



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 22<sup>nd</sup> SEPTEMBER 2008**

**PRESENT:** Cllr. P. Wells (Chairman), Cllrs: J. Brooks, Mrs. S. Daniells, Mrs. J. Gillibrand, R. Gillibrand and J. Passingham (from Min. 72.2)

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)

*The Meeting opened at 7.02pm*

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

The Chairman welcomed all those present. No apologies had been received.

### **66. 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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

### **67. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> AUGUST 2008**

The Minutes of the Meeting held on Monday 11<sup>th</sup> August 2008, were agreed as an accurate record and were signed by the presiding Chairman.

### **68. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

**69.1 Min. 45 - 11<sup>th</sup> August A.D.C. Variation to Car Parking Charges**

The Committee noted the response from the Services Director to a query raised by Cllr. Mrs. Warr during the discussion on this matter at the last meeting, in connection with ticket sales for Culver Road car park.

**69.2 Min. 55.2 - 11<sup>th</sup> August Removal of dog and litter bins at Town Cross Cemetery**

The Deputy Town Clerk reported that A.D.C. Cemeteries Department had confirmed that the dog bins were not their responsibility, however the missing litter bins were to be replaced in the near future with new double ones to allow for green and ordinary waste. The Cleansing Department had advised that they had not instructed Arun Works Services to remove the dog bins, they had no idea why they had been removed and apparently the District Council's Contractors Verdant had never emptied dog bins in the cemeteries before. Following a brief discussion, it was suggested that this matter should be raised at the BRTC/ADC Liaison meeting tomorrow night to see if this matter could be resolved. The Deputy Town Clerk would also raise this issue with the Head of Parks and Green Space.

**69.3 Min. 57 - 11<sup>th</sup> August A.D.C. Variation to Car Parking Charges**

The Committee were pleased to note that the A.D.C. Services Director had advised that Cllr. Wotherspoon had agreed to leave the charges at Hotham Park at their current level until the outcome of the Car Parking Strategy review is known. As a result of this decision, it had been agreed that it would not be necessary to write officially to express Councillors views on the proposed increases as agreed at the last meeting. The Deputy Town Clerk referred to the Notice of Variation of Charges which were due to take effect on 1<sup>st</sup> October and showed the present charge for up to an hour's period of parking as 50p, up to 2 hours as £1.00 and over 2 hours as £2.00. These charges would therefore apply in Hotham Park for the time being and not be subject to the proposed increases that would be imposed in Gloucester Road and Rock Gardens.

**69.4 Min. 61 - 11<sup>th</sup> August Broken Window**

Following the Town Council's approach, the Manager of the retail outlet had contacted the Deputy Town Clerk to advise that the window had been boarded up for the last 3 years and despite submitting two quotations for repair to their Head Office, these had both been rejected. Another quote would now be obtained and the Manager would again endeavour to seek approval for the repair and inform the Council of the decision. It was suggested that if this course of action proved unsuccessful that the Council may consider the direct approach by contacting the Head Office to request that action be taken to rectify the situation.

**69.5 Min. 23 - 30<sup>th</sup> June A.D.C. Draft Dog Control Order**

The Committee noted that a reply had been received from the Principal Solicitor at A.D.C. in response to their queries in relation to this document. The requirement for dogs being on leads in Hotham Park would only apply to the proposed wildlife area of the park. The new Order will also enable Fixed Penalty Notices to be served for a wider variety of offences relating to dogs rather than simply fouling as is the case now.

**70. A.D.C. CAR PARK STRATEGY REVIEW - CONSIDERATION OF APPOINTMENT OF REPRESENTATIVE FROM THE TOWN COUNCIL TO ATTEND MEETING ON**

**3<sup>rd</sup> OCTOBER TO CONSIDER WHAT NEEDS TO BE INCLUDED WITHIN THE OVERALL REVIEW - MIN. 45 REFERS**

The Committee noted that the meeting scheduled for the 3<sup>rd</sup> October would consider the content of the Strategy and what needs to be included. Once this is completed the work will then be undertaken. The consultation process will then follow and at this point all Councillors who had expressed an interest in being involved will be invited to take part. Following a brief discussion, it was **RESOLVED** that Cllr. Brooks should be appointed to represent the Town Council at the meeting on 3<sup>rd</sup> October commencing at 10.00am.

