



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

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

**HELD ON MONDAY 30<sup>th</sup> JUNE 2008**

**PRESENT:** Cllr. P. Wells (Chairman), Cllrs: J. Brooks (during Min. 30), Mrs. S. Daniells, Mrs. J. Gillibrand (during Min. 24), J. Passingham and Mrs. J. Warr (from Min. 24)

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
One Councillor in the Public Gallery (Part of the meeting)

*The Meeting opened at 7.03pm*

### **19. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed all those present. Apologies for late arrival had been received from Cllr. J. Brooks (attending meeting at A.D.C.).

### **20. 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.

Members and Officers should declare an interest by stating:-

- a) the item they have an interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial interest
- d) if it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

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.

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. Passingham declared a Prejudicial Interest in any matters relating to Bognor Regis Seafront Lights*

The Committee noted that there was one Declaration of Interest made at this point in the Meeting.

### **21. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> MAY 2008**

The Minutes of the Meeting held on Monday 19<sup>th</sup> May 2008, were agreed as an accurate record and were signed by the presiding Chairman.

**22. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

**19<sup>th</sup> May - Min. 13 Consultation on Draft Dog Control Order**

The Committee noted that acknowledgement of the queries raised had been received from A.D.C. however a response to these was still awaited.

**24. UPDATE ON ADDITIONAL FLAGPOLE OUTSIDE BOGNOR REGIS TOWN HALL - INCLUDING APPROVAL OF EXPENDITURE TO OBTAIN REQUIRED ADVERTISEMENT CONSENT FOLLOWING REPLY FROM A.D.C. TO THE COMMITTEE'S REQUEST TO WAIVE THIS FEE - MIN. 9.2 REFERS**

A reply from the Services Director at A.D.C. had been received to the Committee's request to waive the Advertisement Consent fee required for the new flagpole. It was noted that the fee can be reduced by 50% for the Town Council making it £167.50. Listed Building Consent will not be required providing that the proposed flagpole is free standing and not attached to the building however, landlord permission from A.D.C. will be necessary. Having liaised further with the Services Director regarding possible further reduction in the fee, the Deputy Town Clerk advised that she had been informed that there is no discretion for Planning to waive fees, other than the 50% previously indicated. Clarification regarding landlord permission has also been sought as correspondence confirming that A.D.C. would have no objection to the flagpole had been received by the Deputy Town Clerk several months earlier. Some concern regarding the height had also been expressed due to the regulations re: flying the Union flag but the Deputy Town Clerk had clarified with the Services Director that the flagpole was a duplicate of the Arun flagpole outside the Town Hall. As both of these would be the same height and lower than the flagpole on the balcony, which is used to fly the Union flag then this should not be a problem. The Committee noted the information and following some discussion, it was **RESOLVED** to proceed with the application for Advertisement Consent at a cost of £167.50.

**25. METEOROLOGICAL SITE INCLUDING:-**

**25.1 Consideration of provision of telephone with email facility incorporated as part to the Town Council's Vodafone telephone contract to supply meteorological information to national newspapers - Min. 10 refers**

The Deputy Town Clerk reported that provision of this facility would ease the burden of having to ensure that the member of staff undertaking this task has access to an email facility via a lap-top wherever he/she may be at 5.00pm on both days of the weekend. Currently this is undertaken voluntarily by a member of staff using his/her own phone and his/her own lap-top to undertake council business on an unpaid basis. It was noted that a telephone with email facility would be in the region of £100 to £150 as a one off cost. The additional line and Blackberry Internet Service would be £20 per month on an 18 month commitment through the Council's Vodafone contract. Members expressed concern at the costs for a facility that

would only be used at weekends and requested that the Deputy Town Clerk look at other alternatives such as pay and go to see if a cheaper option could be found. The possibility of upgrading one of the existing phones was suggested as another way forward however, the Deputy Town Clerk pointed out that the Projects and IT Officer does not have a mobile phone provided by the Town Council. These are only held by the Met Officer and Town Force team. A Councillor spoke in support of the provision of a phone for the Projects Officer.

**Note:** In an effort to expedite this matter and following investigation as outlined, this would now be referred to the Town Clerk for consideration - Admin/Staffing budget.

