



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 23<sup>RD</sup> MARCH 2015**

- PRESENT:** Cllrs. A. Cunard (Chairman), J. Brooks, P. Dillon, T. Gardiner and Mrs. J. Warr
- IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. L. Gill (Committee Clerk)  
3 Members of the public in the Public Gallery

*The Meeting opened at 6.30 p.m.*

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

The Chairman welcomed those present. No apologies for absence had been received.

**97. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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
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- c) Whether it is also a Disclosable 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 Disclosable Pecuniary and Ordinary. 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 Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no declarations of interest made at this point in the Meeting.*

**98. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> JANUARY 2015**

The Minutes of the Meeting held on the 19<sup>th</sup> January 2015 were **APPROVED** by the Committee as a correct record and were signed by the Chairman.

**99. ADJOURNMENT FOR PUBLIC QUESTION TIME**

*6.32 p.m. At this point the Meeting was adjourned to allow a member of the public to speak.*

A member of the public asked if Members knew how the Arun Consultation was progressing.

*6.32 p.m. the meeting was reconvened.*

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

**19<sup>th</sup> January - Min. 81: Litter bins.** The Head of Street Scene and Leisure Services reported that she had contacted Arun regarding the supply of bins to Ash Grove and the footbridge over the railway line in Longford Road. They have agreed to assess these areas with a view to providing bins.

**19<sup>th</sup> January - Min. 91: Meeting to discuss the cycle route between Bognor Regis and Littlehampton.** The Head of Street Scene and Leisure Services had heard from the Chairman of West Sussex Cycle Forum. A bid has been made to Coast to Capital for funding to provide this cycle route and a decision has not yet been made.

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

The Head of Street Scene and Leisure Services had received agreement from the Marine Ward Councillors for their £500 allowance to be given to the Aldwick Road traders to enable them to promote their shopping area with lamp post banners. The Committee **RESOLVED** to **AGREE** this proposal.

A Member in Hotham Ward had suggested donating the Hotham allocation to the Museum. He did not have all Ward Members approval at the time of the meeting but the Committee **RESOLVED** to **AGREE** that subject to approval being obtained from all Ward Members the Hotham allocation would be given to the Museum.

*(NOTE: It should be noted that as the Town Council does not have the powers to run or support museums, Ward Allocation money will be funded through Section 137 of the Local Government Act 1972 (the power of local authorities to incur expenditure for certain purposes not otherwise authorised))*

**102. BOGNOR IN BLOOM WORKING PARTY – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS OF THE MEETING HELD ON 17TH MARCH 2015**

The notes of the meeting were not available and will be considered at the meeting in May 2015.

**103. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 17TH MARCH 2015**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the meeting held on 17th March 2015 (appended to the Minutes as Appendix 1.)

The Chairman of the Christmas Illuminations Sub-Committee further reported that a meeting had been arranged with the Electrical Contractor and that there would be no further recommendations until after that meeting. This was **NOTED**.

**104. TOWN CENTRE ISSUES INCLUDING PUBLIC REALM WORKS AND BOGNOR REGIS TRADERS ASSOCIATION**

**104.1 Public Realm**

The remedial works to the precinct are still to be done. These include areas where dips have formed in the paving. Negotiations are taking place with the contractors to get the work completed.

The work on Station Square has now begun and the appointed contractors are Balfour Beatty. An artist impression has been produced. It is expected that the work will be complete by early summer. The site is enclosed and banners will be put on the Heras fencing giving details of the work. Balfour Beatty have also been instructed to liaise with local businesses to minimise the impact on their trade.

Some of the bricks which have been lifted have been given to the University for student use. A Member requested that some of the bricks be retained to repair the red brick on the other three corners if possible.

The next phase of the work to be done will be Station Road / North London Road and initial work on pricing up the various sections is underway.

**104.2 Traders Association**

The Traders met on 27th January. The police were in attendance and the main topics covered were the street drinkers, shoplifting and Shopwatch/Pubwatch. The Town Centre Manager gave an update on his work programme, including the planned Easter Market and the fact that he now has a blanket street trading licence for London Road. The issue of large delivery vehicles in the precinct causing damage to the paving was also discussed and the Town Centre Manager is working with the businesses concerned to try and reach a solution.

The next meeting is to be held on 30th March and the topic will be about vacant properties. At the May 26th meeting a presentation will be given regarding the community toilet scheme.

The report was **NOTED**.