**71. BOGNOR REGIS TOWN COUNCIL FLAGS**

**71.1 Consideration of amended proof for new Town Council flag and ratification of expenditure - Min. 54.3 refers (recommendations of Committee to be referred to P&R Committee S.O. TR3.4)**

A copy of the amended proof was circulated to those present. Following a brief discussion, it was **RESOLVED** to proceed with this design for the two new flags the Committee had previously agreed to purchase.

**Note:** As no major deviation has been made from the design of the original Town Council's Crest, it will not now be necessary to refer this matter to the P&R Committee for approval.

**71.2 Provision of 2012 Olympic Flag - referred from Town Council meeting 15<sup>th</sup> September 2008**

It was noted that the Deputy Town Clerk was seeking guidance from the Department for Culture, Media and Sport in connection with obtaining a 2012 Olympic flag. However, having spoken with the Events Officer regarding this matter, the Deputy Town Clerk advised that merchandise relating to the Olympics were brand protected. The Events Officer had stressed the importance of ascertaining what was and what was not permissible. The Committee noted that meetings had been held by A.D.C. looking at the whole issue, which had been attended by the Events Officer. A representative from WSCC who are the driving force and keen to work in partnership would be attending the next Arun meeting on 22<sup>nd</sup> October so she hoped to have more detailed information in due course. An update would be given to the Committee at the next meeting when it was hoped that clearer guidance would be available and a response may have been received from the Department for Culture, Media and Sport.

**72. PROVISION OF DOG AND LITTER BINS INCLUDING:**

**72.1 Correspondence from ADC regarding their Dog and Litter Bin Review 2008/09 - copied to Councillors**

The Chairman referred to the correspondence from ADC. He stressed the importance of establishing the District Council's position with regard to the installation of bins in the future and suggested that this should be raised at the BRTC/ADC Liaison meeting. The Committee noted that requests for bins by residents were being referred to the Town Council. However the District Council had indicated that whilst undertaking this review, it was not their intention to install any significant number of additional bins in any area. The review would be undertaken from August 2008 until December 2009. As a result of the discussion, it was **AGREED** that the Town Mayor would raise this issue at the BRTC/ADC Liaison meeting tomorrow evening and report back to the next meeting A Councillor referred to the possibility

of combining bins to allow for the disposal of litter and dog waste within the same bin to cut costs.

The Chairman suggested that consideration be given to delegating the decision regarding the provision of dog and litter bins within the town to officer level in order to reduce the amount of time the Committee spends discussing this subject. The Deputy Town Clerk advised on the limited Environmental Projects budget available, which was used for the provision of other items as well as bins. With the level of requests currently being received, the budget would not be sufficient to meet the demand. A Councillor suggested that it may be better for this to be delegated to a Councillor rather than to an officer. The legality of this would need to be established prior to any decision being taken. Following further debate, it was AGREED that this should be placed on the agenda for the next meeting for further consideration.

**72.2 Further update on provision of dog/litter bins in Marshall Avenue area of footpath that runs from Linden Road to Nyewood Lane following complaint from resident (if further information is available) - Min. 55.1 refers**

Members noted that one further response had been received from residents of this area advising of their objection to the proposal to move the bins closer to their property from their current location further down the footpath. The residents had also suggested that a better location may be the pathway from Marshall Avenue to Linden Road where there is a very high wall and grass verges alongside the path. Members spoke for and against removal of the bins from this area. It was recommended that the Town Council should establish the District Council's policy for locating dog and litter bins and seek their guidance on whether bins should be moved. This would be raised at the BRTC/ADC Liaison meeting and a report made to the next meeting.

**72.3 Requests for the provision of bins in various locations including:- additional litter bin in the Queensway, dog bin at the front of Prince William Court, dog bin grassed area Orchard Way, dog and litter bins Linden Road, Parklands Avenue and on the footpath running from Linden Road to Nyewood Lane - letter from resident copied to Committee, litter bin corner of Argyle Road and Sutherland Close, dog bin Victoria Drive - letter from resident copied to Committee, dog bin Victoria Drive in vicinity of Regent Mews at the junction with Ellasdale Road, and litter bin Westloats Lane - letter from POCAG copied to Committee**

The Committee AGREED that in view of the District Council's Asset Management Review of all dog and litter bins in the Arun area and their intention not to install any significant numbers of bins whilst the review was being undertaken, the requests for the provision of various bins would be referred to a future meeting. This would allow time for the District Council's position on the installation of bins in the future to be established.