**25.2 Letter to Meteorological Officer re: Climatological Data Transfer and changes to current procedure for reporting information**

Members noted that the Met Office had written to the Met Officer advising that from April 2010 it is their intention to only accept data electronically through the web via their new OWL system. Confirmation that the Town Council is likely to be in a position to adopt this system by the required date is therefore being sought. The Met Officer had expressed concern regarding the additional time this would take and the Deputy Town Clerk had been liaising between the Met Officer and the Met Office to clarify the position. As a result of this, it was now being suggested that the new system could be adopted from August of this year with data being input on a weekly basis. This would be built up to daily input as required by the Met Office, as soon as this could be achieved. This was noted.

**26. BOGNOR REGIS TOWN COUNCIL FLAGS INCLUDING:-**

**26.1 Ratification of cost for the provision of replacement Bognor Regis Town Council flag for the Esplanade including repair cost for original flag - Min. 11.2 refers**

The Chairman reported that repairs to the original flag had now been undertaken and this had been returned to the seafront in the interim period whilst delivery of the new flag is awaited. Once the new flag arrives the original flag will be kept as a spare. Members noted the cost to undertake the repairs had been £24.00.

The Deputy Town Clerk advised that following receipt of various quotations and liaison with the Chairman and Vice-Chairman, an order had now been placed for a woven polyester double sided flag including artwork at a cost of £205.03 inclusive of VAT.

The expenditure as detailed above was **RESOLVED**.

The Chairman queried whether there would be any reduction in the cost if a quantity of flags were to be purchased. This would allow for one to be flown on the new flagpole outside the Town Hall and further replacements for the one on the seafront when this again becomes damaged. The Deputy Town Clerk advised that she would approach the supplier regarding this matter and report back to the Committee in due course.

**26.2 Purchase of Bognor Regis Town Council Flags on behalf of Reynolds and Mr. Harding**

Members noted the request and expressed their concern that use of the Town Council's flag on non civic buildings for non civic purposes was not felt to be an appropriate use of the flag. Following some debate, it was AGREED that a letter should be sent to Mr. Harding advising that the Committee felt that the Town Council's flag should be kept for civic purposes and

flown in civic locations only. It should also be pointed out that the Promotions and Publicity Committee were currently looking at a new marketing logo for the town and there may be the possibility that this could be reproduced in future years and be used at his proposed locations as an alternative.

**27. UPDATE ON REINSTATEMENT OF OLBY'S CLOCK MIN. 12 REFERS INCLUDING:-**

**27.1 Report from Structural Engineer on work required and consideration of location - (copied to Committee)**

The letter from the Structural Engineer was noted. Reference had been made to the two possible locations that were suitable for the clock and the work that would be required to the two cantilever cast iron brackets before erection could take place.

**27.2 To note estimate for work required to clock brackets (if available)**

The Committee noted that work to the brackets needed to be undertaken by a specialist company. One rough estimate to carry out this work had been obtained. Members suggested that further quotations should be sought in view of the proposed level of expenditure and Cllr. Mrs. Warr advised that she would supply details of a company to the Deputy Town Clerk that had undertaken some work for her recently.

**27.3 Letter from Staffurth & Bray in connection with location - (copied to Committee)**

Members noted the reply from Staffurth and Bray in connection with their preferred option for the location of the clock. The Partners had expressed a wish that the clock is placed in the same position as before, rather than in a new position on the corner. A suggestion that the clock face bears the words Staffurth and Bray Established 1882 had been put forward and the Committee noted that Mr. Frampton had also expressed a wish for his name to be on the clock. Reference had been made in the correspondence to the need for the clock to be kept clean and in good working order. A Councillor suggested that support should be shown to Staffurth and Bray regarding the position of the clock. However, he expressed concern in connection with the inclusion of names and whether this could be seen as advertising and therefore require planning permission. He suggested that one option would be to install the clock and see how it fitted into the street scene prior to a decision being taken on this matter. The Chairman suggested the installation of a plaque on the wall of the building at street level giving details about the clock, which could incorporate the names as required.