**105. UPDATE ON ISSUES RELATING TO FLOODING - MIN 90. REFERS**

The Head of Street Scene and Leisure Services referred to her report. She had attended a meeting of the West Sussex Flood Action Group Forum. The Environment Agency are abolishing the existing South West Sussex Internal Drainage District (IDD) and state that "Following the general election we will formally submit a Draft Scheme to Defra, setting out our intention to abolish the South West Sussex IDD. If and when confirmed by the Secretary of State, this IDD will no longer exist and:

- riparian land owners will be responsible for maintaining the ordinary watercourses in the IDD which we have been maintaining on their behalf
- district councils will have the power to carry out flood risk management work in order to manage the flood risk from the ordinary watercourses and
- West Sussex County Council will be responsible for enforcement and consenting; it will also have powers to carry out flood risk management work with regard to surface run-off and groundwater"

Members also considered the Operation Watershed Briefing Note. A Councillor expressed his hope that the work being done would have a positive impact on the issues regarding the Aldingbourne Rife which impacts on the seawater quality and has contributed to the loss of the Blue Flag for Bognor Regis. The Head of Street

Scene and Leisure Services informed him that part of the work being undertaken is to improve the water quality in the Aldingbourne Rife.

The report was **NOTED**.

**106. REPORT ON WSCC CARE AND SUPPORT FOR ADULTS - CHANGES TO DELIVERY FROM APRIL 2015**

From April of this year, West Sussex County Council is changing the way that it delivers care and support for adults. Information on these changes for members of the public is available online or through West Sussex County Council.

The report was **NOTED**.

**107. FIRE SERVICE CUTS UPDATE INCLUDING DETAILS OF NEW PETITION - MIN. 35 REFERS**

Following previous correspondence relating to the issue of the proposed changes to Fire Service Provision an email had been received from a former officer of the Fire Service including a petition to stop fire engine and fire fighter cuts in West Sussex. A letter on the issue had also been received from West Sussex County Council naming a single point of contact for all enquiries regarding this matter.

Members **NOTED** the report.

**108. TO RATIFY NOMINATION FOR THE MAYOR'S GOOD CITIZEN AWARD - MIN. 68 REFERS**

The Committee considered the nomination by the Town Mayor for this year's award and unanimously **AGREED** to support this.

**109. REPORTS:**

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

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

**109.2 ANY OTHER REPORTS**

A Member reported that there had been a very positive meeting with the Aldwick Road traders. Amongst the issues raised had been that of traffic and parking. A full report will be produced with suggestions on how to solve those issues.

**110. CORRESPONDENCE**

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

1. ADC - email regarding the closure of the Hothampton Car Park on Saturday 21st March for resurfacing work - Copied to Councillors
2. Email correspondence between a member of the public and the SSLS department about drunks on the pier
3. WSCC - email and press release regarding the recycling of further plastic items in West Sussex - Copied to Councillors and posted on website
4. Email correspondence regarding discarded fishing gear on the beach
5. Email correspondence between a member of the public, SSLS and ADC re drunks on the pier

6. Correspondence between a member of the public and the Head of Street Scene and Leisure Services regarding the untidy state of the passage way between Boots car park and London Road
7. WSCC email re trees in High Street and Head of Street Scene and Leisure Services response
8. ADC email regarding the Overview Select Committees consideration of the annual coast protection review and invitation to the meeting. - Copied to Councillors
9. ADC email from the Foreshore Officer with photographs of the new sign in place at Bognor Yacht Club regarding use of their wooden ramp
10. Rail Watch No 143 - April 2015
11. WSCC Surface Water Management Plans in West Sussex Newsletter January 2015

The Head of Street Scene and Leisure Services drew Members attention to correspondence from the previously circulated list including:

- Campaign to Protect Rural England - Campaign update re a Cycling and Walking Investment Strategy for England.
- ADC - email regarding the decoration of Bedford St. Public Toilets
- Email from a member of the public regarding seagulls mobbing a group walking along the prom and The Foreshore Officers response
- Email correspondence between ADC and a visitor to the town regarding dog fouling
- ADC Event Application from the Town Centre Manager for Spring Food Market
- Email regarding the Fire Service 4 x 4 vehicles
- ADC email regarding Vandalism in the gents toilets at the Regis Centre including pictures
- ADC - email regarding a letter from a member of the public regarding the condition of the Ancient Mariner Hotel
- Request from a member of the public for a dog bin at Bersted Green Court and Head of Street Scene and Leisure Services response

***The Meeting closed at 7.20 p.m.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE**  
**COMMITTEE MEETING**  
**23<sup>rd</sup> March 2015**