**73. FURTHER CONSIDERATION OF PROVISION OF ADDITIONAL QUALITY COAST RESORT SIGN AT A COST OF £150 - REFERRED FROM LAST MEETING - VICE-CHAIRMAN TO REPORT - MIN. 59.1 REFERS**

The Vice-Chairman advised that he had spoken with the A.D.C. Parks Department regarding the possibility of the District Council funding the cost of this additional sign. This was currently being investigated and the Committee would be advised of the outcome at the next meeting.

**74. FURTHER CONSIDERATION OF DRAFT PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES BYELAWS - RE-COPIED TO COMMITTEE - REFERRED FROM LAST MEETING MIN. 60 REFERS**

Following some discussion, the Committee **RESOLVED** to write to A.D.C. noting the draft Pleasure Grounds, Public Walks and Open Spaces Byelaws document and drawing the District Council's attention to a couple of amendments that it was felt needed to be made in the Schedules part of the document. These included:

Schedule 1 - Bognor Regis

Hothampton Sunken Gardens should read Hothampton Sunken Gardens

Millberry Wood should read Bluebell Wood

Schedule 1 - Felpham

Felpham Recreation Ground is located within Bognor Regis and should therefore be included under this heading and not Felpham

**75. CONSIDERATION OF PROVISION OF PLAQUE FOR WINNIE THE STEAM ENGINE - REFERRED FROM LAST MEETING MIN. 63.2 REFERS**

Cllr. Gillibrand updated the Committee as to why this was being proposed. The Deputy Town Clerk advised that she had made enquiries through Chichester City Council as to where they had purchased their plaque and obtained a quotation for consideration. As the company do not have a pattern of the Bognor Regis crest this would need to be made by an artist to fit the 4" diameter pattern. The finished plaque would therefore cost £235.50 plus VAT. Members felt that having paid for the original pattern the cost of the production of plaques for other purposes would then be significantly less. The Deputy Town Clerk was asked to try to obtain a photograph of the Chichester plaque to see whether the size and design would be suitable to be used for other projects. This item would therefore be referred to the next meeting for further consideration.

**76. RATIFICATION OF FIRST PAYMENT TO A.D.C. OF 2008/2009 PARTNERSHIP CONTRIBUTION FOR PUBLIC CONVENIENCES (REVENUE) AS AGREED IN THE SERVICE LEVEL AGREEMENT**

**76.1** The Committee **RESOLVED** to approve the payment of £20,000 to A.D.C. being the first payment of the 2008/2009 revenue partnership contribution for the public conveniences.

**76.2** A Councillor stressed the importance of establishing the District Council's strategy for the future provision of public conveniences. He advised he was still pressing for funds to be made available for retailers as an incentive to take part in the 'Loo 4 U' scheme. It was suggested that these issues should be referred to the Public Conveniences Working Party to progress. The Deputy Town Clerk confirmed that the District Council was currently supplying information to Danfo to enable them to make a presentation to the Working Party and representatives from the District Council on the services that they offer.

**77. CONSIDERATION OF APPROACH BY THE TOWN COUNCIL TO THE MANAGER OF THE REGIS PUBLIC HOUSE TO REQUEST IMPROVEMENTS TO ITS OVERALL OUTSIDE APPEARANCE**

*Cllr. Brooks declared a Personal Interest in this matter as a result of his controlling interest in the building adjacent to these premises*

Members spoke in support of writing to Arun District Council as the landlords of this property to seek their co-operation in pressing their tenants to take immediate action to improve the overall appearance of the outside of these premises. This was **RESOLVED**.

**78. CONSIDERATION OF CORRESPONDENCE TO THE TOWN MAYOR REGARDING THE POTENTIAL LOSS OF THE PLAYGROUND AT HOTHAM GARDENS REFERRED FROM TOWN COUNCIL MEETING 15<sup>th</sup> SEPTEMBER 2008 - COPIED TO COUNCILLORS**

Members noted the correspondence that had been copied to Councillors. The Chairman referred to the clean up of the area that had taken place last year and commented that he had been under the impression that the District Council were looking to make improvements. It was suggested that improvements needed to be made rather than removal of the playground owing to the high level of children in this locality. The need to liaise with Arun and the Housing Association regarding this matter was stressed and the Chairman agreed that he would undertake to organise a meeting so that this proposal could be discussed in more detail. The Town Mayor expressed a wish to attend this meeting. The need to obtain the results of the questionnaire referred to in the correspondence to ascertain the level to which the playground is used was stressed. The Chairman agreed that he would try to obtain the results of the survey and report back to the Committee at the next meeting.