**27.4 Members noted that several decisions needed to be made including the provision of names on the clock, installing a plaque as an alternative to this, consideration of the final costs of the necessary works to the clock and brackets and the preferred location. Looking to the longer term the ongoing costs to maintain the clock on an annual basis and cost of the annual public liability insurance also needed to be investigated. This would therefore be referred to the next meeting in the hope that more detailed information may be available so the various decisions could be taken.**

**28. PROVISION OF DOG BIN IN MARSHALL AVENUE - COMPLAINT FROM RESIDENT**

The Vice-Chairman reported that having visited the site it was evident that the dog bin could potentially cause problems to the adjacent property. Alternative locations had been investigated however limited options were available in this area. A photograph of the current

location was available for Councillors to view and it was suggested that the dog bin could be moved and located next to the recently installed litter bin. This was felt to be a more suitable site owing to the positioning of a large tree in the adjacent garden. The Deputy Town Clerk was asked to write to the residents of the four properties adjacent to the Marshall Avenue footpath seeking their views on this proposal prior to this change being implemented.

**29. PROPOSAL FOR VILLAGE GREEN - CLLR. CUNARD TO REPORT**

Cllr. Cunard addressed the meeting giving details of his proposal and requested that some research be undertaken to investigate the feasibility of his suggestion. The Deputy Town Clerk advised that she believed that the land to which he referred was in public ownership.

*Cllrs. Mrs. S. Daniells and P. Wells declared a Personal Interest in this matter as Arun District Councillors*

The Chairman suggested that this matter should be referred to the next Town Council meeting for further discussion to seek the support of all members prior to progressing with this further. Following further discussion, it was **AGREED to RECOMMEND** that the loss of green spaces in and around Bognor Regis should be investigated and the possibilities of how this can be overcome should be looked into.

**30. CONSIDERATION OF TOWN FORCE CLEARANCE OF OVERGROWN FOOTPATH/TWITTEN AT BURNHAM AVENUE/OCKLEY ROAD UNDER TOWN COUNCIL'S FOOTPATH POLICY**

In answer to a query, the Deputy Town Clerk advised that she understood this to be a privately owned footpath/twitten which had become overgrown in part owing to the inability of a resident to clear the area at the bottom of their garden due to their poor health. Concern was expressed that the Council needed to be careful not to set a precedent by undertaking this work on a free of charge basis. Clarification on the position of ownership should be undertaken and if this was in private ownership then it was felt that a charge should be made for the Town Force time to clear this overgrown area. If however it was established this was a public footpath then the relevant authority responsible should be notified of the required clearance. The Vice-Chairman requested that the Deputy Town Clerk supply him with the details of the exact location to enable him to investigate this further with the view to him undertaking this clearance work if he was able. Should this prove to be a bigger job than anticipated, this would be referred back to the Committee for further consideration.

**31. COMPLAINT REGARDING RUBBISH IN BOGNOR REGIS - EMAIL COPIED TO COMMITTEE**

The Committee noted the content of the email and **AGREED** that this should be referred to Arun District Council as the authority responsible for street cleansing. An acknowledgement should also be sent to the correspondent advising that this action had been taken.

**32. A.D.C. PLAYING PITCH STRATEGY - CONSIDERATION OF RESPONSE - COPIED TO COMMITTEE**

Members considered the sports consultation pro forma and following some debate AGREED to note the content of the document and not respond on this occasion.

**33. REQUEST FROM BOGNOR REGIS LOCAL HISTORY SOCIETY AND MUSEUM FOR RELEASE OF ANNUAL FUNDING TO ASSIST WITH RUNNING EXPENSES AT MUSEUM FOR THE 2008 SEASON**

**33.1** *Cllr. Wells declared a Prejudicial Interest in this matter as a supplier to the Museum and left the meeting during the discussion on this item*

**33.2** In the absence of the Chairman, the Vice-Chairman took the Chair.

**33.3** The Committee noted the letter received requesting that payment of the Town Council's grant be made. Copies of the Society's accounts to year ending 31<sup>st</sup> October 2007 had also been received. Following a brief discussion, the Committee **RESOLVED** to approve the release of the £3,600 grant. Members spoke highly of the sterling work that is undertaken at the Museum and AGREED that a letter of thanks should be sent with the payment.