1. WSCC 16 applications for busking licences
2. WSCC 7 applications for a pre-planned activity on the Highway
3. 2 editions of the online newspaper “Bognor Regis Daily Post”
4. Communities and Local Government Committee - Select Committee Announcement - Oral Evidence Session, Tuesday 27 January Litter and Fly-tipping
5. Campaign to Protect Rural England - Campaign update re a Cycling and Walking Investment Strategy for England - Copied to Councillors
6. Earth Anchors - Noticeboards for sale
7. Arun District Council - Letter from the Post Office forwarded by ADC re changes to North Bersted Post Office
8. Bognor Regis District Scouts - email request for information regarding the Carnival 2015 and the Head of Street Scene and Leisure Services response
9. Email from a member of the public regarding Wandsworth Councils plan to rehouse elderly residents in seaside towns
10. Boldscan - email selling flags
11. WSCC - Care Act Newsletter for Professionals Issue 3
12. Revive and Thrive - January Markets Index
13. Graze - advertising leaflet and sample Graze Box
14. ADC - email regarding the decoration of Bedford St. Public Toilets, forwarded to Councillors
15. Piers Magazine Winter 2014 Issue 114
16. Arun District Council - Letter from the Post Office forwarded by ADC re changes to Durlston Drive Post Office
17. Email correspondence between WSCC and a County Councillor regarding proposed bus changes
18. Email from WSCC regarding proposed bus changes
19. Email - ADC Partnership Support Assistant, Community Safety, Neighbourhood/Resources - re secondment to the position of Senior Anti-social behaviour Caseworker in the Community Safety team at ADC
20. Email from a member of the public regarding seagulls mobbing a group walking along the prom and The Foreshore Officers response
21. Glasdon winter safety items sale products
22. Health Club Management Magazine February 2015 No 221
23. Plumb Centre Offers
24. Wicksteed playgrounds - promotional leaflet
25. Woodberry of Leamington Spa - catalogue of park furniture
26. Email correspondence between ADC and a visitor to the town regarding dog fouling
27. Link to website graphs and data on weather emailed to all Councillors
28. Revive & Thrive - email “A Great Start, 900% Footfall Increase & Guilty Pleasures”
29. Email from a member of the public regarding the rough sleepers outside the old Smiths shop
30. Email External Works Index - Attenuation lagoons/School security fencing/Permeable asphalt/King’s Cross trees
31. WSCC 4 Applications for an event on the highway from BoConcepts for BSKyB and the Assistant Highway Managers response indicating that Highways no longer allow this type of commercial advertising/selling on the public highway
32. Govtoday - email regarding The Dementia Challenge 2015 Conference
33. WSCC application for an event - Macmillan
34. External Works Bulletin - 26/2/15
35. ADC Event Application from the Town Centre Manager for Spring Food Market
36. Machan Engineering - email advertising New Street Furniture and Open Park Spaces

37. Glasdon - Spring offers
38. Smith of Derby - New
39. ADC - Active Sussex - Deaf Sport Survey
40. St John Ambulance - First Aid Training for Staff
41. ADC email regarding Vandalism in the gents toilets at the Regis Centre including pictures - Copied to Councillors
42. Woodberry of Leamington Spa - Easter offers
43. ADC - email regarding a letter from a member of the public regarding the condition of the Ancient Mariner Hotel
44. Request from a member of the public for a dog bin and Head of Street Scene and Leisure Services response



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## MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

**HELD ON TUESDAY 17<sup>TH</sup> MARCH 2015**

**PRESENT:** Cllrs: Mrs. J. Warr (Chairman), J. Brooks, Mrs. S. Daniells and P. Dillon

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

*The meeting opened at 2.03 p.m.*

### **36. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. There were no apologies for absence.

### **37. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

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### **38. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2014**

The Minutes of the Meeting held on Wednesday 1<sup>st</sup> October 2014 were **AGREED** as an accurate record and were signed by the presiding Chairman.

### **39. TO ENDORSE ANY RECOMMENDATIONS / REPORTS MADE TO THE ENVIRONMENT & LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 30<sup>TH</sup> OCTOBER 2014**

It was **RESOLVED** to endorse any recommendations / reports made to the Environment & Leisure Committee at the non-quorate meeting held on 30<sup>th</sup> October 2014. A copy of the Notes would be appended to these Minutes as **Appendix 1**.



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

There were no matters arising.

**41. REPORT ON SWITCH-ON EVENT 2014**

The Head of Street Scene & Leisure Services tabled a report and this was NOTED.