**79. IN BLOOM WORKING PARTY - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON 11<sup>th</sup> AUGUST AND 10<sup>th</sup> SEPTEMBER (IF AVAILABLE)**

**79.1** The Chairman of Committee extended congratulations to the Chairman, all members of the Working Party and Town Council staff for their achievement in the South and South East in Bloom awards.

**79.2** The Chairman of the Working Party commented on the feedback he had received from the judges. The need to increase the participation of schools was stressed and he detailed his ideas on ways to encourage the schools to get involved. The Chairman would also be investigating the opportunities for grants/funding.

**79.3** Comment was made that consideration should be given to changing the gateway banners in the town on a regular basis to promote various events such as In Bloom. It was **AGREED** that this should be referred to the next meeting of the Promotions and Publicity Committee for further consideration.

**79.4** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Notes of the meetings held on 11<sup>th</sup> August and 10<sup>th</sup> September 2008 - **Appendix '1' and '2'**

**80. CHRISTMAS ILLUMINATIONS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> AUGUST 2008 INCLUDING RECOMMENDATION TO START MEETINGS AT 6.30PM**

**80.1** *Cllr. Brooks declared a Prejudicial Interest in this item as the Town Council's Contractor for Christmas Illuminations and left the meeting*

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

- 80.3** *Cllr. Gillibrand declared a Personal Interest in this item as a trader in the town*
- 80.4** *Cllr. Passingham declared a Personal Interest in this item having a catenary wire attached to the building in which he lives*
- 80.5** The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 20<sup>th</sup> August 2008.
- 80.6** *Cllr. Brooks returned to the meeting*

**81. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> AUGUST 2008**

The Committee **RESOLVED** to accept the Resolutions, Recommendations and Reports from the Minutes of the meeting held on 19<sup>th</sup> August 2008.

**82. REPORTS**

**82.1 Financial Reports**

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

**82.2 Any Other Reports**

A Councillor referred to the High Street Sculpture and suggested that consideration be given to relocating this to Hotham Park.

The Chairman suggested that the Committee should research the possibility of the provision of a statue of Sir Richard Hotham for the Park and investigate possible funding avenues. It was **AGREED** that this item should be placed on the next agenda for further discussion.

**83. CORRESPONDENCE**

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

*The Meeting closed at 8.30pm*

**NOTES AND RECOMMENDATIONS**

**BOGNOR REGIS TOWN COUNCIL**  
**SOUTH EAST IN BLOOM WORKING PARTY**  
**Monday 11<sup>th</sup> August 2008**

**PRESENT:** Cllrs J Passingham (Chairman), Mrs E Anderson (during item no.2), and G Burt; P. Beckerson, E. Benackova and Mrs M Huntingdon.

*The Meeting opened at 6.05pm.*

**1. Apologies for Absence**

Apologies had been received from Ms. C. Marples and Ms. P. Dart.

**2. To consider offer from WSCC to take on the Felpham Way & Rowan Way roundabouts**

The Projects Officer reported on the offer he had received from Richard Bennett. Further, he advised that there were already three sponsors interested in a 'pitch' at Rowan Way if BRCC were to take the roundabouts on. The rate would be approximately £660 per 'pitch' per annum. It was suggested that planting should be inclined towards natural flowers & grasses. However it was noted that WSCC would expect there to be a vast improvement on the existing overgrown 'wild' planting and also the sponsors would expect something for their money. A Member spoke of the real cost of maintenance and reminded the Working Party of the planned reduction in winter planting. It was suggested that perhaps Arun's Landscape Officer could be asked to come up with a design. There was some discussion regarding the design of sponsors' signs but a comment was made that this would be costly and could only be done when the existing agreements were up for renewal. It was **AGREED to RECOMMEND** that the WSCC offer be accepted.

There was also a discussion on introduction of sponsors' plaques for the basket poles in London Road. Question was also raised concerning availability of lamppost banners to promote the campaign.

*Cllr Mrs E Anderson offered her apologies and joined the meeting at 6.28pm.*

A Member asked for the In Bloom Resort signs to be re-positioned.

**3. Attendance at the South & South East in Bloom 2008 Awards (Wed 3<sup>rd</sup> September, Crawley)**

It was reported that Ms. P. Dart had asked to attend with BRTC. It was **AGREED** that the Chairman, Ms P Dart, M Hsitou and the Mayor would attend the Awards. It was further **AGREED** that a surgery should be arranged to obtain the judges' feedback.