**33.4** *Cllr. Wells returned to the meeting*

**34. ARUN DISTRICT COUNCIL (OFF STREET PARKING PLACES) AMENDMENT ORDER 2004 - VARIATION TO CAR PARKING CHARGES FROM 1<sup>st</sup> OCTOBER 2008 - COPIED TO COUNCILLORS**

Members spoke at length regarding their concerns in connection with the District Council's intention to increase the car parking charges in the Gloucester Road, Hotham Park and Rock Gardens car parks in Bognor Regis. Concern that the charges were being increased by 20% across the board was stressed. It was felt that alternative ways of paying for parking should be investigated by A.D.C. and there should be a more balanced view. The need for a strategy to look at what any increase should be based upon i.e. usage, busiest periods etc. was stressed. Following further debate, it was **RESOLVED** that a meeting should be arranged with District Councillor Wotherspoon, Cabinet Member for the Environment and Cllrs. Brooks and Wells before the end of the consultation period to discuss this in more detail prior to a response being submitted.

**35. A.D.C. SEMINAR ON COASTAL DEFENCE MONDAY 21<sup>st</sup> JULY - CONSIDERATION OF ATTENDANCE - REFERRED FROM LAST MEETING - DETAILS COPIED TO COMMITTEE**

The details on the Coastal Defence Seminar to be held at A.D.C. on Monday 21<sup>st</sup> July were noted, copied to the Committee. The Chairman confirmed that all District Councillors had been invited to attend.

**36. TO CONSIDER RELEASE OF ANY SURPLUS EARMARKED RESERVES**

The Chairman advised that all Committees/Sub-Committees and Working Parties were being asked to look at their EMRs to see if any funds were surplus to requirements and savings could be identified.

A list of the current EMRs had been circulated and following consideration of this information, it was **RESOLVED** that the following EMRs should be returned to the general reserves:-

Balance of Pier Survey	75.00
Arun Marine Ranger Project	500.00
War Memorial	<u>2,000.00</u>
	<b>£2,575.00</b>

**37. IN BLOOM WORKING PARTY INCLUDING:-**

**37.1 Consideration of request from In Bloom Working Party to omit winter planting from the barrier baskets in the Queensway and on the seafront and the lamp post baskets in High Street, Queensway and Aldwick Road**

The Chairman of the Working Party advised on the recommendation that no winter planting be undertaken in the barrier baskets in the Queensway and on the seafront. The lamp post baskets in the Queensway and hanging/pole baskets in Aldwick Road and the High Street would also not be planted during the winter months in an effort to reduce expenditure. This would result in a saving of in the region of £2,000. Originally it had been hoped that the seafront barrier baskets would be sponsored by local businesses, however this had not been achieved so far.

**37.2** It was noted that A.D.C. are hoping to incorporate more sustainable planting in their planters on the seafront this year. Sustainable planting was also being included in the Town Council's planters.

**37.3** The Chairman of the Working Party reported on the proposals to make amendments to the Bognor In Bloom signage, which it was recommended should be funded from the Rolling Capital Programme.

**37.4 Consideration of the Resolutions, Recommendations and Reports in the Notes of the meetings held on 15<sup>th</sup> May and 12<sup>th</sup> June 2008 (if available)**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 15<sup>th</sup> May and 12<sup>th</sup> June 2008 - **Appendix '1' and '2'**

**38. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> JUNE 2008**

**38.1** *Cllr. Wells declared a Personal Interest in this item as a trader both in the town and Aldwick Road*

**38.2** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 18<sup>th</sup> June 2008.

**39. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> JUNE 2008**

**39.1** The Committee noted that the Sub-Committee had carried out their annual review of the allotment rents and had resolved to increase these for the original allotment area only by 20% for the 2008/2009 allotment year. This would bring them more in line with the rental charges for the re-established area.

**39.2** A Councillor referred to the Healthy Challenge Fund workshop that the Projects Officer had attended in Littlehampton recently to look at ways of reduction in obesity in the community. This could be achieved by encouraging people to grow produce for healthier eating and it was suggested the Allotments Sub-Committee consider this.