The following points were made:

- The funfair was not successful during the day, therefore a shorter road closure just for the actual switch-on may be better
- There had been a lot of issues with regard to the buses being diverted, as many people did not know where to go. A lot of staff time was spent trying to resolve this issue
- The stage would be better in the position used previously, outside of the Arcade or perhaps by the Sun Sculpture
- There had been an issue with the power supply under the Arcade canopy (this had been put in to support the lights some years previously) as the power kept dropping out. An alternative source from the Arcade was used
- There needs to be an MC working with all of those taking part in the switch-on event
- The switch-on ceremony should be run to order, not to time. It should flow naturally to lights on
- The ceremony should be advertised at least 5 minutes before start time, to allow crowd to gather
- The ceremony should not start until all of those involved are ready – radios should be used
- Any performance should be rehearsed and sound checks etc should be undertaken
- The community entertainment in the precinct had been well received
- Anecdotal evidence had been received that traders were pleased with the event

It was noted that as part of the event planning for 2015 a decision will need to be made as to what the switch-on event should be – either a day-long event with entertainment to bring the public into the town to spend money or a short ceremony concentrating just on the light switch-on.

**42. REPORT ON CHRISTMAS LIGHTS 2014, INCLUDING REPORT FROM ELECTRICAL CONTRACTOR**

A report, including one from the Electrical Contractor, was tabled by the Head of Street Scene & Leisure Services and this was NOTED.

The following points were made:

- The connections for the Pathlight in the Queensway have become brittle and will be changed. The possibility of fitting timers to these lights will also be investigated
- There had been issues with the new displays, in particular with the timers (some were coming on at the wrong time) and also the swags. These had been fixed in such a way that they could slide along the catenary wires, causing the displays to droop. This not only looked unsightly but was also a hazard to buses, as they were hanging below the wires. This must be rectified for next year

- There had been an issue with the time it had taken for some of the issues to be dealt with, such as the timers and the swags.
- It was noted that for some reason one too few displays had been ordered and the wire nearest to Iceland did not have a display. This will be rectified for 2015.
- It was suggested that digital technology, rather than timers, would be better
- It had been agreed that new covers should be installed on the electrical boxes but some of these are still open – the Head of Street Scene & Leisure Services will investigate this

The Contractor had advised that the old motifs for Aldwick Road lamp posts were old and unreliable. He offered the Council the opportunity to purchase 9 large garland style LED wreaths that could be used instead. These had previously been hired out and are 2m in diameter and 3D with wrapped LED lights. The price new is £1,100 but the Contractor can offer these to the Town Council for £300 per unit (refurbished and guaranteed for 12 months). To purchase all of these would cost £2,700. Discussion took place about how these could be paid for and it was suggested that perhaps JWAAC could be approached for funding. A Member advised that requests for applications for Community Chest funding were being invited and it was suggested that an application should be made. The Aldwick Road Traders Association may also be able to assist. It was **AGREED** that the Head of Street Scene & Leisure Services should investigate the issue of funding.

It was noted that the contract for the lights was for three years, with the option of a break clause after one year. The contract with the Electrical Contractor was for one year and is to be reviewed.

Following discussion it was **AGREED** that a meeting should be arranged with the Electrical Contractor as soon as possible, so that issues raised could be discussed with him. The Head of Street Scene & Leisure Services will arrange this. It was further **AGREED** that a copy of the existing contract should be emailed to Members for their information.

#### **43. CORRESPONDENCE**

The Committee NOTED receipt of the correspondence list, previously circulated and appended to the file copy of the Minutes.

*The meeting closed at 3.03 p.m.*

**NOTES OF THE CHRISTMAS ILLUMINATIONS  
SUB-COMMITTEE MEETING**

**HELD ON THURSDAY 30<sup>TH</sup> OCTOBER 2014**

**PRESENT:** Cllrs: Mrs. J. Warr (Chairman), J. Brooks (from Note 5) and P. Dillon

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

*The meeting opened at 6.35 p.m.*

As the Meeting was not quorate, those present made the following **RECOMMENDATIONS** to the Environment & Leisure Committee.

**1. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. No apologies for absence had been received.

**2. DECLARATIONS OF INTEREST**

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There were no Declarations of Interest at this point in the Meeting.

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2014**

As a quorum was not present, this item would be dealt with at the next meeting.