It was **RESOLVED** to approve the expenditure of £40 to cover the cost of the lunch.

**Note:** Due to annual leave, M Hsitou is unable to attend the Awards.

**4. Date of next meeting**

To be confirmed.

*The Meeting closed at 6.35pm.*



**NOTES AND RECOMMENDATIONS**

**BOGNOR REGIS TOWN COUNCIL**  
**SOUTH EAST IN BLOOM WORKING PARTY**  
**Wednesday 10<sup>th</sup> September 2008**

**PRESENT:** Cllrs J Passingham (Chairman) and G Burt; Mrs P Dart and Mrs H Knight

*The Meeting opened at 6.15pm.*

**5. Apologies for Absence**

Apologies had been received from Cllrs Mrs E Anderson Mrs J Warr; Mrs M Huntingdon, Ms C Marples and Mrs K Gill.

**6. Approval of the Notes of the Meeting held on Thursday 12<sup>th</sup> June 2008 and the Notes of the Extraordinary Meeting held on Monday 11<sup>th</sup> August 2008**

The Notes of the Meeting held on Thursday 12<sup>th</sup> June 2008 and the Notes of the Extraordinary Meeting held on Monday 11<sup>th</sup> August 2008 were approved.

**7. Report on South & South East In Bloom Award Presentations and Approval of Travel Expenditure**

The Chairman reported the news that not only had Bognor In Bloom regained Silver-Gilt status but had won Overall Category Winner (Coastal Resort) and been awarded one of only two discretionary 'Waterwise' Awards for water conservation. Members expressed delight with the results and felt that congratulations were well deserved. The achievements this year were a credit to the good working relationships that existed between the In Bloom Working Party and local authorities, and in particular the partnership with Arun District Council was praised. Thanks were noted to all who had contributed to the competition entry and judging day. The members of staff from the two schools and ADC Recycling representative had been contacted individually by email to thank them for their valuable input. Suggestion was made of having a lockable display case on the Town Hall landing to show the various trophies and awards gained, which would have the benefit of being visible to the public – HK to investigate with ADC.

The Chairman had prepared and submitted a press release to the Bognor Regis Observer, which it was hoped would be published this week with high prominence.

Members AGREED to RECOMMEND to the Environment & Leisure Committee that the appropriate mileage rate to and from the venue be reimbursed for the vehicle used. HK to organise relevant form for JP to complete.

**8. To Consider South & South East In Bloom Marking Sheet and Judges' Comments**

Following a suggestion, it was felt worthwhile to calculate the 'flower' marking code to ascertain more precisely the marks for specific points. PD would ask CM to look into this.

It was noted that the silver-gilt was a high level and that the judges were particularly impressed by: the town entrances and various commercial/residential floral displays; Hotham Park, dry garden landscaping, Butlins entrance planting, use of Yuccas; all biodiversity aspects of our entry, the

involvement of BRCC students/staff with allotment plots, South Bersted School; environmental cleanliness and volunteer work; efforts to publicise SEIB, and an excellent portfolio.

It was noted that areas for improvement commented on by the judges were:

- The Hotham Way dual carriageway sides over the railway
- Improve grass on sea front grounds – mounds
- (verbal feedback) Civic/Town Hall planting
- (verbal feedback) Inclusion as part of school curriculum

Other verbal comments from the feedback session had indicated that our entry should not be altered radically, only adjusted appropriately. The judges had clearly been impressed by their talks with the two schools and the enthusiasm shown by staff and students. Next year's entry could be discussed more fully at a later meeting but some points to consider for the 2009 entry included:

- Inclusion of some of the excellent photographs of residential planting as part of our judging day display
- Building on the involvement of the school allotment plots – investigate ways of assisting schools
- Entering Hotham Park (ADC) for an appropriate park award. PD advised that ADC intends to enter Hotham Park for a Green Flag award next year and hopes both these could be done jointly with Bognor In Bloom.