**39.3** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 10<sup>th</sup> June 2008.

**40. REPORTS**

**40.1 Financial Reports**

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

**40.2 Any Other Reports**

There was nothing to report.

**41. CORRESPONDENCE**

The Committee noted receipt of the correspondence as detailed - **Appendix '3'**

*The Meeting closed at 8.40pm*



## **NOTES AND RECOMMENDATIONS**

### **BOGNOR REGIS TOWN COUNCIL** **SOUTH EAST IN BLOOM WORKING PARTY** **Thursday 15<sup>th</sup> May 2008**

**PRESENT:** Cllrs J Passingham (Chairman), Mrs E Anderson, and G Burt; Mr D Meagher, Mrs K Gill, Mrs M Huntingdon, Mrs H Knight, Ms C Marples

*The Meeting opened at 6.15pm.*

#### **1. Apologies for Absence**

Apologies had been received from Cllr Mrs J Walker, and Ms P Dart. It was noted that Cllr K Scutt was no longer a member of the Working Group.

#### **1. Approval of the Notes of the Meeting held on 24<sup>th</sup> April 2008**

The Notes from the Meeting held on 24<sup>th</sup> April 2008 were approved but it was noted that under the fourth bullet point of item 3, the two unmaintained planters referred to are in London Road, not High Street.

#### **2. South and South East In Bloom Entry – Update**

- Judging Route: Members felt that last year's route was 'safe' and would form a good basis with some adaptation. In order to avoid passing through less aesthetic areas, it was felt showing photographs of spots worth highlighting would be preferable. Hotham Park Lodge has been reserved by CM for the starting point. The ADC Hotham Park Project Manager will be present to speak to the judges and it is hoped that a member of Hotham Park Heritage Trust will also be available. CM/PD will arrange for judges to be taken on the mini-train ride – train ideally to wait opposite The Lodge. It was felt that the Town Hall and seafront should be included in the route. Unfortunately, funding issues and minimal community input had meant that Westloats Lane Community Garden had had very little input recently and it may therefore be inadvisable to include this on the judging route. It was noted that it is intended to visit the Glade Infant School this year and it is hoped to arrange for students from BRCC to meet judges to discuss their allotment plots, showing photographs.
- Sponsored Planting: The seafront baskets were of particular concern due to the cost of providing them and there was some feeling that if sponsorship cannot be found for these, removal may have to be considered. A press release publicising their availability for sponsorship was suggested. Regarding the request from a local business for a commercial sponsorship arrangement with BRTC, members AGREED that this would not be possible. HK to contact the enquirer to explain that administration of such a scheme would not be feasible this year but that members had no objection to businesses, individually or as a group, approaching BRTC plant suppliers to negotiate their own arrangements.
- Allotments/Community Planting: Members were updated regarding the Guides Summer Planting competition. Response had been good, judging had taken place by the three appointed judges on 7<sup>th</sup> May and the three winners and runners up had been chosen. Members were shown the winning entries, which were commended. HK will make all arrangements for the

planting and presentation of certificates by the Mayor as soon as possible, probably during the first week of June. Members were advised that the 'Scout Logo' planting will be re-planted with the 'Recycling Logo' as requested.