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

**Min. 30 – Piped music for precinct**

The Head of Street Scene and Leisure Services reported that she had undertaken more research. Although a PRS for Music licence will not be needed if we use music that is out of copyright, it will be necessary to obtain a PPL licence. This would either be £279.83 plus VAT – but this would only cover an area of 1,000 square metres - or details of the number of speakers, likely footfall and dates would need to

be provided so that a quote for a rate could be obtained. The Council does not have a budget to cover this cost.

It was further reported that the Electrical Contractor will not support attaching the speakers (as proposed by a Member) to the catenary wire fixing points. In his opinion it could potentially compromise the fittings and he would not be willing to cover this under his insurance. Any liability would therefore lie with the Council. He also observed that if the speakers were connected into the power used for the lights, should there be any problems with the lights shorting out, it would not be possible to say whether there was a problem with the lights or with the speakers.

Members noted the report and **RECOMMENDED** that for this year it would not be possible to have piped music through the precinct. It was suggested that buskers and other local performers could be approached instead.

## 5. **UPDATE ON SWITCH-ON EVENT - MIN.31 REFERS**

The Head of Street Scene & Leisure Services reported on the content of the Switch-on event:

- Boots Sponsored Entertainment – Boots have again agreed to sponsor an entertainer (£250) to perform in store on the day of the Switch-on, due to the massive success last year. Malcolm the Magician will be performing magic shows at set times throughout the day, last performance 5-10 minutes prior to the Switch-on, to allow people to get to the stage area. There will also be balloon modelling in between show times
- Coles – Coles will be providing funfair rides and stalls as last year in London Road (small tea cup rides) and also in the road closure area in the High Street. The rides will finish at 16.30 to allow Coles time to dismantle and be clear of the road closure by 18.00, which is when the road will re-open and the buses are no longer diverted
- Stage – The stage will be situated in front of the old KFC building at a slight angle toward the sun sculpture, but not covering the cycle racks and not extending into the road. It will comprise of 6 stage blocks and steps (provided by the Theatre) of 2m x 1m which will be raised to a height of approximately 26 inches and will be erected by Town Force. Scaffolding for rails and canopy will be provided and erected by AStar scaffolding at a cost of £150, to be built at around 15.00 and dismantled at 17.00 approx. The stage will include 2 x Halogen spotlights and the BRTC PA system will be used with the Town Council's PA Operator as technician
- Entertainment – The Mayor and Father Christmas will switch on the lights at 16.45. Prior to this stars from the local Pantomime will perform two numbers from the production. The Salvation Army will be performing outside Boots between 10.00 and 12.00. Dream Dance Singers will be performing in the area around Burtons at 13.30, Bersted Community Choir at 14.30 and Razzamattaz and Raz Ted at 15.00. The Town Council's gazebo and portable PA system will be used by the performers
- Reindeers – The Reindeers will be in London Road opposite the old WH Smiths shop from 11.00 to 16.00
- Road Closures – the local Rotary Club are unable to assist with the road closures

The report was **NOTED** and following discussion the following points were made:

- The Lions Club, cadet groups and the University should be approached to ask if they could assist with road closures
- Cllr Brooks will act as MC on the day and will also provide a plunger for the Switch-on
- The events team will produce a running order and distribute to all concerned

**6. UPDATE ON CHRISTMAS LIGHTS, INCLUDING REPORT FROM ELECTRICAL CONTRACTOR – MIN. 32 REFERS**

The Head of Street Scene & Leisure Services had spoken to the Contractor and gave the following report:

- It is planned to begin installing the new icicle lights in Station Road/London Road at the end of week commencing 3<sup>rd</sup> November
- He has still not received the red snowflake motive from the manufacturers. Due to the timescale, even if the red is not bright enough, these lights will need to be used this year. However, if the Sub-Committee are unhappy with the colour, these can be changed in the future
- He will provide quotes to put lights in the trees in the Precinct
- He will service the lights in Little High Street and test the Pathway light in the Queensway, as requested by the Head of Street Scene & Leisure Services

The boxes have now been fitted to the lamp posts in Aldwick Road and a licence to install the Christmas Illuminations is being applied for.

**7. UPDATE ON CHRISTMAS TREES – MIN 33 REFERS**

The Christmas trees have been ordered and delivery arrangements will be agreed with Aldwick Parish Council.

A Member had identified a possible alternative way to decorate the trees in the Precinct. However, no funding is available unless the Town Centre Manager is able to assist.

**8. CORRESPONDENCE**

There was no correspondence to report.

**9. DATE OF NEXT MEETING**

It was agreed that another meeting would not be held before the event. Should there be any issues; the Head of Street Scene & Leisure Services will contact Members by email.

*The meeting closed at 7.15 p.m.*