#### **9. To Set Date and Plan Arrangements for Bognor In Bloom Award Presentations, and to Approve Expenditure**

Those present discussed dates and Monday 20<sup>th</sup> October was the first available choice, with Wednesday 22<sup>nd</sup> as second choice - HK to book Council Chamber. **NB: Monday 20<sup>th</sup> October now confirmed.** Members AGREED to RECOMMEND to the Environment & Leisure Committee that expenditure of up to £100 be approved to provide light refreshments, to include wine and a selection of light food. Other points discussed included:

- It was hoped the Mayor would be available to attend/assist with presentations – HK to liaise
- It was hoped to invite sponsors to present their relevant award - JP to contact
- Discussion of ways to recognise people's entries, possibly having two levels eg Category Winner and Certificate of Excellence for close runner up
- Local retailer be approached to provide a floral display for the evening – JP to contact
- Trophies to be engraved with winner details but name covered by label on the evening
- Have a 'looped' Powerpoint display of photographs of entries, no particular order – HK to ask PB
- Have display boards set up on the Town Hall landing for the evening – HK to liaise with ADC

#### **10. To Consider Request from Girlguiding Bognor Regis for Centenary Flower Bed Planting**

The guides had requested flowerbed planting for 2010 on the 'squareabout' to celebrate their centenary year, similar to that provided for the scouts last year, with bedding incorporating the guide trefoil logo in yellow and if possible incorporating the dates '1910-2010'. It was felt that there was somewhat limited space available on the 'squareabout' and it was not desirable to replace the Recycling logo so soon. Although the working party would like to support the request if possible, it

had already been decided to reduce bedding planting in future. Following considerable discussion, therefore, it was AGREED to RECOMMEND that in order to accommodate the request whilst still paying mind to available space and cost implications, the guides be offered the existing flowerbed nearest to The Regis Centre on the seafront 'mounds'. It was further AGREED that no wording/numbers would be included, however, but that the guides could provide their own engraved commemorative plaque if they wished, which would be installed by the Council. Use of that flowerbed would then still leave the two remaining 'mound beds' available for brownies and rainbows in the planting competition.

***Mrs Dart gave her apologies and left the meeting.***

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

MH had requested several matters be mentioned in her absence, some of which members felt would be best deferred to a later meeting and others not covered elsewhere in the meeting were:-

- Updating of website information – referred to PB
- Overgrowth and rubbish in Ivy Lane footpath – referred to PB and noted that such matters should now be referred directly to the Council's Environment & Leisure Committee.
- Garden photographs recently featured in the Bognor Regis Observer – these were from the Felpham Open Gardens month

**12. Date of next meeting**

Thursday 16<sup>th</sup> October 2008.

***The Meeting closed at 7.30pm.***

**GENERAL CORRESPONDENCE FOR ENVIRONMENT AND LEISURE COMMITTEE**  
**MEETING 22<sup>nd</sup> SEPTEMBER 2008**

1. Meteorological Officer Report for August 2008 - previously copied to Councillors
2. Southern/Gatwick Express Brief Issue 3, August 2008
3. Met Office - letter referring to recent climatological inspection where the station was found to be in very good order with no problems to report. Thanks were also extended to the Met Officer and the Town Council for their efforts in providing very good quality data
4. A.D.C. - details of Seawater Quality from 21<sup>st</sup> July to 1<sup>st</sup> September 2008 inclusive – copied to Councillors
5. ADC Head of Environmental Amenities and Community Safety - Member Briefing on Recycling and Reprocessing Routes Ref: “Tonight with Trevor MacDonald” 8<sup>th</sup> September 2008 - copied to Councillors
6. Chamber of Commerce - copy of email from Sussex Police regarding thefts from gaming machines
7. W.S.C.C. - email warning to councils regarding workmen offering tarmac services for cash
8. Portsmouth Water - copy of ‘Water Supply Services 2010-2015 An Overview of our Draft Business Plan’. Comments on their draft Business Plan are invited by the end of October. A copy of the full document can be downloaded from their website at [www.portsmouthwater.co.uk](http://www.portsmouthwater.co.uk)
9. Glasdon - Latest Products for Local Councils Autumn 2008 and details of hardwood seating
10. Railfuture - details of Autumn Conference to be held on 15<sup>th</sup> November at The Charity Centre, Euston and associated paperwork
11. Email from a Councillor from the Watford area following her recent week’s holiday in Bognor Regis praising the Town Council on the floral displays and cleanliness of the town. An issue in relation to the public conveniences was also raised and this matter was referred to A.D.C. for a response
12. Environment Agency - request for support in promoting their flood information guides. The guides give practical advice on preparing for a flood and what to do during and after a flood
13. St Wilfrid’s Hospice - Newsletter, September 2008
14. Email enquiry re commemorative bench referred to A.D.C. in first instance
15. A.D.C. - details of Seawater Quality to 8<sup>th</sup> September 2008