- Improvement of Unsightly Areas: Paul Beckerson had met with Richard Bennett (WSCC Highways) to discuss this: Highways had obtained the land owner's permission for BRTC to install and maintain a low-level planter, which Highways would pay for provision and maintenance of. The possibility of seeking sponsored planting had been greeted positively. Members suggested solely permanent planting, such as flowering shrubs, the aim being to make the area attractive with minimum maintenance. It would be a good idea to organise a press release and photograph. It was hoped this work could be completed before S&SE In Bloom Judging.
- Update on Station Planters/Baskets and Aldwick Road Baskets: The baskets had been removed from Butlins roundabout and would be installed in Aldwick Road during the summer planting within the next fortnight. The request for two of the station tiered planters to be repositioned in front of the Library had been met favourably by staff there, but confirmation approval was awaited from higher level and this was expected imminently. Once received, the planters would be moved before replanting. Liaison had taken place with Southern Rail, who had approved moving the tiered planters to new positions at the station on a trial basis. The management had expressed some reservations regarding vandalism and once moved the situation will be monitored. Members requested that moving or securing the planters would not itself cause damage. As the station hanging baskets are under cover, it was requested that these be planted with more permanent planting or as green as possible to cope with less light.
- Consideration for Architectural Planting in Planters: It was requested that every effort be made to get height into planting, such as a tall plant in the centre of all planters. Comment was made that some of the cannas in the 'squareabout' had survived the winter and perhaps it was worth leaving such plants. It had been hoped that ADC seafront planting would include cordylines this year.
- Greening Campaign Information: Members discussed the information previously circulated, which had been received from ADC. Five parish councils were being sought to support the scheme locally. Unfortunately, the local forum meeting to discuss the campaign was taking place tonight. The idea behind the scheme is for whole communities to reduce their carbon footprint and it was felt that this would be of great benefit to the Bognor In Bloom effort. This was unanimously supported by members present and it was AGREED to RECOMMEND to the Town Council's Environment & Leisure Committee that Bognor Regis Town Council should join the campaign.

### **3. Bognor Regis In Bloom – Update**

- In Bloom Signage: The present signage was discussed and it was felt that improvements could be made to make the signs more attractive by simplifying them. A more generic sign would never be out of date and any awards of note could be separately heralded, thus reducing annual costs. After some discussion of appropriate wording, it was AGREED to RECOMMEND that Bognor In Bloom signs should be changed to read "In Bloom Resort", with the South & South East In Bloom logo/wording and the Bognor In Bloom logo incorporated. Members gave

approval for the Chairman to design the artwork example and send to the BRTC office with suggested sites, with the aim of getting the new signage in place before this year's judging.

- In Bloom Entries To Date: Members were advised that a number of entry forms had already been received for various categories. A short discussion took place over whether or not to accept entries received from outside the four wards of Bognor Regis. It was AGREED that such entries would not be accepted but would be referred to their own parish council and it was suggested that this form an agenda item for the forthcoming Parish Liaison Meeting.
- 4. Proposed Meeting Dates for 2008**

This item was no longer considered relevant and would not be included in future agendas.

**5. Any other matters for consideration not included on the agenda**

- The four yucca plants purchased as sustainable planting from the O<sub>2</sub> grant would be planted the day before judging in order minimise possible theft or vandalism.
- The South & South East In Bloom banner would be moved from the theatre to the London Road precinct at least a month before the judging date, ie around early June. It was requested that the banner be positioned no further back than the 1<sup>st</sup> or 2<sup>nd</sup> set of catenary wires.
- In response to a question, CM advised that the design for the Bedford Street planter outside Morrisons had been completed but planting will not take place until the autumn.
- JP confirmed that he was compiling the portfolio for S&SE In Bloom entry and that this would be submitted in time for the closing date of 13<sup>th</sup> June 2008.
- MH reminded members that last year a local commercial business had kindly agreed to allow one of their windows to be used for a display promoting Bognor In Bloom. It was suggested that the business be contacted to seek a similar arrangement this year. In the past, a local florist had kindly provided a silk centrepiece for the display.
- Links to BRTC website were mentioned and members were advised that BRTC is endeavouring to update the website. It was suggested that Bognor In Bloom press releases could be added.

**6. Date of next meeting**

Thursday 12<sup>th</sup> June 2008, 6.15pm.

***The Meeting closed at 7.40pm.***

## **NOTES AND RECOMMENDATIONS**

### **BOGNOR REGIS TOWN COUNCIL** **SOUTH EAST IN BLOOM WORKING PARTY**

**Thursday 12<sup>th</sup> June 2008**

**PRESENT:** Cllrs J Passingham (Chairman), and G Burt; Mr P Beckerson, Mrs K Gill, Mrs M Huntingdon and Mrs H Knight

***The Meeting opened at 6.30pm.***

#### **2. Apologies for Absence**

Apologies had been received from Cllr Mrs J Walker, Ms P Dart and Ms C Marples.

