BRIB) INCLUDING:**

- **Update on In Bloom civic planting**
- **Big Beach Clean Up**
- **Feedback from Guides**

- **Competitions including idea for a fund raising competition in association with the Greener Bognor Network and schools sunflower competition.**

**Update on In Bloom civic planting:** The Town Force Co-ordinator had reported that summer planting would commence end of May beginning of June. Sustainable plants have replaced the bedding plants in the Queensway and two new boats on the Orchard Way roundabout had also been planted with shrubs. Another new boat will be placed on the squareabout and for this year a carpet bedding display will be planted in a design to reflect the 50 year anniversary of Britain In Bloom.

**Big Beach Clean Up:** Members **NOTED** that the Marks & Spencer Big Beach Clean Up was scheduled for the 25<sup>th</sup> April should anyone want to take part. BRIB have organised their own event for the 25<sup>th</sup> May and a poster for advertising purposes had been designed which members **APPROVED**. Tide tables will be checked and if appropriate for the event the poster will be reproduced in numbers for the members to distribute and promote.

**Feedback from Guides:** A big bag of bunting had been received from the guides and MH kindly volunteered to sew it all together. The bunting will be used at events and displays. Some feedback had been received from one of the guide leaders asking if any future projects could be given to them at an earlier date to allow for scheduling into the terms. Members **NOTED** this for future reference.

**Competitions including idea for a fund raising competition in association with the Greener Bognor Network and schools sunflower competition:** An approach to BRIB had been made via the Greener Bognor Network Facebook site by a group called Fourfold Vision. They proposed a "Bognor In Bloomers" fundraising event which would involve big bloomers for people to decorate or even parade. The idea was welcomed and a discussion took place on how to progress this. It was **AGREED** that contact would be made with Fourfold to discuss in further detail and the item deferred to the next meeting for further discussion.

**Schools Sunflower Competition:** It was suggested that this year's schools competition could tie in with the Britain In Bloom 50<sup>th</sup> anniversary celebrations by asking them to plant a sunflower. Seeds will be sent to the schools and a prize will be given for the tallest sunflower and another for the one with the largest flower head. A £15.00 gift voucher would be awarded to the winning school or schools. Funds will come from the Environmental Project Budget.

Members **RESOLVED to AGREE** the approval of the cost of the prize fund to the **Environment & Leisure Committee of £30.00**

Further to the idea to divide the four wards up to target potential entrants for BRIB MH distributed maps and members chose an area which they would be responsible for. It was decided that a good time to approach this would be between the last 2 weeks in May and the first 2 weeks in June. MH would arrange for personalised compliment slips and individual maps to be distributed.

##### **5. CONSIDERATION OF APPROACH BY A WEST SUSSEX COUNTY COUNCIL YOUTH WORKER RE VOLUNTEERS AT THE SUNKEN GARDEN AND COMMUNITY ORCHARD PROJECT FOR A WEEK IN AUGUST.**

A member reported on a project which has been brought to her attention that is similar to the Princes Trust. A group of teenagers aged 16+ engage in a week of civic action involving day long activities to assist with civic improvements and enhancements. The scheme is intended to not only give them work experience but also inspirational career ideas. They

would however, need enough work to fill a whole week. Members were asked to think of some ideas that could be put to the group as ultimately they decide what projects they would like to do. Clarification as to how many members make up the group and what dates are available will be obtained as this will have a bearing on the tasks available to offer them. The Sunken Garden could provide one whole day and it is hoped work in other parts of the town can be found to accommodate the remainder of the week. SG will liaise with the Town Force Co-ordinator along with HW at ADC to see if there is any viability to work with Town Force and ISS. Other members were asked to email KD direct with any ideas.

#### **6. TO NOTE BALANCES OF 2014/15 FUNDING AND CONSIDERATION OF ANY FUTURE SPENDING/EARMARKED EXPENDITURE.**

Balances	£ 826.00 Environmental Budget £ 500.00 Competition Expenses
Earmarked	£ 800.00 for BT Project £ 226.00 for signage £ 112.00 raffle money BRIB 2012
Need to Earmark	£101.00 raffle money BRIB 2013 £ 5.00 donation

Members **NOTED** the balances and **RESOLVED TO RECOMMEND** to Earmark the amounts of £101.00 and £5.00 - **£106.00** in total to the **Environment & Leisure Committee**

Discussions took place on how best to utilise the money set aside for signage. It was acknowledged that last years' judges commented on the lack of signage out of town. Various suggestions were put forward but no decision was made at this point. Officers would look at costings for various signs and banners and also check if the flag poles on the Upper Bognor Road could be used for the Judging week.

#### **7. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, GREENER BOGNOR NETWORK AND COMMUNITY ORCHARD PROJECT.**

The Bognor Community Gardeners are now using the services of the Community Payback Team and have so far obtained 80 hours and secured another 100 hours. This has resulted in more work being done in more areas. At the Sunken Garden the rocks are being buried in soil to stop them being kicked and thrown around and tumbling plants have been planted to good effect. Plants from the old London Road Planters have been replanted in the Morrisons alleyway and the area is now much improved. Last year's tulip bulbs from Town Force have been replanted around the bowling green and throughout the town. The area around the weather station has been tidied and replanted. The Pink Poo campaign is continuing around the sunken Gardens and Waterloo Gardens. More fruit trees have been planted in the community orchard and benches repainted. Willow canes from Hotham Park are being used in the orchard to weave around whips. The Greener Bognor Network is still working to closely with the Big Blake Project to expand and develop the project.

#### **8. CORRESPONDENCE**

Royal Horticultural Society Newsletter

Bulletin from Landscape Specification  
Updated posters from SSEIB\*

\*Members noted the posters and **AGREED** that a quantity should be distributed and displayed wherever possible throughout the town.

**9. DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> May 2014 at 4.00pm

*The meeting closed at 4.10pm*