#### **3. Approval of the Notes of the Meeting held on 15<sup>th</sup> May 2008**

The Notes from the Meeting held on 15<sup>th</sup> May 2008 were approved.

#### **4. South and South East In Bloom Entry – Update**

- Judging Route: It was proposed the route be based on the previous one: As JP had not been able to meet up with PD as yet, he would email her a suggested route inviting her comments, with the option of including Westloats Lane Community Garden, depending on how work there was progressing. It was still hoped to visit The Glade Infant School and possibly BRCC. Another possibility was the Let's Grow! Community & School Garden' project at Laburnum Grove Junior School, which had submitted a Bognor In Bloom entry form. The portfolio will make mention of schools recently awarded the Green Flag. Some discussion took place over the possible lunch arrangements to be made. The intention is to invite a smaller, key group to the lunch with the judges. The route would definitely start at Hotham Park Lodge and would probably finish there. BRTC/ADC staff would need to know as soon as possible about catering arrangements or liaison required with local schools. JP would make enquiries via PD regarding an alleyway opposite the mini-golf to ascertain ownership and hopefully improve the appearance.
- Sponsored Planting: The BRTC Newsletter includes an article inviting sponsors for barrier baskets or planters. A press release will also be prepared shortly about sponsorship, when the planting is more established. The four yucca plants being purchased as sustainable planting have started to bloom early and members discussed when they should be planted to obtain the best from them without damage. Some ideas for protecting/securing them were suggested and will be passed to BRTC horticultural staff.
- Allotments/Community Planting: It was confirmed that BRCC students had taken possession of their two plots in early spring and an article had appeared in last week's BR Observer. Then and now photographs were suggested to show judges. Latest information regarding the Westloats Community Garden was that the Youth Offending Team was to do some weeding and a local national retailer had indicated an interest in sponsorship.
- Improvement of Unsightly Areas: PB confirmed that estimates for the area of land at Norfolk Square were being submitted to WSCC for approval. The costs allowed for permanent planting with some flowering bulbs and repair of the wall. It was anticipated that, pending WSCC's

approval, the work would be undertaken and completed prior to 10<sup>th</sup> July 2008. An area of land near to Hotham Park was identified as needing tidying up: BRTC staff to contact the owner to ascertain whether improvements could be made urgently, with the option of BRTC undertaking the work as a paid job.

- Portfolio: JP confirmed that this was almost complete bar some final amendments and would be emailed to S&SEIB organisers Friday evening by prior arrangement. HK would email him the sponsor acknowledgement display for inclusion. A copy of the completed portfolio would be sent to BRTC for their records.
- To Consider Request for Tree Planting in London Road Precinct: A letter had been received by BRTC in favour of the High Street trees and requesting further tree planting in the London Road precinct. JP had made enquiries with WSCC, who advised that the amount of underground service cabling in the area was likely to cause considerable problems and expense with such a project. A further consideration was the possible inhibition of CCTV coverage, tree obstruction being a fairly frequent problem reported by the police. It was AGREED that BRTC should respond to the enquiry explaining that regrettably the idea, though appealing, would not be feasible and that it was hoped to enhance the planters in the area by adding more height and sustainable planting such as cordylines and shrubs.

#### **5. Bognor Regis In Bloom – Update**

- In Bloom Signage: JP confirmed that the design of the new signs has been finalised. A copy of the artwork would be sent to BRTC for their records. The costs of changing the signs would be a one-off for this year and amounted to around £30 per sign, with one new sign for the Butlins roundabout costing approximately £122 and it was anticipated that the costs would come from the Rolling Capital Programme. It was AGREED to RECOMMEND to the Town Council's Environment & Leisure Committee that this expenditure be approved. BRTC requested to move the sign for Dragonfly Design & Print nearer to the related planting.
- In Bloom Entries To Date: HK confirmed that 18 entries had been received to date for various categories. A small number of entries from outside the Bognor Regis area had been referred to the relevant parish council.
- To Discuss Judging Arrangements/Appoint Judges: Some adjustment of entries may be required to ensure a balance of categories are covered with as many winners as possible. Judging to take place during week commencing 30<sup>th</sup> June 2008. MH agreed to judge Best Small Front Garden and Best Residential Balcony categories. JP agreed to judge Best Use of Restricted Spaces, Best Hotel/Guest House and Best Licensed Premises/Restaurant categories. JP will ask EA if she would be willing to judge some categories. JP to contact BRTC staff with details. Judges requested to take photographs of the entries.

#### **7. Any other matters for consideration not included on the agenda**

- Members spoke in praise of the Bognor In Bloom banner in its position over the London Road shopping precinct.
- MH reported that Girlguide Division Commissioner had spoken to her about the possibility of having the guiding logo planted on a roundabout next year in recognition of their centenary year. MH had advised her to contact BRTC Town Clerk.

- BRTC would remove out of date information from the website Bognor In Bloom link and provide updated information as soon as possible.
- Discussion took place regarding the possibilities of installing a wildlife garden such as could be seen in Weymouth. As a conservation area it would be a haven for insects. Members spoke for and against such a project being sited on a roundabout. Whilst this could work very well in the right setting and required mowing only once a year, it could also present an uncared for look when next to a visibly maintained area and did still require maintenance. Another suggestion was an area within a churchyard. BRTC staff to investigate with ADC, seeking their views and whether they could suggest any appropriate land.
- It was reported that the Town Council's Policy & Resources Committee had requested all committees to look at financial savings. Discussion took place over the winter planting costs of the barrier baskets and lamp posts along the seafront and Queensway. BRTC staff requested to ascertain whether planting orders for these had already been placed, as it was understood these are usually six months in advance. It was AGREED to RECOMMEND to the Environment & Leisure Committee that no winter planting be organised for the barrier baskets/lamp posts in question, as it was considered this could be a saving of some £2000, subject to whether an order had already been placed. HK/PB to advise GB whether orders had been placed and the timescale of plant ordering generally.
- JP had received an enquiry from Bognor Regis & District Chamber of Commerce expressing a wish to be involved with the Bognor In Bloom Working Party. Some discussion took place over membership of the group and it was felt that emphasis must be placed on the fact that this is a working group, with a very 'hands on' approach, with all being directly involved. It was AGREED that JP as Chairman would contact the Secretary and invite a representative to observe a meeting after the final judging day or at the early stages of the next campaign.
- BRTC had received a letter from a member of the public complaining that residents should be contacted by the Council if their gardens or properties are not kept tidy. This subject did not fall within the remit of the Working Party or the responsibilities of BRTC and JP AGREED to acknowledge the letter with an appropriate response.

**6. Date of next meeting**

Thursday 3<sup>rd</sup> July 2008, 6.15pm.

***The Meeting closed at 8.10 pm.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 30<sup>th</sup> JUNE 2008**

1. Meteorological Officer Report for May 2008 - previously copied to Councillors
2. Southern Stakeholder Brief, Issue 51, May 2008 and Southern/Gatwick Express Brief Issue 1, June 2008
3. Railwatch, Issue No. 116, July 2008 - copy for each Councillor. Copy of Railondon, Issue 100, June 2008 and details of National Conference on Saturday 5<sup>th</sup> July at The Guildhall, Salisbury
4. Letter from resident of Burnham Avenue about the future of doctors surgeries - passed to Cllr. Passingham who kindly agreed to respond
5. A.D.C. - details of Seawater Quality from 6<sup>th</sup> May to 9<sup>th</sup> June 2008 inclusive - copied to Councillors
6. A.D.C. - details of Greening Campaign seeking expressions of interest in participation - a letter expressing interest in this scheme has been sent following a recommendation from the In Bloom Working Party
7. South East England Regional Assembly - copy of The South East Regional Sustainability Framework document
8. Sussex Police - copy of draft Press Release 'No weapons found during police 'Knife Crime' operation in Arun District'
9. Portsmouth Water - letter advising of the water resources situation in the South East and copy of Water Resources Update leaflet, Spring 2008
10. A.D.C. - email with copy of Final Project Report for Recycle at Home
11. Glasdon - product information
12. Enquiry regarding provision of Blue Plaque for the recently deceased second Principal of Bognor Regis College to be located on the wall of the Dome. Acknowledgement sent giving contact details of Inspire Leisure